

Request for Access to Documents under the Queensland Freedom of Information (FOI) Act

Information for Applicants

What is Freedom of Information?

The Freedom of Information (FOI) Act came into effect on 19 May 1993. This Act gives you the right of access to documents held by Government Agencies and Local Authorities, subject only to restriction specified in the *Freedom of Information Act 1992* relating to privacy, confidentiality and necessary for good government. You do not have to give a reason if you want to see any document, but the FOI Officer will give you an explanation if you are denied access to documents requested.

On 23 November 2001, State Government passed changes to the *Freedom of Information Act 1992*, primarily about pricing charges. The Council must now charge for processing an application that does not concern your personal affairs, depending on the size/complexity, may also charge processing and access fees.

What can you ask for?

You can ask for documents held by Redland City Council. Under the Freedom of Information Act 1992 a "document" can be paper files, microfiche, printouts, computer records, visual material (e.g. films, photographs), and audio-visual material – basically anything which information is stored, or from which information can be reproduced.

Do you have to pay for this?

Access to personal records is free. **A fee of \$36.50** is payable for applications to access non-personal documents and a cheque/cash/money order for this amount must accompany your application.

Processing charges apply if any application takes more than two hours; a **\$5.60 charge** will apply for each 15 minutes (or part of 15 minutes) spent processing the application. This includes research, searching or documents, consultation with third parties (if required), making the access decision on the documents and supervising inspection of the documents, and providing access to documents.

Processing of the application does not commence until your acceptance in writing to meet all reasonable processing charges is received.

Access to Documents

Where photocopies of non-personal documents are requested there will be a fee of **20 cents per black and white A4 page and \$1.50 per A3 page** for the total number of copies received. Alternatively, documents can be emailed to you (depending on size), eliminating the photocopying charge, or for a small fee of **\$5.00** documents can be scanned and placed on a CD for you.

Proof of Identity

Before you are given access to your personal documents you will need to provide proof of your identity. This can be done by producing documents such as: Full Birth Certificate, Drivers Licence, Naturalisation Certificate, Citizenship Certificate, Current Passport or Marriage Certificate.

What happens if you are asking for another person's documents?

Usually you cannot see another person's documents unless that person has authorised you, in writing, to see them.

For further Information

- The Freedom of Information Act is available from GOPrint, George Street, Brisbane.
- FOI publications are available through the Public Libraries, Community Centres and Government Agencies.
- Information is available from the FOI Coordinator by phoning 3829 8594
- Additional information is also available from the Freedom of Information Division, Department of Justice Phone 3227 9160.
- Your application should be forwarded to:

The FOI Coordinator
Redland City council
PO Box 21
Cleveland Q 4163

OR

May be left at the:

Customer Service Centre
Bloomfield Street
Cleveland Q 4163
OR

Customer Service Centre
Noeleen Street
Capalaba Q 4157

