**Information statements: Freedom of Information Act Part II**

The Freedom of Information Act 1982 gives any person the right, subject to certain exemptions, to access documents about Swinburne activities.

**About FOI requests**

For requests under the *Freedom of Information Act* (FOI Act), applicants may use the form provided on this website.

The FOI Commissioner's website contains information and reports on the operations of the FOI Act.

There is a cost for a Freedom of Information Request.

The FOI Act is just one of the processes available to the public to access Swinburne documents or information.

**Information Statements - FOI Act, Part II**

Swinburne is one of several public Universities in Victoria. Its primary function is to provide teaching, learning and research for the benefit of all Victorians.

Swinburne publishes a large volume of information online and provides information services in person and/or by phone, Annual Report, Swinburne website, and at any of its campuses.

**Organisation and functions**

Information about Swinburne, its structure, functions and can be found in the Annual Report available on Swinburne’s website.

Material or publications, including policies, manuals, guidelines, codes of practice, brochures and other material is available throughout this Website.

Most communications or exchange of information with third parties occurs administratively in the normal course of our under the *Swinburne University of Technology Act*.

**Categories of documents**

Records are managed in a decentralised model using a number of IT systems (including HP Records/TRIM) and are and recorded by business area and subject matter.

Records are maintained according to authorities and standards issued by the Public Records Office of Victoria under the *Public Records Act 1973*.

Swinburne Business units are shown on the organisational structure/charts available in Swinburne’s Annual Report. Some categories of records/files include:

* Annual reports
* Complaints
* Compliance
* Contracts
* Correspondence
* Dispute Management
* Financial
* Freedom of Information requests
* Health & Disability Services
* Health and Safety
* Human Resources (employee records)
* Information Technology Shared Services
* Insurance
* Legal and litigation
* Policies, procedures, manuals
* Programs or events
* Research activities
* Risk
* Service Requests
* Student Records
* Scheme Performance including data and statistics
* Teaching and Learning Partnerships and Collaborations

Further specific categories of information available can be found in the Statutory Reporting section of Swinburne’s annual report.

**Publications, including rules policies, procedures or reports**

Swinburne publishes a wide range of information on this website. If an individual cannot locate a publication they may contact Swinburne directly through the relevant business unit.