

Right to Information Act *Fees & Charges*

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*.

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

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

The time spent on processing your application is charged at \$5.80 for each 15 minutes or part of 15 minutes. You can be charged for:

- time spent searching or retrieving documents
- making a decision on your application

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the RTI officer does not hear from you by the end of the 20 day period, your application will be taken as having been withdrawn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