



Freedom of Information: Part II Statement for the MAP Co Website

August 2024

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1. Organisation and functions

Established in 2022, the Melbourne Arts Precinct Corporation (MAP Co) was formed to create a body corporate and on behalf of the Victorian Government to:

- provide leadership and strategic direction for the transformation of the Melbourne Arts Precinct (MAP) Designated Area, and the precinct around the MAP Designated Area, into a world class civic, cultural, arts and creative precinct;
- own, control, manage, operate, promote and develop Federation Square and other MAP Co Managed Sites; and
- manage public spaces and shared services supporting MAP Sites.

More detailed information relating to the MAP Co and its powers and functions can be found at <https://artsprecinct.melbourne/about-mapco/>.

2. Categories of documents

MAP Co creates and retains information and documents through the delivery of its functions in accordance with record keeping requirements.

The types of documents that MAP Co may hold include:

- Correspondence
- Contracts and agreements
- Meeting minutes and records
- Financial records
- Training and education material
- Human Resource records
- Collection records
- Operational records
- Registers
- Reports and plans (e.g. corporate and business plans and annual reports)
- Project management documentation
- Policies and procedures
- Images and multimedia

3. FOI arrangements

Victoria's *Freedom of Information Act 1982* (**FOI Act**) gives any person the right, subject to certain exemptions, to access documents relating to the activities of the MAP Co.

Information on MAP Co may be found on our website. If you cannot find the information you are searching for, we advise you to contact MAP Co's FOI officer before making a

formal application. In many cases, MAP Co will be able to provide the requested information more efficiently without the need for an FOI Request.

3.1 Making a request

All requests under the FOI Act must be made in writing to:

Email: privacy@mapco.vic.gov.au

OR

Post: Melbourne Arts Precinct Corporation

Level 2, Crossbar Building

Federation Square

Corner Swanston & Flinders Streets

Melbourne CBD, VIC 3000

The application must include the statutory application fee of **\$30.60** (from 30 June 2022), noting individuals experiencing financial hardship may be exempt from the application fee. If you are making payment by cheque, the **\$30.60** must be made out to: Melbourne Arts Precinct Corporation

For an application to be processed in a timely manner, please describe the documents with enough detail for MAP Co to identify them (e.g. including dates, names of individuals, related program areas, reference to any articles or media releases).

The FOI Act provides an individual the right to request correction or removal of personal information in records held by MAP Co.

For further information about how to make a FOI request please visit the Victorian Information Commissioner's website (www.ovic.vic.gov.au).

3.2 What happens after I make a request?

Under the FOI Act, MAP Co must complete a request within 30 days from the date we receive a **valid and clear request**. MAP Co will notify you via receipt if you have made a valid FOI request or assist you if you have not met the requirements.

We will search for the documents or extract the information from a database if possible and appropriate. The FOI Unit will review the documents to determine whether, and to what extent, they can be released under the FOI Act.

3.3 Access Charges

Access charges are different from the initial application fee.

Charges apply before MAP Co can process and release documents. All activities associated with processing a request and providing access to documents incur charges, in accordance with section 22 of the FOI Act and the *Freedom of Information (Access Charges) Regulations 2014*.

After a valid request is accepted under section 17 of the FOI Act, MAP Co will contact you with an estimate on all access charges, as well as any other charges that may apply. If the access charge is greater than \$50.00, we will seek confirmation on whether you wish to proceed with the request before undertaking any further work. A deposit may be required if the cost is more than \$50.00.

For further information about access charges, please visit the Victorian Information Commissioner's website <https://ovic.vic.gov.au/freedom-of-information/access-charges-calculator/>

3.4 Exemptions under the FOI Act

The FOI Act exempts some documents from being released. Exempt documents include:

- Cabinet documents
- some internal working documents which if released would be contrary to the public interest
- law enforcement documents
- documents covered by legal professional privilege, such as legal advice
- documents containing information or opinion about a person who can be identified
- documents containing information provided to MAP Co in confidence
- commercial-in-confidence information
- documents which are covered by secrecy provisions in other legislation.

If the document you have requested is exempt, MAP Co may have to decline your request. If only parts of the document are exempt, there may be an opportunity to give you access to the document/s with the exempt information removed.

4. Publications

MAP Co will produce a range of publications which will be accessible from the MAP Co website. Examples of publications and resources available for free, include the MAP Co Annual Report and Corporate Plan (available post 2023).

5. Rules, policies and procedures

There are a number of policies and procedures in place to provide governance for the daily operations of MAP Co and support its administrative functions. A number of these will be published and accessible on the MAP Co website (available by 2023)

MAP Co's privacy statement can be viewed <https://artsprecinct.melbourne/privacy-policy/> which sets out the handling of personal information under the *Privacy and Data Protection Act 2014 (Vic)*.

6. Report Literature

MAP Co will publish an annual report annually. This will be made available on the MAP Co website post its first year of operation in late 2023.

7. Further Information

For more information about making a freedom of information request you can visit < <https://ovic.vic.gov.au/freedom-of-information/make-a-freedom-of-information-request/>>

You can also contact our FOI Unit at

Legal Team
Melbourne Arts Precinct Corporation
Level 2, Crossbar Building
Federation Square
Corner Swanston & Flinders Streets
Melbourne CBD, VIC 3000
Telephone: (03) 9655 1900
Email: privacy@mapco.vic.gov.au

8. Document Control

The following table details the current and any previous versions of this document (latest version is always shown on top):

VERSION	DATE OF RELEASE	AUTHOR	KEY CHANGES FROM PREVIOUS VERSION
1	April 2022	MAP Co	N/A
2	January 2023	MAP Co	Policy transitioned to new template. No content changes.
3	August 2024	MAP Co	Policy transitioned to new template. Minor content edits.

9. Review Details

DOCUMENT TYPE	POLICY
Approved By	MAP Co Board
Date Approved	January 2023
Lead – Corporate Area	Policy, Strategy & Governance
Review Cycle	18 months
Next Review Date	February 2026