

2 July 2019

Mr Greg Smith
Organisation Sunshine Coast Association of Residents
PO Box 105
COOLUM BEACH QLD 4573

Dear Mr Smith

Your application under the *Right to Information Act 2009*

I write regarding your application made to Council under the *Right to Information Act 2009* ("RTI Act") for access to certain confidential reports.

The RTI Act prescribes processing and access charges in relation to all documents that do not contain personal information for the applicant. Section 36(1) of the RTI Act requires this agency to supply you with a charges estimate notice and schedule of relevant documents.

Schedule of relevant documents

The following sets out a brief description of the classes of documents that have been identified to be relevant to your application. Please note the number of folios is preliminary at this stage and the final number considered for release may differ.

Class	Total quantity (estimate only)
1. Sunshine Coast International Broadband Network Project (Special Meeting 8 November 2018 – Item 5.2.1)	25 pages
2. Sunshine Coast Airport – Agreement Performance Update (Special Meeting 28 February 2019 – Item 5.3)	35 pages
3. Maroochydore City Centre Priority Development Area (Ordinary Meeting 20 April 2019 – Item 11.3)	146 pages
4. Maroochydore City Centre Update (Special Meeting 23 May 2019 – Item 5.1)	95 pages

Processing charges

The charge for time spent by an agency in searching for or retrieving a document, or in making, or doing things related to making a decision on an application for access is \$7.70 for each 15 minutes or part thereof, if the agency spends more than 5 hours doing so.

Based on the time already spent to identify and review the above documents and an estimate of the further time required to provide the decision, I have calculated that the total time required to process your application will be 25 hours, for which the charge would be **\$770.00**. For your assistance I have **attached** a breakdown of the estimated time. I am satisfied that this is a reasonable estimate, and we will also look to minimise the final charges payable in accordance with the duty in section 58 of the RTI Act.

Access charges

You have requested a copy of the documents by email. There is no access charge for provision of the documents by email.

Your response

No payment is required at this stage. You may confirm, narrow or withdraw your application:

Confirm your application

By confirming your agreement with this charges estimate notice you agree to pay the charges. Please confirm your acceptance of this charges estimate notice in writing to allow processing of your application to continue. Written notification via email is accepted.

Please do not send any money at this time. This notice is an estimate of charges only. The final amount required to be paid will be provided in the notice of decision and may differ from this notice but you will not be liable to pay any more than the estimate given above.

The applicable charges must be paid in full before any access to documentation is provided.

Narrow the terms of your application

If you wish to discuss whether you could alter your application in a way that might reduce the time required to process it and/or any charges, please contact us. If you do amend your application so that the processing charges are reduced to 5 hours or less, the processing charges will be waived.

On receipt of your written advice as to the narrowed terms of your application, a new charges estimate notice will be sent to you.

Withdraw your application

If you decide to withdraw your application, please advise in writing within 20 business days of this notice. No further charges will be payable.

If you do not provide a response within 20 business days from the date of this notice, or any longer agreed period, your application will be taken to have been withdrawn.

Please note that you cannot apply for an internal or external review of the amount of a charge stated in this notice, as per the provisions of section 81 and 86 of the RTI Act. Please also note that charges must be paid even if it is decided to refuse access to a document.

If you have any questions, please contact me.

Yours sincerely



Victor Catchpoole
Right to Information Officer

**Attachment to charges estimate notice for RTI18/045:
Breakdown of estimate of time**

Activity	Time spent	Estimate of further time
Initial processing	0.5 hours	
Searching for and retrieving documents	0.5 hours	
Preliminary review of documents	2 hours	
Preparing the estimate and this notice	0.5 hours	
Further review of the documents		5 hours
Consultation with third parties, such as entities involved in the airport, CBD or submarine cable (including time needed to identify the extent of information within the reports about which a third party would need to be consulted)		3 hours
Internal consultation with council officers familiar with the matters in order to consider issues that may amount to a ground for refusal	0.5 hours	4 hours
Research of previous decisions and case law		2 hours
Drafting possible decision notices to third parties that are contrary to their views or objections		4 hours
Finalising decision notice and copy of documents for release		3 hours
<i>TOTAL of time already spent and the estimates of further time</i>		<i>25 hours</i>