



**Australian Government**  
**Department of Defence**

FOI 003/15/16

CD

By email: [foi+request-1129-88fxxxxx@xxxxxxxxxxxx.xxx.xx](mailto:foi+request-1129-88fxxxxx@xxxxxxxxxxxx.xxx.xx)

Dear CD

**PRELIMINARY ASSESMENT OF CHARGES FOR FREEDOM OF  
INFORMATION ACT 1982 REQUEST NO: 003/15/16**

I refer to your request of 7 July 2015 in which you requested access, under the *Freedom of Information Act 1982* (FOI Act), to:

- "1. *Cocos Island Surveillance System -Concepts and Capability - 2013/2014, Strategic Management - Research*", and
2. *. "Cocos Island Surveillance System -Trials and Reports - 2013/2014, Strategic Management - Research - Projects".*

**Revised scope**

By email of 13 July 2015, you agreed to the following revised scope:

*"access under the Freedom of information Act 1982 (FOI Act), to documents from Defence Science and Technology Organisation to the Department of Border Force Control (formerly Department of Immigration and Border Protection) in relation to the Cocos Island Surveillance System Trials, created during the period 1 June 2013 to 31 December 2014."*

**LIABILITY TO PAY CHARGES**

In accordance with section 29 of the FOI Act, Ms Natalie Carpenter, Assistant Director FOI, deemed that you are required to pay a charge for processing your request.

The decision regarding payment of a charge does not mean that you are required to pay now. You will only be required to pay if, after consideration of your response to this letter, the decision is made to impose a charge.

### **PRELIMINARY ASSESSMENT OF CHARGES SCHEDULE**

The preliminary assessment of the charge is **\$225.00**. You are required to pay a deposit of **\$56.25**. Further breakdown of the charges is at Enclosure 1.

### **DEPOSIT REQUIRED**

If you wish to proceed with your request, and agree to pay the charge, a deposit is required as indicated above. The deposit is not refundable except in some limited circumstances (for example, if Defence fails to make a decision on your request within the statutory time limit).

Please complete the authorisation form at Enclosure 2 and return it. Processing will recommence on receipt of the deposit payment.

### **RESPONSE TO THIS NOTICE**

Under the FOI Act 1982 you have 30 days of receipt of this letter, to notify the Department of your decision to:

- withdraw your request (you will not be required to pay any charges); or
- agree to pay the charges as set out in the preliminary assessment of charges schedule; or
- contest that the charge has been wrongly assessed, or should be reduced or not imposed (you should give your full reasons for doing so); or
- reduce the scope of your request. Defence will offer you one opportunity to consult our office to reduce the scope of your request and revise the preliminary assessment of charges.

If you require additional time to respond, please contact this office.

If you do not respond to this letter within 30 days or by the extension date provided by this office, it will be assumed you have withdrawn your request.

### **CHALLENGING ASSESSMENT OF CHARGES**

If you wish to contest the charges for your request, the decision maker will consider all relevant reasons which include the following:

- whether payment of the charge, or part of it, would cause you financial hardship; and
- whether the giving of access to the documents requested is in the general public interest or in the interest of a substantial section of the public.

**FURTHER INFORMATION**

In accordance with the requirements of section 11C of the FOI Act, Defence is required to publish, on its website, information released under the FOI Act within 10 working days of the applicant being given access to documents. Defence will also publish the decision notice, with personal and business information deleted.

Please contact me if you have any questions about this matter.

Yours sincerely



John Peterson  
Case Officer  
Freedom of Information

15 July 2015

CP1-6-001  
PO Box 7910  
CANBERRA BC ACT 2610  
Tel: 02 626 62200  
Fax: 02 626 62112  
[xxx@xxxxxxxx.xxx.xx](mailto:xxx@xxxxxxxx.xxx.xx)

**Enclosures:**

1. Breakdown of FOI Charges
2. FOI Deposit Authorisation

**Enclosure 1 – Breakdown of FOI Charges**

<b>Search and retrieval time</b>	7 hours @ \$15 per hour	\$	105.00
<b>Decision-making time:</b>			
Examination of documents	3 hours @ \$20 per hour	\$	60.00
Consulting outside of Defence	1 hour & 30 minutes @ \$20 per hour	\$	30.00
Making copies of documents	2 hours @ \$20 per hour	\$	40.00
Preparing decision notice	4 hours @ \$20 per hour	\$	80.00
Other decision making tasks	@ \$20 per hour	\$	-
<b>Copying of documents</b>	100 pages @ 10 cents per page	\$	10.00
	production of CD	\$	-
GST (Exempt):			Nil
<b>Sub total:</b>		\$	<b>325.00</b>
Less	5 hours of free decision making time	\$	100.00
<b>Total</b>		\$	<b>225.00</b>
<b>Deposit required</b>		\$	<b>56.25</b>

(The rates of charges are set by the Freedom of Information Charges Regulations.)

The Office of the Australian Information Commissioner has compiled a Fact Sheet on FOI charges, which is available at: <http://www.oaic.gov.au/freedom-of-information/foi-resources/freedom-of-information-fact-sheets/foi-fact-sheet-7-freedom-of-information-charges>



**Australian Government**  
**Department of Defence**

**Enclosure 2**

**FREEDOM OF INFORMATION REQUEST - DEPOSIT AUTHORISATION**

FULL NAME or ORGANISATION			
Service or PMKEYS ID (if applicable)			
POSTAL ADDRESS:			
CONTACT PHONE NUMBERS:	H	M	B
EMAIL:			
FOI REFERENCE :			
AMOUNT \$	<b>\$56.25</b>		

By signing this form you are agreeing to pay the charges notified to you by the Freedom of Information Directorate. Once you have signed this form the charges are considered imposed. The deposit is not refundable except in some limited circumstances (for example, if Defence fails to make a decision on your request within the statutory time limit), or may be refundable in part if the final charge is less than the deposit paid:

**PLEASE DO NOT SEND CHEQUES OR MONEY ORDERS TO FOI**

**Once our office receives this form, the Department of Defence will generate an invoice in order for you to make payment of the agreed charges via one of the payment options made available.**

**Our office will not proceed to process your request until a receipt has been received in our office notifying that the deposit amount has been paid.**

Please sign below and return this form by one of the following:

via email to [xxx@xxxxxxx.xxx.xx](mailto:xxx@xxxxxxx.xxx.xx)

via fax 02 6266 2112

by post to the address noted above.

Signature: \_\_\_\_\_