

23 February 2018

Ms Kristin Dietrich
foi+request-4387-e48b75ea@righttoknow.org.au

ACMA2018/124

Dear Ms Dietrich,

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

I refer to your *Freedom of Information Act* (FOI Act) request dated 21st February 2018 received on 21st February 2018 in which you sought access to policies/procedures and or management instructions relating to the management of and or processes pertaining to Bullying and Harassment in the workplace; and in particular how such complaints are to be managed and investigated.

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 23rd March 2018 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 <http://www.acma.gov.au/theACMA/About/Corporate/Accountability/freedom-of-information-and-public-interest-disclosure>.

Please do not hesitate to contact me Shirley Hedditch on 02 6219 5485 or via email on Shirley.hedditch@acma.gov.au if you have any questions.

Yours sincerely,



Shirley Hedditch

Manager, People and Workplace

Email shirley.hedditch@acma.gov.au