

Freedom of Information Guide

Freedom of Information Act 1982

Under the *Freedom of Information Act 1982* (FOI Act), members of the public can gain access to documents or records held by Commonwealth agencies, such as the Coal Mining Industry (Long Service Leave Funding) Corporation (Coal LSL), unless the document is within an exception or exemption specified in the FOI Act.

A person who wants to gain access to documents held by Coal LSL may make an FOI request. Coal LSL is required to handle this request, make a decision and provide reasons for the decision if access is refused.

You may not need to ask for information under the FOI Act. First, ask our Coal LSL Service Team for your long service leave information, or contact Human Resources for your staff file.

The purposes of the Freedom of Information Act 1982 (the FOI Act) are to:

- give the Australian community access to information held by the Australian Government by requiring agencies to:
 - publish information; and
 - provide a right of access to documents in their possession
- increase recognition that Government information is to be managed for public purposes and that is a national resource; and
- as far as possible, facilitate and promote public access to information, promptly and at the lowest reasonable cost.

How do I make a Freedom of Information application to Coal LSL?

Applications for access to documents must:

- be provided in writing;
- state that it is an application for the purposes of the *FOI Act*;
- provide information about the document(s) you want; and
- give details about how notices can be sent to you (this can include an email address)

Application can be submitted by completing the online Freedom of Information request form found on the Coal LSL website.

Alternatively, applications can be sent by email to the Freedom of Information Officer at admin@coallsl.com.au, or mailed to:

The Freedom of Information Officer
Coal Mining Industry (Long Service Leave Funding) Corporation
Locked Bag 2021
Newcastle NSW 2300

What are the Fees and charges associated with a Freedom of Information application?

The following fees and charges will apply:

- for search and retrieval, which will incur a \$15 an hour charge; and
- for decision making (the first 5 hours is free, but after that a charge of \$20 an hour will apply).

Fees and charges may be waived in the following circumstances:

- the payment of the fee or part of the fee would cause financial hardship to the applicant or person, on whose behalf the application was made;
- a statutory timeframe is not met; or
- providing access to documents is in the general public interest or in the interest of a substantial section of the public.

Who can I contact if I require further information about lodging a Freedom of Information request?

If you would like further information about lodging a FOI request, please contact the FOI Officer by sending an email to admin@coallsl.com.au.

Applicants and those consulted as third parties, have the right to seek a review of the Coal LSL's decision. Applicants may request an internal review or apply directly to the Australian Government, Office of the Information Commissioner. Third Parties must request an internal review before applying to the Commissioner. Please refer to the [Australian Government, Office of the Information Commissioner](#) to read more about your rights to a review.