



VICTORIA POLICE

Our ref: 68495/19:CK

Garry Zhuang
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Governance and Assurance Department
Freedom of Information

Victoria Police Centre
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Office Hours: 8:30am – 4:00pm

Telephone (03) 9247 6801
Facsimile (03) 9247 5736

Dear Zhuang

FREEDOM OF INFORMATION REQUEST

Your request for access to documents under the *Freedom of Information Act* 1982 (the Act), was received at this office on 22 October 2019.

Interpret request

I have interpreted your request to be for:

'...the investigation files for the Mount Waverley Secondary College Senior Campus evacuation on 12 March 2019.'

The request will be processed on the basis of the above interpretation. If you disagree with this interpretation, please contact our office as soon as possible.

Fee and ID required

Your attention is drawn to section 17(2A) of the Act which requires that a request must be accompanied by a fee of \$29.60.

Before any further action is taken, I require payment either by cheque or money order made payable to the Freedom of Information Office, Victoria Police, together with documentary proof of your identity e.g. driver licence or a passport.

On receipt of the above fee (which is not refundable) and your proof of ID, your request will be considered in accordance with the provisions of the Act. If any issues arise in relation to the handling of your request, you will be contacted as soon as possible.

Payment of the statutory application fee is required within 28 days of receiving this letter. If I have not received your reply before **19 November 2019**, I will consider that the documents are no longer required and your request will be finalised.

Should you proceed with your application, at the completion of enquiries I will forward a written response to your request advising of all documents located and those to be released as well as any applicable access charges.

Please note: access charges are separate from the statutory application fee. Pursuant to section 22 of the Act, and in conjunction with the provisions of the *Freedom of Information (Access Charges) Regulations* 2014, an agency is entitled to seek charges for reasonable costs incurred for searching and producing copies of documents.

Charges are calculated at \$22.20 per hour or part thereof of search time and \$0.20 per page for black and white photocopies. (Further charges may apply where colour copies or other media such as CDs or DVDs are requested).

Please also be advised that future communications with this office should include our file reference number 68495/19.

Yours sincerely

A handwritten signature in black ink, appearing to be 'RD' or similar initials, written in a cursive style.

Robin Davey
Manager
Freedom of Information Division

Date: 22/10/19