**Optional feedback form for commenting on draft Guidelines to the *Freedom of Information Act 1982***

**About this form**

The Office of the Victorian information Commissioner (**OVIC**) is consulting with agencies and the public on draft Guidelines to the *Freedom of Information Act 1982* (Vic) (**FOI Guidelines**).

For more information on the FOI Guidelines, visit OVIC’s website [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au).

**Collection of personal information**

You are not required to provide any personal information to make a submission to the draft FOI Guidelines. All fields on this form relating to personal information are optional.

Where you choose to provide personal information, OVIC may use it to provide you consolidated feedback on the submissions we receive or seek clarification on your submission. If you choose to provide personal information, we ask that you do not include this information anywhere other than the designated fields on this form.

If you choose to make your submission by email, we may be able to identify you from your email address. If you prefer to remain anonymous, you can post your submission to OVIC.

OVIC will not disclose your personal information without your consent, except where required to do so by law. You may contact OVIC to request access to any personal information you have provided to us by emailing enquiries@ovic.vic.gov.au.

For further information on how OVIC handles personal information, please read our privacy policy [here](https://ovic.vic.gov.au/resource/privacy-policy/).

**Information about who is making a submission**

|  |  |
| --- | --- |
| Agency / Organisation: |  |
| Name / Representative:  |  |
| Email: |  |

This submission is made by:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Public sector agency subject to the FOI Act  | [ ]  | Private organisation / Not for profit |
| [ ]  | Public sector agency outside of Victoria  | [ ]  | Member of the public  |
| Other  |  |

**Completing this form**

To complete this form:

1. Identify the section you are commenting on.
2. Insert the section number, any suggestions, the reasons for the suggestion, and any other comments into the table provided on page 3.

**Questions to consider when completing this form**

When providing comments please consider the following questions:

1. Are the draft FOI Guidelines useful and practical? If not, what would make them more useful and practical?
2. Is the language clear and understandable?
3. Is anything missing? For example, relevant case law or a step in applying an exemption.
4. Is more detail required? Is less detail required?
5. Any other comments you may have.

**Submitting this form**

Submissions can be made by:

* **Emailing** your submission to policyteam@ovic.vic.gov.au
* **Posting** your submission to:

FOI Guidelines

Office of the Victorian Information Commissioner

PO Box 24274

Melbourne VIC 3001

***Feedback on the draft FOI Guidelines***

|  |
| --- |
| **Do you have any overall comments on the draft FOI Guidelines?** |
| *Insert general comments on the draft FOI Guidelines**Refer to the questions on page 2 for providing comments* |
|  |
| **Do you have any comments on specific sections of the draft FOI Guidelines?** ***You may also mark up the relevant Part in tracked change to suggest changes and leave feedback*** |
| *Section no.* | *What are your suggestions and your reasons for the suggestion regarding the section?* | *Do you have any other comments on this section?* *Refer to the questions on page 2 for providing comments* |
|  |  |  |
|  |  |  |
|  |  | *Press tab in this box to insert additional rows as needed* |