

EPA ref: FOI-003-2024



Jarred Crowe

By email: foi+request-10989-4ac7c0e7@righttoknow.org.au

Dear Jarred,

FREEDOM OF INFORMATION: NOTICE OF DECISION

This letter is to give you the decision on the request you made for documents under the *Freedom of Information Act 1982* (the Act).

Your request is for:

I am formally requesting access to documents under FOI relating to vehicle testing notices issued in the period between January 1, 2023, and December 24, 2023.

I kindly request the following documents;

- 1. Statistical reports that detail the number of vehicle testing notices issued for the above period indicating the required tests (smoke or noise), per suburb, postcode or local government area.*
- 2. Statistical reports for the above period, that detail the outcomes of issued vehicle testing notices, indicating the percentage of passed/failed vehicles tested, or the percentage of notices that returned a certificate of compliance.*
- 3. EPA authorised officer handbook/training information, Only sections relating to processes and requirements for issuing vehicle testing notices and related best practices.*
- 4. All informational papers that are sent to vehicle owners who receive a vehicle testing notice, explaining noise or smoke tests, legislation, CoC process and associated fees.*

By email, on 7 March 2024, you excluded personal affairs information from the scope of your request.

EPA has identified **7** documents relevant to your request that comprise a total of 396 pages. The documents include:

- Internal EPA procedure guides
- Statistical reports
- Information sheet on Vehicle Testing Notices
- National Stationary Noise Test Procedure
- ESMP data manual 1992

Decision and reasons for decision

I have decided to grant you access in full to 7 documents.

A Schedule of Documents is attached to this letter (Appendix A).

As personal information has been excluded from the scope of your request, it has been removed from the documents.

epa.vic.gov.au

Environment Protection Authority Victoria
GPO Box 4395, Melbourne VIC 3001
1300 372 842



Access charges

In accordance with section 22 of the Act and the provisions of the *Freedom of Information Access Charges Regulation 2014*, EPA is entitled to seek from you charges for access to documents, including for:

Search time		
Rate per hour (1.5 fee units or part thereof)	Hours	Charge
\$23.85	1	\$23.85
Reasonable costs incurred		
Officer Victorian Public Service grade/rate per hour	Hours	Charge
VPS grade 4.1 / \$46.10 The cost to prepare a document under s 19, based on the VPS Grade of the officer doing that work with their salary broken down to an hourly rate.	1.5	\$69.15
Total charges		\$93.00
Deposit paid		\$69.15
Remaining balance		\$23.85

You can pay the remaining access charges by credit card through the following EPA webpage:

<https://www.epa.vic.gov.au/about-epa/online-payments/pay-an-invoice>

Once at the page:

1. enter the following reference number in the 'Invoice number' field: 00032024
2. enter the total amount of access charges owing
3. click the 'Pay now' button.

If you are unable to pay online, please contact the FOI team for alternative arrangements.

If you have any questions about this decision, please email me at foi@epa.vic.gov.au, or through our Contact Centre on 1300 372 842.

Yours sincerely,



Julia Begley
Freedom of Information Officer

9 March 2024

Appendix A – Schedule of Documents

Doc #	# Pages	File title	Document description	Decision summary
1	17	20240110 - FOI-003-2024 - Number of Vehicle Testing Notices Issued By Suburb	Graph showing number of vehicle testing notices issued by EPA by suburb in Victoria	DISCLOSE IN FULL
2	1	20240110 - FOI-003-2024 - Number of Vehicle Testing Notices Issued vs Number of Certificate of Compliances Received	Graph showing number of vehicle testing notices issued vs number of certificate of compliances received	DISCLOSE IN FULL
3	31	Procedure – Issue and manage vehicle testing notices	EPA procedure manual	DISCLOSE IN FULL
4	21	National Stationary Noise Test Procedures For In-Service Motor Vehicles	Report prepared by National Transport Commission on behalf of the Land Transport Environment Committee	DISCLOSE IN FULL
5	301	Publication 317.6 ESMP Data Manual	ESMP data manual 1992 dated July 2022	DISCLOSE IN FULL
6	23	Procedure – Receive and assess motor vehicle reports	EPA procedure manual	DISCLOSE IN FULL
7	2	VTN Info Sheet- 23 Nov 2023	Vehicle Test Notice information sheet	DISCLOSE IN FULL