

Right to Information Act | Waiver of Charges on Grounds of Financial Hardship

Version 8 Updated July 2019

Application Fee

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

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

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.

A written application may be submitted to waive the processing charges, 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 to process the RTI application.

A written application may be submitted to waive the access charges, due to financial hardship.

Individual under financial hardship

The Act allows processing and access charges to be waived under grounds of 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.

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.

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.

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

To lodge an application for waiver in person, a concession card must be presented. An officer will take a photocopy of the card and note on that copy that the original card has been sighted.

To lodge an application for waiver by post, a certified copy of both sides of the concession card must be attached. 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 for 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
PO Box 10143
Adelaide Street
BRISBANE QLD 4000
Telephone: (07) 3405 1111