

Freedom of Information Statement

The *Victorian Freedom of Information Act 1982* gives you the right to request documents held by Yarra Plenty Regional Library (YPRL). It also gives you the right to request that incorrect or misleading information held by YPRL about you be amended.

What information is released?

You can apply for access to:

- Documents about your personal affairs, regardless of the age of the documents
- Documents of a non-personal nature, not older than July 1978.

Some documents cannot be accessed to protect the public interest and some private and business affairs. The [Act outlines exceptions here](#). Documents can be exempt in full, or exempt parts can be deleted with the remainder of the document released.

For more information on the Freedom of Information Act please visit the [Office of the Victorian Information Commissioner](#).

How do I access documents?

Access to documents can only be obtained by written request. Applications should be as specific as possible to enable us to identify the relevant documents as quickly and efficiently as possible.

Each application must be accompanied by a non-refundable lodgement fee as set by the Freedom of Information Commissioner, currently \$30.10. This fee may be waived in cases of financial hardship. If documents need to be retrieved or photocopied, additional access charges may apply.

Applications should be addressed to:

Freedom of Information Officer
Yarra Plenty Regional Library
Bag 65
BUNDOORA VIC 3085

As required by the Act, YPRL will notify an applicant of their decision on an access request within 30 days.

If you are unsatisfied with the decision made, or the way your request is being handled including if a decision is taken not to waive an application fee, you may apply for review by the [Victorian Information Commissioner](#).