

Alex Pentland
e-mail: foirequest-10617-62eabfab@righttoknow.org.au

Dear Alex,

FREEDOM OF INFORMATION REQUEST: ESTIMATE OF CHARGES

I refer to your email of 26 August 2023 at **Attachment A** in which you sought access to information under the *Freedom of Information Act 1982* (FOI Act).

The *Freedom of Information (Charges) Regulations 2019* (the Regulations) prescribe that charges can be levied in respect of a request for access to documents. These charges are set out by the Regulations and are for search and retrieval of documents and decision making.

I am an authorised decision maker under section 23 of the FOI Act, and I have decided that you are liable to pay a charge in respect of the processing of your request. My preliminary assessment of the charge is \$118.00.

Search and retrieval – \$15 per hour <ul style="list-style-type: none"> • search of relevant ABS holdings • conversion of documents into a releasable format Estimated number of hours spent in search and retrieval of documents: 7.2 hours	\$108.00
Decision-making (after deducting the first five hours which are free of charge) – \$20 per hour <ul style="list-style-type: none"> • time spent by an agency preparing either a schedule of documents or a recommendation for the authorised decision maker • examination of relevant pages for decision making (includes exempted pages and pages released with redactions) • consultation with other parties • redacting exempt material Estimated number of hours required: 0.5 hours (after the first five hours)	\$10.00
TOTAL CHARGE	\$118.00

The charges set out in the above table are determined by the Regulations and reflect the work involved in processing this request.

The charges are not indicative of the level of access that may be granted to the documents sought.

Some documents in scope of your request may be subject to exemptions under the FOI Act, which may result in the ABS refusing you access to some of the documents.

The Regulations prescribe that where a charge is imposed and the charge exceeds \$100.00, a deposit of up to 25 per cent of the estimated charges may be sought. Based on the preliminary estimate of charges for your request, which is \$118.00, you will be required to pay a deposit of \$29.50 before work on your request commences.

Within 30 days of receipt of this notice you are required to either:

- pay a deposit with the remainder to be paid prior to receipt of documentation.
- pay the charge.
- contend the charge; or
- withdraw your request.

If you fail to notify the ABS in a manner described above within 30 days of receipt of this notice, it will be taken that you have withdrawn your request.

Options for payment are provided at **Attachment B**.

You may contend that the charge has been wrongly assessed or should be reduced or not imposed (see **Attachment C**). In deciding whether to reduce or not to impose a charge, I have discretion to consider reduction or remission of charges for any reason, including the following reasons:

- the payment of the fee or a part of the fee would cause financial hardship to the applicant or person on whose behalf the application was made; or
- access is in the general public interest or in the interest of a substantial section of the public.

If you wish to contend the charges, you should give full reasons for doing so.

In accordance with section 31 of the FOI Act, the 30-day limit for processing your request is suspended from the date of this notice. It resumes on either the day you pay the charge (in full or the required deposit) or the day on which this agency decides not to impose a charge.

Consistent with the FOI Act, the ABS publishes all documents disclosed in response to FOI requests (other than personal or business information that would be unreasonable to publish) on the ABS website.

If you have any queries on this matter please contact the ABS FOI Contact Officer at freedomofinformation@abs.gov.au.

Yours sincerely,



Deborah Wallace
A/g Program Manager
Legislative Compliance and Parliamentary Branch
Australian Bureau of Statistics
2 October 2023

Dear Australian Bureau of Statistics,

This is a Freedom of Information Request for the purposes of the Freedom of Information Act 1982.

I request access to the Style Guides/Brand Guides/Writing Guides currently used for the Australian Bureau of Statistics

Yours faithfully,

Alex Pentland

Please use this email address for all replies to this request:

[FOI #10617 email]

Is [ABS request email] the wrong address for Freedom of Information requests to Australian Bureau of Statistics? If so, please contact us using this form:

[5]

https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.righttoknow.org.au%2Fchange_request%2Fnew%3Fbody%3Dabs&data=05%7C01%7Cpolicy.and.legislation.section.wdb%40abs.gov.au%7Cc76d9912897f4e3e63cb08dba8de03a4%7C34cdb737c4fa4c219a3488ac2d721f88%7C1%7C0%7C638289443718865218%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=E9FAHTpmy8%2BLj%2BFihFK%2BYu8nB4CTMmr93u3x6jVHZU%3D&reserved=0

This request has been made by an individual using Right to Know. This message and any reply that you make will be published on the internet.

More information on how Right to Know works can be found at:

[6]

<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.righttoknow.org.au%2Fhelp%2Fofficers&data=05%7C01%7Cpolicy.and.legislation.section.wdb%40abs.gov.au%7Cc76d9912897f4e3e63cb08dba8de03a4%7C34cdb737c4fa4c219a3488ac2d721f88%7C1%7C0%7C638289443718865218%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=xTXSyqu0SQzyhdojMEXKGrEuyXMTxt6X9CelaWVJyDM%3D&reserved=0>

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.

Please use this email address for all replies to this request:

foi+request-10617-62eabfab@righttoknow.org.au

This request has been made by an individual using Right to Know. This message and any reply that you make will be published on the internet. More information on how Right to Know works can be found at:

<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.righttoknow.org.au%2Fhelp%2Fofficers&data=05%7C01%7Cpolicy.and.legislation.section.wdb%40abs.gov.au%7Cc76d9912897f4e3e63cb08dba8de03a4%7C34cdb737c4fa4c219a3488ac2d721f88%7C1%7C0%7C638289443718865218%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=xTXSyqu0SQzyhdojMEXKGrEuyXMTxt6X9CelaWVJyDM%3D&reserved=0>

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.

-----Original Message-----

From: Alex Pentland <foi+request-10617-62eabfab@righttoknow.org.au>
Sent: Tuesday, August 29, 2023 9:05 PM
To: Angalea Turnbull <Angalea.Turnbull@abs.gov.au>
Subject: Re: Acknowledgement of your FOI request [SEC=OFFICIAL]

CAUTION: External email. Do not click links or open attachments unless you recognise the sender and know the content is safe

Dear Angalea Turnbull,

Thank you for the notice and follow up.

Dear Alex,

I refer to your application in which you seek access to documents under the Freedom of Information Act 1982 (FOI Act) (ABS reference FOI 202324/03) regarding:

"I request access to the Style Guides/Brand Guides/Writing Guides currently used for the Australian Bureau of Statistics"

Your request was received by the ABS on 26/08/2023 and the 30 day statutory period for processing your request commenced from the day after that date.

Before I commence processing your request can you please confirm the following via return e-mail:

1. Whether your request is only seeking the Style/Brand/Writing guides which are corporately supported and used by the ABS;
2. Whether you agree to the names and contact details of non-Senior Executive public servants, and the mobile phone numbers of Senior Executive public servants being excluded from the scope of this request; and
3. Where there are a number of drafts of a document, whether you are seeking access to those drafts, or only the final version of documents (this includes the latest version where no 'final' version was issued).

It is ABS policy to impose charges consistent with section 29 of the FOI Act. We we will inform you of our decision in this respect once we have conducted a search for documents.

Please do not hesitate to contact me if you have any questions or concerns regarding this email.

Kind regards

Angalea Turnbull

Freedom of Information

Policy & Legislation Section | Legislative Compliance & Parliamentary Branch

Australian Bureau of Statistics

(E) [1][email address] (W) [2]www.abs.gov.au

To answer your questions with respects to the request:

- 1). Yes, only the guides supported and used.
- 2). Yes, I agree to exclude those below that level of clearance.
- 3). Only the current/most recent version applicable for each of the relevant cases.

Yours sincerely,

Alex Pentland

-----Original Message-----

Australian Bureau of Statistics Payment Options – FOI

Please complete the following information and return to the FOI Contact Officer:

By email: freedomofinformation@abs.gov.au

By post: FOI Contact Officer
Policy and Legislation Section
Australian Bureau of Statistics
Locked Bag 10
Belconnen ACT 2617

Customer Name: _____

Customer Address: _____

Option 1: Bank Cheque or Australian Money Order – made out to “Collector of Public Monies”

Attached

OR Option 2: Please debit my credit card as follows:

AMEX

VISA

Mastercard

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Card Number

Expiry Date

CCV Number

Total Amount

Name on Card

Signature of card holder

OR Option 3: EFT Payment:

Reserve Bank of Australia

BSB: 093 003

Account No. 317716

Account Name: ABS Official Receipts Account

Reference Code: FOI202324/03

Note: When paying by EFT please use the reference code FOI202324/03 and email a copy of your remittance advice to: freedomofinformation@abs.gov.au

Privacy Statement: Personal information contained on this form that is provided to the ABS will only be used to process the payment in relation to your freedom of information request, and to provide confirmation and receipt of the payment. The information will not be used for any other purpose, and will not be disclosed to any third party. You may access and update the information provided on this form prior the payment being processed, by contacting the ABS Freedom of Information Contact Officer on: (02) 6252 7203 or by email: freedomofinformation@abs.gov.au
For information on the ABS' information handling practices please see our privacy policy: www.abs.gov.au/privacy

ATTACHMENT C: RIGHTS OF REVIEW, WHERE CHARGES IMPOSED
INFORMATION ON RIGHTS OF REVIEW

1. APPLICATION FOR A REDUCTION OR WAIVER OF THE CHARGE

Section 29 of the *Freedom of Information Act 1982* (the Act) gives you the right to apply to the ABS to have the charge reduced or waived entirely.

Application for a reduction or waiver of the charge must be made in writing within 30 days of receiving this letter. You must set out your reasons for contending that the charge has been wrongly assessed or should otherwise be reduced or waived.

Application for a reduction or waiver of the charge should be emailed to freedomofinformation@abs.gov.au or sent by post to:

ABS FOI Contact Officer
Policy, Legislation and Assurance Section
Australian Bureau of Statistics
Locked Bag 10
BELCONNEN ACT 2617

2. APPLICATION FOR INTERNAL REVIEW OF DECISION

Section 54 of the Act gives you the right to apply for an internal review of the decision to impose a charge for documents in accordance with your request. The ABS will appoint a new officer to your review. To the extent possible, the officer will not have been involved in the making of the original decision. This is to ensure that the review is considered by a fresh, independent and impartial mind.

Application for a review of the decision must be made in writing within 30 days of receipt of this letter. No particular form is required but it would assist the decision-maker if you could set out in the application the grounds on which you consider that the decision should be reviewed.

Application for an internal review of the decision should be emailed to freedomofinformation@abs.gov.au or sent by post to:

ABS FOI Contact Officer
Policy, Legislation and Assurance Section
Australian Bureau of Statistics
Locked Bag 10
BELCONNEN ACT 2617

OR

3. APPLICATION TO AUSTRALIAN INFORMATION COMMISSIONER (INFORMATION COMMISSIONER) FOR REVIEW OF DECISION

Section 54L of the Act gives you the right to seek a review of the decision from the Information Commissioner. An application for review must be made within 60 days of receiving the decision.

Applications for review must be in writing and must:

- give details of how notices must be sent to you; and
- include a copy of the notice of decision.

You should email your application for review to enquiries@oaic.gov.au or sent by post to:

The Information Commissioner
Office of the Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

AND/OR

4. COMPLAINTS TO THE INFORMATION COMMISSIONER

Section 70 of the Act provides that a person may complain to the Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the Act.

A complaint to the Information Commissioner must be in writing and identify the agency the complaint is about. It should be directed to the following address:

The Information Commissioner
Office of the Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

The Information Commissioner may decline to investigate the complaint in a number of circumstances, including that you did not exercise your right to ask the agency, the Information Commissioner, a court or tribunal to review the decision.