

RTI Amendments – Quick Guide

Right to Information Act 2009

What's happening?

The *Information Privacy and Other Legislation Amendment Act 2023* (IPOLA) will amend the *Right to Information Act 2009* (RTI Act).

The RTI reforms commence on 1 July 2025 for public sector agencies including local councils.

How can agencies start preparing?

There are practical steps agencies can take to be ready to adopt the RTI Act amendments. The Office of the Information Commissioner (OIC) encourages all agencies to:

- Review the type of information your agency holds.
- Update internal policies and training.
- Update decision letters, notices, templates and case management systems.
- Consider the requirements of the Publication Scheme and Disclosure Logs.
- Review the sufficiency of your agency's search processes.

To support agencies prepare for the IPOLA reforms, OIC is delivering Guidelines, other resources and a staged training program to build awareness and knowledge.

- Keep across the published Guidelines and training material available via the [IPOLA webpage](#) on OIC's website.
- Keep updated by [subscribing to OIC's newsletters](#).

This guide does not reflect the current law.

It highlights important changes to the *Right to Information Act 2009*.

This guide does not constitute legal advice and is general in nature only. Additional factors may be relevant in specific circumstances.

For detailed guidance, legal advice should be sought.

What are the key amendments?

| IPOLA Change | New – 1 July 2025 | Existing |
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| Single route of access | <ul style="list-style-type: none"> • Simplification of process to access or amend personal information. • Access and amendment applications for personal and non-personal information now dealt with under the RTI Act. • No change to fees and charges. | Separate routes of access under RTI and IP Acts. |
| Approved form | <ul style="list-style-type: none"> • Applications do not need to be in the approved form. • Applications must be in writing and include minimum required information to be valid. | Applications must be in the approved form. |
| Agent's evidence of identity | <ul style="list-style-type: none"> • An agent acting on behalf of an applicant is generally not required to provide evidence of their identity. • Evidence of authorisation to act on behalf of the applicant is still required. | An agent acting on behalf of an applicant is required to show evidence of their identity and authorisation. |
| Processing period | <ul style="list-style-type: none"> • 25 business days from the application becoming valid. • Defined additional time periods apply in specific circumstances. • Agency may request further specified periods. | <ul style="list-style-type: none"> • 25 business days. • Additional time periods may 'stop the clock'. • Agency may request further specified periods which follow the processing period. |
| Charges Estimate Notice and Schedule of Documents | <ul style="list-style-type: none"> • Charges Estimate Notice (CEN) not required if there are no processing or access charges (e.g. application for personal information only). • When a CEN is required, it still must be provided before the end of the processing period. • A Schedule of Documents is not required. | Agency must provide the applicant a CEN and Schedule of Documents before the end of the processing period. |
| Publication Scheme | <ul style="list-style-type: none"> • Expanded Publication Scheme requirements include: <ul style="list-style-type: none"> ◦ the structure and functions of the agency ◦ how the functions affect the public ◦ how the public can engage with these functions ◦ the types of information held ◦ the types of information publicly available ◦ how to access information, including any fees. | Agencies must publish a Publication Scheme setting out information the agency has available and the terms on which it will make the information available, including any charges that apply. |
| Disclosure Logs | <ul style="list-style-type: none"> • All agencies may put copies of disclosed documents, or details identifying them, on their Log. • No requirement to comply with Ministerial Guidelines. | <ul style="list-style-type: none"> • Departments and ministers must, and other agencies may, include disclosed documents on their Log. • All agencies required to comply with Ministerial Guidelines. |
| Internal Reviews | <ul style="list-style-type: none"> • Internal review processing period remains 20 business days from valid application. • New defined additional time periods apply in specific circumstances. • Sufficiency of search can be the sole issue in an internal review. | <ul style="list-style-type: none"> • Internal review decision must be within 20 business days (no additional time periods possible). • Sufficiency of search cannot be the sole issue in an internal review. |
| External Reviews | <ul style="list-style-type: none"> • Express legal basis for releases of documents during external review. • OIC can send documents to third parties it consults rather than asking an agency to do this. • External review remittal powers allow OIC to refer documents back to an agency as a new application. • An agency decision that an entity is outside the scope of the RTI Act in relation to judicial or quasi-judicial functions can no longer be considered by the OIC and must be appealed straight to QCAT. | OIC may consider an agency decision that an entity is outside the scope of the RTI Act in relation to judicial or quasi-judicial functions. |

