

# **NORTHERN TERRITORY OF AUSTRALIA**

## **INFORMATION REGULATIONS**

As in force at 1 July 2003

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# NORTHERN TERRITORY OF AUSTRALIA

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As in force at 1 July 2003

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## INFORMATION REGULATIONS

### Regulations under the *Information Act*

#### 1 Citation

These Regulations may be cited as the *Information Regulations*.

#### 2 Commencement

These Regulations come into operation on the commencement of the *Information Act*.

#### 3 Definitions

In these Regulations, unless the contrary intention appears:

***actual cost***, of any service or materials specified in the Schedule, means the actual cost incurred by a public sector organisation in providing the service or materials.

***non-personal information***, for an application, means government information that is not the applicant's personal information.

***personal information***, for an application, means government information that is the applicant's personal information.

***secondary storage***, of information, means storage provided for or on behalf of a public sector organisation by an organisation that is not a public sector organisation.

#### 4 Public sector organisation for personal information only – section 5(4A)

The Territory Insurance Office is a public sector organisation for personal information only.

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**5            Application fee – section 156(4)(a)**

A public sector organisation may charge the following application fees:

- (a) for an application relating to personal information – nil;
- (b) for an application relating to non-personal information – \$30;
- (c) for an application relating to personal and non-personal information – \$30.

**6            Processing fee – section 156(4)(a)**

- (1) A public sector organisation may charge a processing fee equal to the total cost of the services and materials specified in the Schedule that are provided in response to an application.
- (2) The cost of a service or any materials provided is the amount, or is calculated at the rate, specified in the Schedule opposite the service or materials.

**7            Estimate of processing fee**

- (1) A public sector organisation must if requested, and may otherwise, give an applicant a written estimate of the processing fee for the application.
- (2) The notice is to state the following:
  - (a) the amount of the estimate;
  - (b) how that amount was calculated;
  - (c) the applicant may consult with a specified officer or employee of the public sector organisation with a view to amending the application to reduce the processing fee;
  - (d) the applicant may seek a re-calculation of the amount of the estimate on the ground that it has been incorrectly calculated;
  - (e) the applicant may seek a waiver or reduction of the processing fee;
  - (f) the amount of the deposit (if any) the applicant is required to pay for the processing fee;
  - (g) within 30 days after being given the estimate, the applicant must notify the organisation in writing that:
    - (i) the applicant agrees to pay the processing fee;

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- (ii) the applicant withdraws the application; or
    - (iii) the applicant seeks to have the amount of the estimate re-calculated or the processing fee waived or reduced and the grounds for seeking the re-calculation, waiver or reduction;
  - (h) if the applicant does not notify the organisation in accordance with paragraph (g), the application will be treated as having been withdrawn.
- (3) If the applicant does not notify the public sector organisation in accordance with subregulation (2)(g), the application is taken to have been withdrawn.

## **8 Effect of estimate on response time for application**

The 30-day period referred to in section 32 of the Act does not include the period commencing on the day on which the public sector organisation gives the applicant a written estimate in accordance with regulation 7 and ending on the day on which the first of the following events occurs:

- (a) the applicant pays the processing fee or the deposit (if any) for the processing fee;
- (b) if the applicant does not pay the processing fee and is not required to pay a deposit – the applicant agrees to pay the processing fee;
- (c) if the organisation waives the processing fee – the organisation gives the applicant notice that the processing fee has been waived.

## **9 Deposit for processing fee – section 156(4)(ca)**

- (1) A public sector organisation may require an applicant to pay a deposit for a processing fee of –
- (a) if the processing fee is estimated to be \$100 or less – \$25; or
  - (b) if the processing fee is estimated to be more than \$100 – 50% of the estimate.
- (2) If the processing fee is less than the deposit paid for the fee, the public sector organisation must refund the balance of the deposit to the applicant.

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**10            Difference between estimate and processing fee**

- (1) If a public sector organisation gives an applicant a written estimate in accordance with regulation 7 of the processing fee for an application, the organisation must not charge more than the estimate for processing the application.
- (2) If the processing fee paid by an applicant exceeds the total cost of the services and materials specified in the Schedule that are provided in response to the application, the public sector organisation must refund the difference to the applicant.

## Schedule

regulation 6

Services and Materials	Amounts and Rates
Searching for and retrieving information and returning it to storage (but not searching for misplaced information)	(a) Personal information – nil (b) Non-personal information <ul style="list-style-type: none"> <li>(i) stored elsewhere than in secondary storage – \$25 for every hour or part of an hour</li> <li>(ii) stored in secondary storage – actual cost</li> </ul>
Considering and making decision in relation to application (including consultation)	(a) Personal information – nil (b) Non-personal information – \$25 for every hour or part of an hour
Supervising examination of information by applicant	(a) Personal information <ul style="list-style-type: none"> <li>(i) first 2 hours – nil</li> <li>(ii) \$25 for every hour, or part of an hour, over 2 hours</li> </ul> (b) Non-personal information – \$25 for every hour or part of an hour
Hiring out equipment or facilities to enable applicant to view or listen to disk, film or tape	Actual cost
Operating equipment to copy disk, film or tape or to enable applicant to view or listen to disk, film or tape	\$25 for every hour or part of an hour
Other services to enable applicant to physically access information	Actual cost

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Photocopies	(a) Black and white, A4 size photocopies – 20 cents per page  (b) Other photocopies – actual cost per page
Copies of disks, films or tapes	Actual cost per copy
Written transcripts	Actual cost per page
Packaging materials for delivering or posting articles	Actual cost
Delivery or postage charges	Actual cost per article



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## ENDNOTES

### 1 KEY

Key to abbreviations

amd = amended  
app = appendix  
bl = by-law  
ch = Chapter  
cl = clause  
div = Division  
exp = expires/expired  
f = forms  
*Gaz* = *Gazette*  
hdg = heading  
ins = inserted  
lt = long title  
nc = not commenced

od = order  
om = omitted  
pt = Part  
r = regulation/rule  
rem = remainder  
renum = renumbered  
rep = repealed  
s = section  
sch = Schedule  
sdiv = Subdivision  
SL = Subordinate Legislation  
sub = substituted

### 2 LIST OF LEGISLATION

#### *Information Regulations* (SL No. 35, 2003)

Notified	1 July 2003
Commenced	1 July 2003 (r 2, s 2(2) <i>Information Act 2002</i> (Act No. 62, 2002))