

26 June 2017

Call Centre Employee
www.righttoknow.org.au

Dear Applicant

Request for access to documents under the Freedom of Information Act 1982

I acknowledge receipt of your *Freedom of Information Act 1982* (FOI Act) request sent to the ACMA on Friday, 16 June 2017 at 7:50:54pm in which you sought access to copies of email correspondence sent by a specified person to a named corporate entity "in the last six months" and to "reply emails".

I have understood your reference "in the last six months" to be the period from 15 December 2016 to 16 June 2017.

Charges

The processing charges which the ACMA is entitled to charge are prescribed in the *Freedom of Information (Charges) Regulations 1982*.

These charges include:

- searching and retrieving (\$15.00 per hour)
- making a decision on access (\$20.00 per hour after the first five hours, which are for free)
- photocopying a written document (10 cents per page)
- making a copy of a written document other than a photocopy (\$4.40 per page)
- postage or delivery (an amount not exceeding cost of postage or delivery)
- transcribing (\$4.40 per page)
- supervising, if the applicant wishes to inspect (\$6.25 per half an hour, or part thereof).

If you are liable to pay any charge, you will, in accordance with section 29 of the Act, be notified and given a preliminary assessment of those charges.

Time for processing

The statutory timeframe for responding to your request under the FOI Act is generally 30 days, commencing the day following the day on which the ACMA received the valid application.

In accordance with subsection 15(5) of the Act, you will be notified of the decision regarding your request as soon as practicable, but in any event by 17 July 2017 unless the timeframe is extended under the FOI Act.

Further information

Further information about the FOI Act, including the ACMA's publication obligations, is available on the ACMA's website at www.acma.gov.au/freedom of information.

Yours sincerely



Megan Chalmers
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