

Freedom of Information

Fees and Charges as at 1 July 2023

Application Fees and Processing Charges

Approved application fees are set in the Regulations. A cheque/money order/cash for the appropriate amount must be forwarded to the agency with the application for access.

Processing charges may also apply for dealing with the application. These are set in the Freedom of Information Regulations and may include some free time when the request relates to the personal affairs of the applicant.

Schedule	Fees and Charges
Upon lodging an application for access to an agencies documents or lodging an application for Internal Review of a determination	\$40.75
For each 15 minutes spent dealing with an application by the agency	\$15.40
For dealing with an application for access to an agencies documents and in respect of the giving access to the document s19(1)(b) and (c)	
a) in the case of a document that contains information concerning the personal affairs of the applicant	
(i) for up to the first two hours spent by the agency in dealing with the application and giving access	No charge
(ii) for each subsequent 15 minutes so spent by the agency	\$15.40
b) in any other case - for each 15 minutes so spent by the agency	\$15.40
Where access is given in the form of a photocopy of the document	0.25 per page
Where access is to be given in the form of a written transcript of words recorded or contained in the document	\$9.10 per page
Where access is to be given in the form of a copy of a photograph, x-ray, video tape, computer tape, or computer disk	The actual cost incurred by the agency in producing the copy
Postage or delivery charges	The actual cost incurred by the agency

Waiver and Remission of Fees

A waiver of fees will be granted to disadvantaged persons, as set in the Regulations:

- a. That he or she is the holder of a current pensioner health benefits or concession card issued by the Commonwealth.
- b. That he or she is the holder of a current State concession card issued by the Department for Family and Community Services.
- c. That he or she is a totally and permanently incapacitated disability pensioner.
- d. That he or she is a British Commonwealth Service Pensioner in receipt of a pension form, and assessed as eligible by the Commonwealth Department of Veterans Affairs.
- e. That he or she is in receipt of Commonwealth unemployment of sickness benefits of State financial assistance.
- f. That he or she is the holder of a student identification card issued under the State Transport Authority Act 1974.

Or

By such other evidence as the agency may require that the fee or charge should be waived or remitted on the grounds of financial hardship.