

**Please read the following information carefully before proceeding with your application**

It is recommended that you contact the QCA RTI Officer for assistance and advice before completing and submitting this application form.

The information you are seeking may already be available online, it is recommended you search the Queensland Competition Authority's web site at <https://www.qca.org.au> before submitting this application. Alternatively certain documents may be available from the QCA upon request.

If you do wish to make a formal application to access information under the *Right to Information Act 2009* or the *Information Privacy Act 2009*, the application must be submitted on this approved form.

The completed form should be submitted to:

RTI Officer  
Queensland Competition Authority  
GPO Box 2257  
Brisbane QLD 4001

## How do I know if it comes under the RTI Act or IP Act?

You may apply under the IP Act if:

- the documents you are applying for contain your personal information or
- you are acting on behalf of another person, and the documents contain that person's personal information

You should apply under the RTI Act in all other cases. If in doubt contact the RTI Officer.

## Fees & charges

There is an application fee under the RTI Act, and you may also have to pay processing and access charges. The fee is \$51.70 which must be paid when you submit the application. Please pay by cash, cheque or money order.

Additional processing and access charges may apply. There is no application fee and no processing charges under the IP Act, although you may have to pay access charges.

## Contact Details

Your name and address are required for return correspondence. The additional contact details you provide will help us deal with your application and correspond with you in the method you would prefer. If you are applying on behalf of another person, please complete the details below with your contact details.

**Title** (e.g. Mr, Mrs, Ms, Miss)

**Given name**

**Surname**

**Organisation / Company Name** (complete if you are making this application on behalf of an organisation or company)

**Postal Address**

**Preferred method of contact**

Please provide details

Phone

Post

Mobile

Email

## Application Details

### 1. Which description below, describes your application for access

- a. All of the documents I am applying for OR I am seeking access on someone else's behalf, contain my or that person's personal information – **IP application – no application fee.**
- b. Some of the documents I am applying for OR I am seeking access on someone else's behalf, do not contain my or that person's personal information – **RTI application – application fee.**
- c. None of the documents I am applying for OR I am seeking access on someone else's behalf, contain my or that person's personal information – **RTI application – application fee.**

### 2. Are you seeking access to information on someone's behalf?

No

Yes **Person's family name**

**Given name**

Please **attach proof of your authorisation to act on the person's behalf** (This could be a signed client agreement or written authorisation from the person concerned if you are a solicitor)

### Document Details (Please provide detailed and specific information about the document(s) you are seeking)

#### a. The subject of the document(s) you are seeking (e.g. *the submission consideration process for comments on the XY Draft Report*)

#### b. The type of document(s) you are seeking (e.g. *internal memos, emails, letters*)

#### c. The date range you would like your search to cover (e.g. *May 2015 - December 2015*)

#### d. The document reference numbers (if known)

#### e. The area of the documents you are interested in (e.g. *Retail Electricity, Irrigation*)

#### f. Additional information which may be of assistance in locating the documents (Note: Additional information can be provided as a separate attachment to your applications. Please provide details below on how many pages are attached and number all attached pages.)

### 3. Preferred format

Please choose below whether to receive the documents in print or electronic format. Note: Your preferred format may not be available. Documents can be sent free of charge, all other methods incur the charge indicated.

Photocopy of document/s (\$0.25/ b/w A4 page)  Documents forwarded by email (\$ Nil)  Documents supplied on USB (\$ Nil)

### 4. Proof of Identity

If you are applying for access to documents containing your or someone else's personal information, you are required to provide a certified true copy of your identity with this application or within 10 business days of making the application, for your application to be processed. If you are seeking personal information on behalf of someone, both parties are required to provide certified true copies of identities.

Examples of identity documents we will accept include:

- Current drivers license
- Current passport
- Birth certificate
- Identity card (with a photo)

(A certified true copy can be completed by a justice of the peace, lawyer, notary public or a commissioner for declarations)

### 5. Financial hardship

**Concession card holders** - Applications for financial hardship must be submitted in writing. If you hold a valid concession card, and are seeking a waiver of charges, you must attach a certified true copy of the card to your application.

*Note: Not all concession cards are accepted. Please contact the RTI Officer to ensure your card qualifies.*

**Non-profit organisations** - If you have financial hardship status, a copy of the granted notice from the Office of the Information Commissioner must be provided.

*Note: If you are a non-profit organisation and have sought financial hardship status under RTI Act, this application should not be submitted until advice on financial hardship has been received from the Office of the Information Commissioner. If financial hardship status has been granted, this status will remain current for the period of one year unless a substantial improvement in the organisations financial circumstances has occurred.*

### Declaration

**Privacy Notice:** Upon making this application you have to provide the QCA with personal information such as name and contact details. This information will be used for the purpose of assessing your application and contacting you during the period of assessment. Access to personal information will be restricted to personnel with the appropriate authorisation; this will include but may not be limited to the RTI Officer. All personal information will be handled in accordance with the *Information Privacy Act 2009*.

If you have applied under the RTI Act and your application is valid details of what you are applying for will be published online in the disclosure log. No personal details will be published (ie your name). If access to the information you have requested is granted this will also be published on the disclosure log after you have received the information.

I declare that:

The information provided in this form is complete and correct.

- I have read the privacy notice.
- Where applicable, I have attached documents required for the purpose of this application (e.g. evidence of financial hardship status.)
- In the event I cannot attach any required copies of documents, I will provide them to the QCA within 10 business days of making this application.
- I have included any relevant application fee(s).

I understand that it is an offence to provide misleading information about my identity, and that doing so may result in a decision to refuse to process the application.

Signature

Date

### Office Use Only

Date received

RTI Reference

Application fee received

\_\_\_\_\_No

Yes

Date

Satisfied as to identity of applicant

\_\_\_\_\_No

Yes

Date

Identity document sighted

\_\_\_\_\_No

Yes

Type

Receiving officer (print name)

Decision maker assigned to application (print name)