

1 August 2019

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

Dear Mr Smith

Second charges estimate notice - your application under the *Right to Information Act 2009*

Thank you for your email of 27 July 2019 to advise of a narrowed scope for your formal access application under the *Right to Information Act 2009* ("RTI Act"). Accordingly, I am writing to provide the second charges estimate notice.

Schedule of relevant documents (for narrowed application)

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

Class	Total quantity (estimate only)
2. Sunshine Coast Airport – Agreement Performance Update (Special Meeting 28 February 2019 – Item 5.3)	33 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 9.5 hours, for which the charge would be **\$292.60**. 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 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.

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.

If you have any questions, please contact me.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Victor Catchpoole', is written over the printed name.

Victor Catchpoole
Right to Information Officer

Attachment to second 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		0.5 hours
Consultation with third parties, such as Palisades Investment Partners Ltd (including time needed to identify the extent of information within the report/attachments about which a third party would need to be consulted)		1 hour
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	1 hour
Research of previous decisions and case law		1 hour
Drafting possible decision notices to third parties that are contrary to their views or objections		1 hour
Finalising decision notice and copy of documents for release		1 hour
<i>TOTAL of time already spent and the estimates of further time</i>		<i>9.5 hours</i>