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Freedom of Information Statement – v3.0

Introduction

The Legal Services Board is committed to ensuring that members of the public can apply for access to relevant documents.

The Freedom of Information (FOI) statement is accessible on the Board's website and provides guidance on how to request information.

The FOI statement is complemented by the Board's FOI procedure manual.

Statement (posted to the website)

Freedom of Information

Principal Officer: Chairperson

Authorised Officers:

Initial decisions: Litigation Officers, Legal Adviser

Reviews: Manager Compliance, Manager Policy, General Counsel.

Contact phone number: 9679 8000

You have a right to apply for access to the following documents under the *Freedom of Information Act 1982 (Act)* which are held by the Legal Services Board (LSB):

- documents relating to your own personal affairs, regardless of the age of the documents; and
- documents of a non-personal nature which are not older than 5 July 1978 and which are not exempt under the Act.

You can also request amendment or removal of incorrect or misleading information held about you.

How to make a request?

Your letter requesting access to a document(s) together with a cheque for the FOI Application Fee of \$23.40 should be sent to the Authorised Officer at:

Legal Services Board
Level 10, 330 Collins Street
MELBOURNE VIC 3000

Your letter should set out clearly the document(s) you require from the LSB as well as provide sufficient detail to enable the document(s) you are seeking to be identified.

Once the LSB has received your FOI request and the FOI Application Fee, the LSB must respond to you in writing as soon as practicable but not later than 45 days outlining its decision on your request.

If the LSB refuses access to the documents sought, you can appeal to the Principal Officer for an internal review, but you must do so within 28 days of the date of the decision sent to you. The LSB must consider your request again and respond to you within 14 days.

If you wish to appeal further to the Victorian Civil and Administrative Tribunal you must do so within 60 days of the date you were notified of the result of the internal review.

Need more Information?

For further details about how to use Freedom of Information in Victoria visit the [Department of Justice FOI page](#) and the [Freedom of Information Online site](#). The Department of Justice reports on FOI matters annually to the Attorney-General. This report covers all FOI matters across the Victorian public sector. The Attorney-General is responsible for the administration of the *Freedom of Information Act* 1982.

Annual Report Response

If no requests during financial year:-

The *Freedom of Information Act* 1982 allows the public a right of access to documents held by the Board. For the period ending 30 June [YEAR], the Board did not receive any freedom of information requests.

Annual Report Response Further Information

If a request has been received, the Board is required to provide the following information:

- *Number of personal and non personal requests received by the agency.*
- *Number of cases where access was granted in full, in part or denied in full.*
- *Number of internal reviews conducted.*
- *Number of internal reviews where the original decision was confirmed, varied or overturned.*
- *Number of VCAT appeals lodged.*
- *Number of VCAT appeals decided in the period.*
- *Number of VCAT appeals where VCAT granted full access, part access or denied access in full.*
- *Number of times in which each exemption was used in requests, internal reviews and VCAT appeals.*
- *Names and titles of decision makers.*
- *The classification of staff working on FOI and the percentage of their time spent on FOI.*
- *The total dollar amount of application fees collected and waived.*
- *The total dollar amount of charges collected and waived.*

Not all information is automatically available. The Freedom of Information Act allows the Board to refuse access to certain documents or information (called “exempt” documents). Access may be refused to an entire document, or partially given with exempt information deleted. Exempt documents include:

- *Cabinet documents.*
- *Some internal working documents.*
- *Law enforcement documents.*
- *Documents covered by legal professional privilege, such as legal advice.*
- *Documents containing personal information about other people.*
- *Documents containing information provided to an agency in confidence.*
- *Documents containing information provided to an agency by a business.*
- *Documents which are covered by secrecy provisions in other legislation.*