

27 June 2017

By email: [foi+request-3667-684fe0f9@righttoknow.org.au](mailto:foi+request-3667-684fe0f9@righttoknow.org.au)

ACMA file reference: ACMA

Dear Applicant

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

I refer to your *Freedom of Information Act 1982* (FOI Act) request received on 24 June 2017 in which you sought access to:

*[...] documents which detail the precise monies paid to each of ACMA's SES officers in the following financial years - FY2013/14, FY 2014/15 and FY2015/16. The group certificates/end-of-year PAYG payments summaries issued by ACMA to each of its SES staff in those years can be quickly and easily identified and retrieved, and will efficiently and accurately provide the information the subject of my request.*

### **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).

The ACMA will, in accordance with section 29 of the Act, advise you if you are liable to pay any charge and provide 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 FOI Act, we will notify you of a decision regarding your request as soon as practicable, but in any event by 24 July 2017, unless the timeframe is extended under the FOI Act.

**Australian  
Communications  
and Media Authority**

[www.acma.gov.au](http://www.acma.gov.au)

### **Further information**

Further information about the FOI Act, including the ACMA's publication obligations, is available on the ACMA's website at:

<http://www.acma.gov.au/theACMA/About/Corporate/Accountability/freedom-of-information-and-public-interest-disclosure>.

Yours sincerely



**Shirley Hedditch**

Manager, People and Workplace