



# Queensland Fire Department Administrative Access Scheme Information Sheet

The Queensland Fire Department (QFD) Administrative Access Scheme (AAS) allows people to gain access to specific reports through a streamlined process.

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

## Information which may be accessed

In some cases QFD may redact certain information before releasing the report. 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:

- Information that is prohibited under law
- information that is exempt under the RTI
- Information in draft form
- information that is not readily available as it is contained

archives or is difficult to access for similar reasons

## Administrative Access Applications (AAS)

Enquiries can be made in writing, via email or over the telephone. However, the QFD AAS 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.

For further information on what reports QFD hold please contact 07 3635 3548 before submitting your application

## Types of Information Requests

Examples of the types of information collected and held by QFD 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 (if available)

## Release of information

QFD is committed to protecting the privacy of our clients' information and only release information where it is authorised to do so. Any Credit card details submitted will be destroyed after processing.

To ensure that only authorised people receive information, QFD may either ask you a series of questions to verify your identity

QFD may refuse to deal with an application that does not meet these requirements. Applications may be transferred to the QFD Right to Information Unit at the discretion of QFD.

## Fees and Charges

Fees & charges are dependent on the type of documents requested and held by QFD  
Current Fees and charges are:

- Administrative Access Search fee / Incident Report \$62.40
- Fire Investigation Report \$129.40 (if available)
- Scientific Report \$129.40 (if available)
- Additional documents \$9.92 per page, such as photographs and sketches (if available )

## Other ways to access information

- Access to information may also be gained by Making an application under the *Right to Information ACT2009*

**The QFD AAS should be considered in the first instance.**

## Further information

For more information on the QFD Administrative Access Scheme contact:

- Telephone: 07 3635 3548
- Email [Qfdadminaccess@qfes.qld.gov.au](mailto:Qfdadminaccess@qfes.qld.gov.au)