

Right to Information Act | Fees and Charges

Version 8 Updated July 2019

Application Fee

An application fee of \$51.70 must be paid when applying for information under the *Right to Information Act*.

The *Right to Information Act* does not allow the application fee to be waived.

An application is not valid and no action will be taken until this fee is paid.

There may also be other charges relating to the processing of the RTI 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 takes more than 5 hours to process.

The time spent on processing the application is charged at \$8.00 for each 15 minutes or part of 15 minutes. There may be charges for:

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

No processing charge is payable in relation to a document that contains information that is 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) – \$2.10 per page

Charges Estimate Notice

If an application involves the retrieval of a number of documents a charges estimate notice (CEN) will be sent to advise the estimated cost of processing the application.

The applicant is required to contact the RTI officer within 20 business days of receiving this notice to:

- confirm the charges and agree to pay, or
- amend the application, narrowing the scope of the request thereby reducing the charges, or
- withdraw the application.

If the RTI officer is not contacted by the end of the 20 day period, the application will be taken as having been withdrawn.

Payment of charges

Payment of the processing and access charges must be made before access to the documents is given.

Payment of the agreed processing charges must also be made, even if access to some or all of the documents is refused.

Waiver of charges

The *Right to Information Act* allows processing and access charges to be waived on grounds of financial hardship for individuals and not for profit organizations.

The sole criteria prescribed for determining whether an individual is experiencing financial hardship is whether the applicant is the holder of a concession card. Evidence of this card must be produced upon lodgement of the application.

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

Office of the Information Commissioner
PO Box 10143
Adelaide Street
BRISBANE QLD 4000
Fax: 07 3405 1122
Email: enquiries@oic.qld.gov.au

Application fees are not able to be waived.