INFORMATION FOR agencies and the public

Feedback form

Public Consultation for the updated draft Professional Standards under Part IB of the *Freedom of Information Act 1982* (Vic)

About this form

The FOI Professional Standards (the **Standards**) were first issued on 2 December 2019 in accordance with Part IB of the *Freedom of Information Act 1982*(Vic) (**the Act**). The Standards are binding and apply to every Victorian agency subject to the Act. The Standards do not apply to Ministers.

Pursuant to section 6X of the Act, the Information Commissioner must review the Standards at least once every four years. Following a competitive selection process, OVIC engaged KPMG to undertake an independent review of the Standards.

On 23 August 2024, KPMG provided OVIC with its final report (the **report**), making 27 recommendations to uplift and improve the operation of the Standards. Having considered the report and the recommendations, the Information Commissioner has drafted updated Professional Standards (**draft Standards**).

Pursuant to section 6U(4) of the Act, the Office of the Victorian information Commissioner (**OVIC**) is consulting with agencies and interested parties on the updated draft Standards.

OVIC encourages agencies and interested parties to make a submission using this form. This form contains specific questions, space to provide comments on each standard, and space for other general feedback on the draft Standards.

The current Standards can be found [here](https://ovic.vic.gov.au/freedom-of-information/professional-standards/).

Collection of personal information

You are not required to provide any personal information in order to make a submission on the draft Standards. 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, seek clarification on your submission or notify you when the Standards are issued. 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](mailto:enquiries@ovic.vic.gov.au).

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

Publication of submission

OVIC intends to publish submissions received on the draft Standards but will not do so without prior consent. Please indicate below whether you would like your submission to be made public in full, or with personal information removed, or not made public.

Please indicate below if this submission can be published:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Publish in full |  | Publish but do not include personal information |  | Do not publish |

Information about who is making this submission

*All fields below are optional.*

|  |  |
| --- | --- |
| Name: |  |
| Email: |  |

If you are making this submission on behalf of an agency or organisation please identify the agency or organisation below.

|  |  |
| --- | --- |
| Agency / Organisation: |  |

This submission is made by a:

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

Completing this form

To complete this form:

1. Identify the Standard you are providing comment on. The draft updated Standards can be downloaded [here](https://ovic.vic.gov.au/freedom-of-information/resources-for-agencies/professional-standards-consultation-draft-standards.doc).
2. Insert the Standard number, any suggestions, the reasons for the suggestion, and any other comments into the table provided.

Submitting this form

Submissions must be provided to OVIC by **5pm**, **20 March 2025**. Submissions can be made by:

**Email**

[communications@ovic.vic.gov.au](mailto:communications@ovic.vic.gov.au)

**Mail**

Public Access

Office of the Victorian Information Commissioner

PO Box 24274

Melbourne VIC 3001

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| Questions to consider when completing this form  When providing comments, we would appreciate if you considered the following questions:   * Is the language and layout of the draft Standards clear, understandable, and accessible? If not, what could be improved? * Do the draft Standards improve or enhance the administration of the FOI Act? * If you are from an agency subject to the FOI Act, will compliance with the Standards impose a significant burden (qualitative or quantitative) on your agency?   + Where the cost can be quantified, what is the cost or estimated cost?   + Where a cost cannot be quantified, what is the burden and why would it be significant? |
| [answer here] |

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| Do you have any comments on specific standards?  Please consider:   * Are the obligations within each Standard clear? * Is more detail required by way of ‘notes’ to explain the obligation created by the Standard? If yes, which Standard requires more detailed notes? | | | |
| *Standard No.* | *Do you have any suggestions in relation to the Standard?* | *What are the reasons or rationale for your suggestions?* | *Do you have any other comments you would like to make on this standard?* |
|  |  |  |  |
|  |  |  |  |
|  |  |  | *Press tab in this box to insert additional rows as needed* |