

Costs

There are two costs associated with making an FOI request:

- application fee
- access charges

The **application fee** is a fixed cost. The only exception is for people suffering hardship who can ask the agency to waive the application fee. Supporting evidence needs to be provided.

Access charges relate to the costs incurred in granting access to the documents that you have requested.

These costs may or may not apply depending on the nature of your request. All fees and charges are exempt from GST.

Application Fee

Application fee - \$30.10 (non-refundable unless fee is waived)

Access Charges

Search charges – \$22.50 per hour or part of an hour (1.5 fee units) Report production - The reasonable costs incurred by the agency in producing the report. Supervision charges (access by way of inspection) -\$22.50 (1.5 fee units) – pro rata to each per quarter hour
Photocopying charges - 20c per black and white A4 page
Providing access in a form other than black and white A4 photocopying - the reasonable costs incurred by the agency in providing the copy. Normally the hourly rate of the officer undertaking the work.
Charge for listening to or viewing a tape - the reasonable costs incurred by the agency in making arrangements to listen to or view. (Supervision charges also apply). Normally the hourly rate of the officer undertaking the work.
Charge for making a written transcript out of a tape - the reasonable costs incurred by the agency in providing the written transcript. Normally the hourly rate of the officer undertaking the work.

These charges are set by the *Freedom of Information (Access Charges) Regulations 2014*.

If you have any enquiries please contact us via:

Ph: (03) 7022 6530

Email: foi.unit@delwp.vic.gov.au