

Right to Information Act

Waiver of charges on grounds of financial hardship

Application Fee

There is an application fee of **\$38.00** that must be paid when you apply for information under the *Right to Information Act*.

Under the *Right to Information Act*, the application fee cannot be waived.

Processing charges

Processing charges apply to access information under the *Right to Information Act* and are applicable if an application for documents takes more than 5 hours to process.

You may submit a written application for the processing charges to be waived due to financial hardship.

Access charges

Access charges apply to applications made under the *Right to Information Act* and comprise the total "actual" cost incurred.

You may submit a written application for the access charges to be waived due to financial hardship.

Individual under financial hardship

The sole criteria prescribed for determining whether an individual is experiencing financial hardship is whether the applicant is the holder of a concession card.

Concession card means:

- a health care card or pensioner concession card under the *Social Security Act 1991 (Cwlth)*; or
- a pensioner concession card issued by the Department of the Commonwealth in which the *Veterans' Entitlements Act 1986 (Cwlth)* is administered.

Holder of a concession card, at a time the concession card is being relied on for a purpose under the RTI Act means:

- a person who is named on the concession card and would be qualified to be named on the concession card if the concession card were issued at the time the concession card is being relied on.

Individual evidence required

A copy of both sides of your concession card is required.

If you lodge your application for waiver in person, please bring your concession card with you. An officer will take a photocopy of the card and note on that copy that the original card has been sighted.

If you lodge your application for waiver by post you must enclose a certified copy of both sides of your concession card. A photocopy of an original document must be certified by a qualified witness as being a correct copy of the original document. A qualified witness means a lawyer, notary public or a commissioner of declarations, or a justice of the peace.

Financial hardship status for not for profit organisations

The Information Commissioner may, on written application decide whether a not for profit organisation has financial hardship status by considering the nature and size of the organisation's funding base and the amount of the organisation's liquid funds.

Not for profit organisations must apply for a waiver directly to the Information Commissioner at the address below:

Office of the Information Commissioner
P O Box 10143, Adelaide Street
Brisbane QLD 4000