



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2019-060

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	1
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A



Access
Canberra.

Incident details

Subject: where is your freedom of information access advice?

Date Created: 15/03/2019 22:30:42

Category: Community & Family

Customer details

First Name: [REDACTED]

Last Name: [REDACTED]

Home Phone: [REDACTED]

Correspondence

Discussion Thread

Note (Subject Matter Expert)

18/03/2019 03.37 PM

Updated by SME (CMTEDDfoi@act.gov.au)

Good Afternoon Steph,

We've contacted the customer and will be taking it as an FOI.

Thanks.

Note (Steph Q)

18/03/2019 03.30 PM

Access Canberra forwarded this Enquiry to CMTEDDfoi@act.gov.au

Hi,

Can you please respond to the customer either by phone or by using the below form. If you respond using the form below the response will be sent directly back to the customer's email.

If you phone the customer, please select "Reply to Staff Member" and reply in the form to let me know.

If this is not for your area, please select "Reply to Staff Member" before submitting response. (If this option is not available, it will be sent back to the staff member by default, you will not need to manually select this).

Kind regards,

Access Canberra

Auto Response (Administrator -)

15/03/2019 10.30 PM

Thank you for your correspondence which has been received and referred to the relevant ACT Government business unit.

If you have requested a response you should expect to be contacted within 10 working days.

Your reference number is: #190315-002505

Customer [REDACTED]

15/03/2019 10.30 PM

Hello

I would like to request under freedom of information a copy of the email sent to www.president@pflagact.org.au on 17 December 2017 (or about then) from ACCESS, advising that financial statements had yet to be submitted as they were left off the Annual Return submission lodged just weeks earlier by myself.

Please let me know as soon as possible if you need further information or clarification.

Attachments

No attachments

Respond

The Staff Member has requested that you respond directly to the customer regarding this enquiry.

- Reply to Customer
- Reply to Staff Member

Your response will be sent to the Customer.

Response

Send attachments

Browse...

Submit your response

Access Canberra, ACT, Australia | For technical support contact Access Canberra CRM and CXP team (<mailto:cxsupport@act.gov.au>)



ACT
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Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2019-060

Ms [REDACTED]

via email: [REDACTED]

Dear Ms [REDACTED]

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 18 March 2019, in which you state the following:

I would like to request under freedom of information a copy of the email sent to www.president@pflagact.org.au on 17 December 2017 (or about then) from ACCESS, advising that financial statements had yet to be submitted as they were left off the Annual Return submission lodged just weeks earlier by myself.

Please let me know as soon as possible if you need further information or clarification.

Authority

I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 15 April 2019.

Decision on access

Searches were completed for relevant documents and 1 document was identified that falls within the scope of your request.

I have included as **Attachment A** to this decision a schedule which outlines the relevant document. This provides a description of the document that falls within the scope of your request and the access decision for that document.

I have decided to grant full access to the relevant document. The document released to you is provided as **Attachment B** to this letter.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are not applicable for this request because the total number of pages to be released to you is below the charging threshold of 50 pages.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and document released to you in response to your access application will be published in the CMTEDD disclosure log after 22 March 2019. Your personal contact details will not be published.

You may view the CMTEDD disclosure log at

<https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek a review of this outcome by the Ombudsman under section 73 of the Act within 20 working days from the day that my decision is published in the CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made by the Ombudsman under section 82(1), you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Sarah McBurney
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate

19 March 2019



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1	Email – Annual Return – PFLAG CAPITAL REGION (PFLAG ACT)	12 Dec 2019	Full release	N/A	Yes
Total No of Docs						
1						

From: [Flint, Nicole](#)
To: "www.president@pflagact.org.au"
Subject: Annual Return - PFLAG CAPITAL REGION (PFLAG ACT) [SEC=UNCLASSIFIED]
Date: Tuesday, 12 December 2017 3:31:00 PM

Good Afternoon,

Thank you for your recent submission of the Annual Return (AR) form, in accordance with the *Associations Incorporation Act 1991* (the Act). Unfortunately I am unable to accept this document at this time, as the Act requires the AR form be completed and lodged with the financial statements and auditor's report for the financial year.

Can you please email the above to accesscanberra.bil@act.gov.au.

Regards

Nicole Flint | Client Service Officer | Email: nicole.flint@act.gov.au

Access Canberra | ACT Government

GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



Access Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government