



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/5860

Mr Mark Newton

Via email: foi+request-11124-c2ee2d2c@righttoknow.org.au

Dear Mr Newton,

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 16 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

- any documents which identify the "key milestones associated with the Class 5 medical certificate exemption instrument" to be completed before timeframes for the Class 4 medical certificate can be confirmed.

I have made a decision to impose charges in the amount of **\$421.67** in relation to your application.

On 26 April 2024, you accepted these charges.

What you must do now

Payment of \$421.67 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$421.67, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division

Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

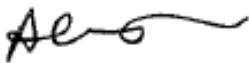
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 1300 363 992

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

1 May 2024