

Freedom of Information

The Victorian *Freedom of Information Act 1982* gives you the right to request access to documents about your personal affairs and the activities of government agencies held by:

- Ministers
- State Government departments
- local councils
- most semi-government agencies and statutory authorities
- public hospitals
- Universities, TAFE colleges and schools.

You can also request that agencies amend or remove incorrect or misleading information they hold about you.

FOI Online

The FOI Online website contains further information to help you access government documents.

Making a request to the North Central CMA

However, the North Central CMA FOI Request Procedure details the process for requesting documents under FOI from the North Central CMA.

The North Central CMA FOI Officer handles requests for access to documents held by the Authority.

If you wish to access documents held by the North Central CMA, we can be contacted directly or complete a request in accordance with the FOI Request Procedure.

Contact

Freedom of Information

GPO Box 4356

Melbourne VIC 3001

Tel: 03 8684 0063

Email: enquiry@foi.vic.gov.au

Freedom of Information Part II Information Statement

For the benefit of Victorian citizens, the North Central CMA releases a large amount of information through online and print publishing, as well as in-person service provision.

This Part II Statement demonstrates how the Authority is making information readily available to the public.

Making information easily accessible reduces the need for members of the public to submit requests under the *Freedom of Information Act 1982*.

This website outlines the role of the Authority and makes it easy for the public to find the information they need regarding key services, functions, reports and outputs.

Please note, the pages below provide only a snapshot of the types of documents held by the Authority and how to locate them – they by no means represent an exhaustive list of the information that is publicly available.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Specific Part II Statements

- Statement 1: Organisation and functions
- Statement 2: Categories of documents
- Statement 3: FOI arrangements
- Statement 4: Publications
- Statement 5: Rules, policies and procedures
- Statement 6: Report literature.

More information about Freedom of Information (FOI) can be found on the dedicated [FOI website](#).

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Freedom of Information Statement 1:

Organisation and function

The North Central CMA is the peak body for the delivery of natural resource programs in Central Victoria. Our work is based on science and delivered through meaningful partnerships with government agencies, local organisations such as Landcare, and community groups in Central Victoria.

The North Central CMA's project responsibilities include the management of:

- waterways
- water quality
- biodiversity (including vegetation restoration and threatened species recovery)
- floodplains
- salinity
- pest plants and animals
- soil health

The North Central CMA is also responsible for Landcare support and funding co-ordination, community involvement and education, a regional response to climate change, cultural heritage, and for monitoring and reporting on the health of the catchment.

Information relating to the organisation and function of the Authority can be found at various locations, including this website, other external websites, online publications and service centres.

Please note, the resource locations and content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Category/Topic	Resource Location
Acts administered by/relevant to the North Central CMA	Section 1 of the Annual Report 2011-12
North Central CMA statutory offices and bodies	Section 2 of Annual Report 2011-12
List of committees sponsored by the Authority	Section 2 of Annual Report 2011-12
Key structures and functions of the Authority	Organisational Chart
Program Areas	Authority Program Areas
North Central CMA Annual Reports	Annual Reports repository

The Authority develops a range of policies and practices. As they are developed, mechanisms on our Authority website is used to enable the public to provide feedback on the policies and initiatives. In addition, the public can provide feedback via the website or to the address below. Members of the public can also write directly to the Authority seeking information on any aspect of its operations. Correspondence can be addressed to either the Chief Executive of the Authority.

North Central Catchment Management Authority
PO Box 18
HUNTLY, VIC, 3551

The Authority's main switchboard number is: Tel: 03 5448 7124

Other sections of the Part II Statement

- Statement 2: Categories of documents
- Statement 3: FOI arrangements
- Statement 4: Publications
- Statement 5: Rules, policies and procedures
- Statement 6: Report Literature.

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Freedom of Information Statement 2:

Categories of documents

The Authority creates a large number of documents and records in the course of its work. The Authority uses an Electronic Document & Records Management System (EDRMS) to classify, store, access and manage a broad range of electronic and hard copy documents.

Document types

The types of documents that the Authority handles include:

- policy, procedures and standards
- briefings and reports
- case files
- registers
- correspondence
- applications and licences
- meeting records
- financial records
- audio visual material.

Document categories

These documents are organised under the following categories according to the Authority's Business Classification Scheme.

Corporate Documents
Reports
Gallery - Photos
Fact Sheets
Technical Bulletins
Newsletters
Posters
Questionnaires
Reference Cards
Maps
Miscellaneous

The Authority's website, and specifically the sitemap, outlines the areas of work that the Authority undertakes and in which areas documents would be created.

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Freedom of Information Statement 3: FOI arrangements

Under the *Freedom of Information Act 1982*, members of the public have the right to request information and access documents about their personal affairs and the activities of the Authority.

A Freedom of Information (FOI) request needs to be made in writing to the agency that holds the documents being requested. Requests for documents in the possession of the North Central CMA should be addressed to:

Freedom of Information Officer
North Central CMA
PO Box 18
HUNTLY VIC 3551

Online FOI request lodgement and further information about how to make a request can be found at www.foi.vic.gov.au. Telephone enquiries can be made on 03 5448 7124.

Information relating to how to make a request, and how the Authority receives and processes Freedom of Information (FOI) requests can be found at various locations, including those listed below.

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If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Category/Topic	Resource Location
Information on how to make an FOI request/ how the Authority is complying with FOI obligations	Section 4 of Annual Report 2011-12
General information and FOI assistance specific to the Authority of Justice	Freedom of Information section of this website
Online FOI lodgement/General information on lodging requests/ Whole of Victorian Government FOI web resource	FOI Online

Other sections of the Part II Statement

- Statement 1: Organisation and function
- Statement 2: Categories of documents
- Statement 4: Publications
- Statement 5: Rules, policies and procedures
- Statement 6: Report Literature.

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Freedom of Information Statement 4:

Publications

The Authority and its associated agencies produce a wide range of publications, many of which can be accessed on the publications section of this website. In some cases, it is not possible to supply the publication as a download. If this is the case, details are provided about alternate means of obtaining a copy of the publication.

Information specified by *Financial Reporting Direction 22B* is retained by the Authority's Accountable Officer and is made available on request to relevant Ministers, Members of Parliament and the public (subject to FOI requirements, if applicable).

Enquiries should be directed to:

Executive Manager, Finance and Governance
North Central CMA
PO Box 18
HUNTLY VIC 3551

Please note, the resource locations and content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Category/Topic	Resource Location
Publications produced by the Authority and associated agencies	Publications section of this website
List of additional information available on request	Section 4 of Annual Report 2011-12

Other sections of the Part II Statement

- Statement 1: Organisation and function
- Statement 2: Categories of documents
- Statement 3: FOI arrangements
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Freedom of Information Statement 5: Rules, policies and procedures

This section highlights a few of the many instances in which the Authority publishes internal rules, policies and procedures online.

Types of information that can be found on this site include;

- Corporate documents
- Strategies and Plans
- Statements of policies and guidelines concerning grants or incentive schemes.

If there are documents of this nature that are not currently available online, requests can be submitted directly to the relevant Authority business unit. Contact details for North Central CMA are listed within contact us page.

Examples are listed below.

Please note, the resource locations and content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Category/Topic	Resource Location
Acts relevant to the Catchment Management	Section 1 of the Annual Report 2011-12
Whistleblower Procedures	Whistleblowers site area of this website

Other sections of the Part II Statement

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Freedom of Information Statement 6: Report literature

This section illustrates examples of where the Authority publishes final reports and records of decisions relating to policy.

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Examples are listed below.

Please note, the resource locations and content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Category/Topic	Resource Location
Details of major research and development Activities undertaken by the North CMA	Annual Report 2011-12
Reports and Policy-related publications	Search within the Publications section of this website

Other sections of the Part II Statement

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