

## Part II Information Statement

*The Victorian Freedom of Information Act 1982* gives you the right to request access to information about your personal affairs and the activities of government agencies.

The PPWCMA releases large amounts of information which is available to the public from its websites published and printed documents, as well as in person at meetings, community events and at other organisational activities.

The purpose of this Part II Statement is to outline how the PPWCMA is satisfying its legal obligation under the Victorian Freedom of *Information Act 1982* by demonstrating how making information readily and easily accessible to the public, it can assist with reducing the need for the public to submit Freedom of Information (FOI) requests.

The statements below provide a snapshot of the role of the PPWCMA, the types of documents held by the agency and how to locate them. It is not an exhaustive list of information that is publicly available. To find a specific topic you may need to conduct a full search of this site or contact the PPWCMA at [enquiries@ppwcma.vic.gov.au](mailto:enquiries@ppwcma.vic.gov.au)

### Freedom of Information Part II Statements

- Statement 1: Organisation and functions
- Statement 2: Categories of documents
- Statement 3: Freedom of Information arrangements
- Statement 4: Publications
- Statement 5: Rules, policies and procedures
- Statement 6: Report literature

More information about FOI can be found on the Victorian Governments [FOI website](#)

## Statement 1 Organisation and functions

The Port Phillip and Westernport Catchment Management Authority (PPWCMA) is a Victorian Government statutory authority established under the *Catchment and Land Protection Act 1994*.

The Port Phillip and Western Port region is home to over 4 million people and boasts some of Victoria's most productive farming lands, spectacular parks, landscapes and diverse natural ecosystems

We are responsible for:

- Preparing a Regional Catchment Strategy and coordinating and monitoring its implementation;
- Promoting cooperation amongst key organisation in the management of the environment;
- Advising on regional priorities and resource allocation;
- Advising on matters relating to the catchment and land protection;
- Reporting on the condition of land and water resources; and
- Promoting community awareness and understanding of the importance of land and water resources, their sustainable use, conservation and rehabilitation.

Our key role is to mainly work with Victorian Government departments, councils, water authorities and non-government environmental organisation, including over 300 Landcare, community groups and other partners to protect and enhance the health of natural resources within our region.

Information about PPWCMA and our functions can be found at various locations, including our website, other external websites, online publication and our offices.

PPWCMA prepares and implements a wide range of strategies, projects and initiatives, and seeks input and feedback from our community. The resource location and content contained with the Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

Category/Topic	Resource Location
Legislation PPWCMA is obliged to comply with	Our most recent Annual Report
List of committees supported by the PPWCMA	The environmental project section of our most recent Annual Report
Key structure and functions	Organisational Structure
PPWCMA Annual Reports	Annual Reports
Key Performance Indicators	Annual Reports
Information available on request	The statutory information section of our most recent Annual Report

When searching for a specific topic, more thorough results may be obtained by conducting a full search of our website; if you are still unable to find the information you are looking for contact us at:

FOI Officer  
PPWCMA  
Level One  
454-472 Nepean Hwy  
Frankston Vic 3199

or email us at [enquiries@ppwcma.vic.gov.au](mailto:enquiries@ppwcma.vic.gov.au)

More information about FOI can be found on the Victorian Governments [FOI website](#)

## Statement 2 Categories of documents

The Port Phillip and Westernport Catchment Management Authority (PPWCMA) creates a large number of documents and records in the course of its work. We use a paper records management system to classify, store, access and manage a broad range of correspondence and documents. We also use an online computer system to receive, transfer and maintain some information.

### Document types

The types of documents we handle include:

- Policies, procedures and guidelines
- Strategies and reports
- Registers and databases
- Correspondence
- Applications, agreements and contracts
- Meeting records
- Financial records
- Photo library
- Newsletter
- Maps

### Document categories

Board Business

Business Management

Human Resources

Committees

RCS

PPWCMA Environmental Projects

Environmental Projects

PPWCMA's website outlines the areas of work that the Authority undertakes and in which areas documents would be created. The resource locations and content presented with the overall Part II Statement provides a snapshot of the information that is available and is by no means an exhaustive representation.

When searching for a specific topic, more thorough results may be obtained by conducting a full search of our website; if you are still unable to find the information you are looking for contact us at:

FOI Officer  
PPWCMA  
Level One  
454-472 Nepean Hwy  
Frankston Vic 3199

or email us at [enquiries@ppwcma.vic.gov.au](mailto:enquiries@ppwcma.vic.gov.au)

More information about FOI can be found on the Victorian Governments [FOI website](#)

### Statement 3 FOI arrangements

Under the *Freedom of Information Act 1982*, members of the public have the right to request information and access documents about their personal information and the activities of Port Phillip and Westernport Catchment Authority (PPWCMA).

A Freedom of Information (FOI) request needs to be made in writing to the agency that holds the documents being requested.

Online FOI request lodgement and general information about how to make a request can be found at [www.foi.gov.au](http://www.foi.gov.au)

For Information on how the PPWCMA receives and processes FOI requests refer to the list below:

Category/Topic	Resource Location
How the PPWCMA is complying with FOI obligations	The business section of our most Annual Report
How to make an FOI request to the PPWCMA and general information about FOI assistance specific to us (including a guide to costs and access application forms)	<a href="#">FOI info page section on this website</a> <a href="#">PPWCMA FOI access application request form</a> <a href="#">PPWCMA FOI request guide</a>
General information on lodging requests and Whole of Government web resources	<a href="#">Victorian Government FOI Online</a>
Role of the Victorian FOI Commissioner Making complaints Seeking reviews	<a href="#">Office of the FOI Commissioner</a>

The resource locations and content presented with the overall Part II statement provides a snapshot of the information that is available and is by no means an exhaustive representation.

When searching for a specific topic, more thorough results may be obtained by conducting a full search of our website; if you are still unable to find the information you are looking for contact us at:

PPWCMA  
Level One  
454-472 Nepean Hwy  
Frankston Vic 3199

or email us at [enquiries@ppwcma.vic.gov.au](mailto:enquiries@ppwcma.vic.gov.au)

More information about (FOI) can be found on the Victorian Governments [FOI website](#)

## Statement 4 Publications

The Port Phillip and Westernport Catchment Management Authority (PPWCMA) produce a wide range of publications. Many are available in the publications section of our website, including a range of reports and videos. In some cases, it is not possible to make our publications available as downloads. If this is the case, details are provided below about alternative means of obtaining a copy of the publication.

Information specified by *Financial Reporting Direction 22B* is retained by our Financial Coordinator and is made available on request to the relevant Ministers, Members of Parliament and the public (subject to *the Freedom of Information Act 1982* if applicable)

Category/Topic	Resource Location
Publications produced by PPWCMA	Publication section of our website
Publications produced by PPWCMA may be obtained in hardcopy by request (and are subject to availability)	Contact us at <a href="mailto:enquiries@ppwcma.vic.gov.au">enquiries@ppwcma.vic.gov.au</a>
List of information available on request	The Business, Culture and Governance section of our most recent Annual Report

The resource locations and content presented with the overall Part II Statement provides a snapshot of the information that is available and is by no means an exhaustive representation.

When searching for a specific topic, more thorough results may be obtained by conducting a full search of our website; if you are still unable to find the information you are looking for contact us at:

FOI Officer  
PPWCMA  
Level One  
454-472 Nepean Hwy  
Frankston Vic 3199

or email us at [enquiries@ppwcma.vic.gov.au](mailto:enquiries@ppwcma.vic.gov.au)

More information about FOI can be found on the Victorian Government [FOI website](#)

## Statement 5 Policies, procedures and guidelines

This section highlights a few of the many instances in which Port Phillip and Westernport Catchment Management Authority (PPWCMA) publishes internal policies, procedures and guidelines on our website.

Types of information that can be found on our website include:

- Corporate documents
- Strategies and plans
- Policies and procedures
- Guidelines

Category/Topic	Resource Location
Acts and legislation relevant to the PPWCMA	Legislation section of our most recent Annual Report
Policies, procedures and guidelines	A list of policies, procedures and guidelines available on this website

The resource locations and content presented with the overall Part II Statement provides a snapshot of the information that is available and is by no means an exhaustive representation.

When searching for a specific topic, more thorough results may be obtained by conducting a full search of our website; if you are still unable to find the information you are looking for contact us at:

FOI Officer  
PPWCMA  
Level One  
454-472 Nepean Hwy  
Frankston Vic 3199

or email us at [enquiries@ppwcma.vic.gov.au](mailto:enquiries@ppwcma.vic.gov.au)

More information about FOI can be found on the Victorian Government [FOI website](#)

## Statement 6 Report literature

This section illustrates examples of where the Port Phillip and Westernport Catchment Management Authority (PPWCMA) publish final reports and records of decisions relating to policy.

Information specified by *Financial Reporting Directive 22B* is retained by the PPWCMA's Finance Coordinator and is made available on request to relevant Ministers, Member of Parliament and the public (subject to Freedom of Information requirements, if applicable).

Examples are listed in the table below.

Category/Topic	Resource Location
Details of major monitoring and research activities undertaken by the PPWCMA	Our Environment and Our Project section of this website
Reports and policy related publications, including research and statistical reports	Publications section of this website

The resource locations and content presented with the overall Part II Statement provides a snapshot of the information that is available and is by no means an exhaustive representation.

When searching for a specific topic, more thorough results may be obtained by conducting a full search of our website; if you are still unable to find the information you are looking for contact us at:

FOI Officer  
PPWCMA  
Level One  
454-472 Nepean Hwy  
Frankston Vic 3199

or email us at [enquiries@ppwcma.vic.gov.au](mailto:enquiries@ppwcma.vic.gov.au)

More information about FOI can be found on the Victorian Government [FOI website](#)