

RIGHT TO INFORMATION ACT FEES AND CHARGES

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The *Right to Information Act* requires payment of an application fee, processing charges and access charges as outlined below.

Current fees for each can be found on the Office of the Information Commissioner Fees and Charges website page [here](#).

APPLICATION FEE

An application fee of \$53.90 must be paid when you apply for information under the *Right to Information Act 2009*. Your application is not valid and no action will be taken until the fee is paid. There may also be other charges relating to the processing of your application and accessing the documents.

PROCESSING CHARGES

The processing charge is:

- Nil if the agency or Minister spends no more than 5 hours processing the application.
- \$8.35 per 15 minutes or part of 15 minutes if the agency or Minister spends more than 5 hours.

If more than 5 hours are spent processing an application, the processing charge applies to every hour. So, if processing takes six hours, there is no 'free' five-hour period.

No processing charge is payable in relation to a document that contains information that is your (the applicant's) personal information.

ACCESS CHARGES

Access charges apply to applications made under the *Right to Information Act 2009* and comprise the total "actual" cost incurred for any of the following:

- Engaging another entity to search for and retrieve the document(s)
- Relocation of the document to allow access to the document
- Any written transcript of words recorded contained in the form of sound or shorthand writing
- Any equipment that is usually available for retrieving or collating stored information
- Photocopying charges (A4 black and white page) – 25c cents per page

CHARGES ESTIMATE NOTICE

If your application involves the retrieval of a number of documents, a Charges Estimate Notice (CEN) will be sent to you to let you know the estimated cost of processing your application.

You are required to contact the Right To Information (RTI) officer within 20 business days of receiving this notice to:

- Confirm the charges and agree to pay, or
- Amend your application, narrowing the scope of the request thereby reducing the charges, or
- Withdraw your application.

If the RTI officer does not hear from you by the end of the 20-day period, your application will be taken as having been withdrawn.

PAYMENT OF CHARGES

You must pay the processing and access charges before access to the documents can be given to you. You must also pay the agreed processing charges, even if access to some or all of the documents is refused. Process and access charges may be waived on grounds of financial hardship for individuals and non-profit organisations.

DECISION

The *Right to Information Act 2009* requires Council to process a valid application within 25 business days of its receipt by the RTI Officer. This timeframe may be extended however should consultation with a third party be necessary.

For more information visit the Office of the Information Commissioner at www.oic.qld.gov.au.