



QFES Administrative Access Scheme Information Sheet

The Queensland Fire and Emergency Services (QFES) Administrative Access Scheme (AAS) allows people to be given access to information through a streamlined process.

It is an easier and quicker process than the formal Right to Information (RTI) or Information Privacy (IP) application process.

Who can apply?

Anyone can apply for information; however, there is no guarantee that access will be given.

Information which may be accessed

Any information, as long as it is not exempt, may be accessed under the scheme.

In some cases QFES may blank out some information before providing it. This is done to protect people's privacy or to protect confidential information.

Information not able to be accessed

Information that will not be released under this scheme includes:

- The release of the information that is prohibited under law;
- Information that is exempt under the RTI and IP Act;
- Information in draft form; and
- Information that is no longer readily available as it is contained in archives or is difficult to access for similar reasons.

Administrative Access Applications

Enquiries can be made in writing, via email or over the telephone. However, the QFESAAS application form, supporting documentation and payment will be required.

Requests must include the applicant's full name, signature, contact details and enough detail about the information that is being requested for it to be located. For example: the date and location of the incident.

All written requests must be signed and email requests must include a scanned attachment containing the applicant's signature.

Types of Information Requests

Examples of the types of information collected and held by QFES that may be released:

- Operational reports relating to fire incidents
- Operational reports relating to motor vehicle incidents;
- Fire investigation reports;
- Photographs (if available);
- Scientific Reports; and
- Statistics regarding QFES service delivery.

Release of information

QFES is committed to protecting the privacy of our clients' information and only release information where it is authorised to do so.

To ensure that only authorised people receive information, QFES may either ask you a series of questions to verify your identity (verbal requests) or check your signature against our records (written requests).

QFES may refuse to deal with an application that does not meet these requirements or is unreasonable (e.g. very large amounts of information or requests for information previously provided).

Applications may be transferred to the Information Rights Unit at the discretion of QFES.

Fees and Charges

Fees & charges are dependent on the type of documents requested:

- Administrative Access Search fee (up to 2 documents – 20 pages per document) **\$53.90**
- Additional documents **\$8.65** per page, such as photographs and sketches (if available)
- Fire Investigation Report, Scientific report (if available) **\$111.60 Each**

Other ways to access information

Access to information may also be gained by:

- Making an application under the *Right to Information Act 2009*;
- Making an application under the *Information Privacy Act 2009*; and
- Subpoena.

The QFESAAS should be considered in the first instance.

Further information

For more information on the QFES Administrative Access Scheme contact:

Telephone: 07 3635 3548

Email: Qfrsadminaccess@qfes.qld.gov.au

Further information concerning the QFES AAS can be located at <http://www.qld.gov.au/emergency/emergencies-services/fire-rescue.html>