



Freedom of Information - Application Form

Please read the Information for Applicants on the reverse side before completing this form.

Queensland Government

DETAILS OF APPLICANT

Surname (Family Name): _____
Given Names: _____
Postal Address: _____ Postcode: _____

Contact Numbers: Work: () _____
Mobile/home: () _____

OFFICE USE ONLY

Application No.
Date Received: ____ / ____ / ____
<input type="checkbox"/> Personal affairs
<input type="checkbox"/> Non-personal affairs
<input type="checkbox"/> App fee enclosed

DETAILS OF REQUEST

I request access to:
The departmental author/contact officer's name is (if known):

The documents are:	<input type="checkbox"/> Personal affairs
	<input type="checkbox"/> Non-personal affairs (cheque for \$38.00 enclosed)
according to the information provided on the back of this form.	

I certify that the information provided on this form is true and correct.

Signature: _____ Date: ____ / ____ / ____

Please send this form to: FOI Coordinator, Mines and Energy, Department of Employment, Economic Development and Innovation, PO Box 15216, CITY EAST QLD 4002 or fax (07) 3239 6119

Privacy statement - The Department of Employment, Economic Development and Innovation is authorised to collect the information provided on this form under Part 3 of the *Freedom of Information Act 1992*. The information collected on this form will be used to process your application and may be disclosed to various officers within the department. This information may also be disclosed to other agencies where it is necessary to transfer the application. Where applications are transferred, you will be advised that a transfer has occurred.

Information for Applicants

What is Freedom of Information?

The *Freedom of Information Act 1992* gives you the right to request, in writing, access to any documents held by Government agencies, such as Mines and Energy, Department of Employment, Economic Development and Innovation (DEEDI). You do not have to give a reason for requesting the documents but you may choose to do so if you think that may assist your application. If access is denied, in whole or part, you will be provided with a written explanation.

What can you ask for?

You can ask for documents held by Mines and Energy. Under the *Freedom of Information Act 1992* a "document" can be a paper file, microfiche, printouts, computerised records, visual material (books, maps, plans, photographs) and audio-visual material.

Do you have to pay for this?

Personal affairs applications – No application fee or charges are payable.

Personal affairs has a narrow meaning, and not all documents about you will concern your personal affairs. The following types of information comprise personal affairs information –

- Information about your personal, private affairs, e.g. family and marital relationships; relationships and emotional ties with other people; domestic or financial responsibilities; legal status; and medical condition.
- Your date and place of birth.
- Your former surname (if there was one).
- Your former address (if there was one) or present address.

This is not an exhaustive list of the types of information that may fall under the meaning of personal affairs.

Non-personal affairs applications - \$38.00 application fee; plus \$5.80 per 15mins processing charges. Processing charges can be waived if the application can be finalised in less than 2 hours or the applicant meets the relevant criteria for financial hardship waiver (see below). Applications may also attract charges for supervising inspection and photocopy charges (e.g. 20c for A4 black and white copies). In addition, reasonable costs may be charged for hearing or viewing any material, transcript or producing a written document from a computer, etc.

Any application that extends beyond what is strictly your personal affairs will be classed as a non-personal application. This includes a request for your personnel file (which will contain information about your work affairs), investigations into complaints, even if the complaint concerns you, and any requests for information concerning other persons.

Financial hardship waiver - The department can decide to waive the processing charges associated with an application if relevant criteria are met. If you are an individual you must have –

- a health care card or pensioner concession card under the *Social Security Act 1991* (Cwlth); or
- a pensioner concession card issued by the Commonwealth Department of Veterans' Affairs.

The Department of the Premier and Cabinet can decide to waive the processing charges associated with an application if relevant criteria are met. If you are a non-profit organisation, you must provide –

- proof that the organisation is not carried on for the profit or gain of its individual members; and
- proof that the organisation is in financial hardship.

Even if applicants are able to satisfy the above criteria for waiver of the processing charges, they are still required to pay the \$38.00 application fee.

How long will it take to process a request?

You will receive acknowledgment of your request within 14 days. As a general rule, the department must provide you with a decision letter within 45 days after receipt of the application. A further 15 days is allowed if consultation with third parties is required; and/or you have requested access to non-personal affairs documents created prior to November 1987. The FOI Act also gives the department the ability to negotiate another timeframe (under certain circumstances), if the application is extremely complex or voluminous. The 45 day timeframe is also affected by a number of stop and start triggers in the legislation relating to the payment of fees, charges, deposits and the provision of information from the applicant. In reality, the application can take 2-4 months.

For Further Information

You can contact the FOI Coordinator by telephoning (07) 3235 4772.

Send this form to the FOI Coordinator, Mines and Energy, Department of Employment, Economic Development and Innovation, PO Box 15216, CITY EAST QLD 4002.