



Australian Government
Department of Defence

Freedom of Information
CP1-6-001
PO Box 7910
CANBERRA BC ACT 2610
Tel: 02 626 62200
Fax: 02 626 62112
FOI@defence.gov.au

Our reference: FOI 173/15/16

Mr Alan Cole

By email: foi+request-1418-66dc382x@xxxxxxxxxxxxx.xxx.xx

Dear Mr Cole

NOTICE OF PRELIMINARY ASSESSMENT OF CHARGES

1. I refer to your request of 15 December 2015, received in our office on 16 December 2015, in which you requested access, under the *Freedom of Information Act 1982* (FOI Act), to:

“...flight manifests of all special purpose flights outside of Australia i.e international flights between November 1st 2015 and December 2nd 2015.”

2. The Department excludes the personal details of its officers, such as names, signatures and mobile telephone numbers, contained in documents that fall within the scope of an FOI request unless you specifically request such details.

3. If you do require these personal details, please inform us within five days of receipt of this email so that the decision maker can consider your request.

4. Defence also excludes duplicates of documents, and documents sent to, or received from you, the applicant.

LIABILITY TO PAY CHARGES

5. In accordance with section 29 of the FOI Act, I have deemed that you are required to pay a charge for processing your request.

6. 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

7. The preliminary assessment of the charge is \$38.20. You are required to pay a deposit of \$20.00. A breakdown of the charges is at Enclosure 1.

DEPOSIT REQUIRED

8. If you wish to proceed with your request, and agree to pay the charge, a deposit is required as indicated above in the preliminary assessment of charges.
9. Please complete the authorisation form at Enclosure 2 and return it. Processing will recommence on receipt of the deposit payment.

RESPONSE TO THIS NOTICE

10. Under the FOI Act 1982 you have 30 days of receipt of this letter, to notify the Department of your decision to:
 - a. withdraw your request (you will not be required to pay any charges); or
 - b. agree to pay the charges as set out in the preliminary assessment of charges; or
 - c. 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
 - d. 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.
11. If you require additional time to respond, please contact this office.
12. 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

13. If you wish to contest the charges for your request, the decision maker will consider all relevant reasons which include the following:
 - a. whether payment of the charge, or part of it, would cause you financial hardship; and
 - b. 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

14. If you proceed with the request, when a decision letter is sent to you, an invoice for the outstanding balance of charges will be raised and forwarded to you within 5 working days. Documents will not be released until we receive your proof of payment.
15. 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.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'T. Stinson'. The signature is stylized with a large, looped 'S' and a horizontal line extending to the right.

Theresa Stinson
Assistant Director – Media Case Management
Freedom of Information

18 December 2015

Enclosure:

1. Breakdown of Charges
2. FOI – Deposit authorisation



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Enclosure 1
BREAKDOWN OF CHARGES

Search and retrieval time	1 hour @ \$15 per hour	\$ 15.00
Decision-making time:		
Examination of documents	1 hour @ \$20 per hour	\$ 20.00
Consulting outside of Defence	2 hours @ \$20 per hour	\$ 40.00
Making copies of documents	1 hour @ \$20 per hour	\$ 20.00
Preparing decision notice	2 hours @ \$20 per hour	\$ 40.00
Other decision making tasks	@ \$20 per hour	\$ -
Copying of documents	32 pages @ 10 cents per page	\$ 3.20
	production of CD	\$ -
GST (Exempt):		Nil
Sub total:		\$ 138.20
Less	0 percent reduction for personal informatio	\$ -
Less	5 hours of free decision making time	\$ 100.00
Total		\$ 38.20
Deposit required		\$ 20.00



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Enclosure 2
FREEDOM OF INFORMATION REQUEST - PAYMENT AUTHORISATION

FULL NAME or ORGANISATION Service or PMKEYS ID (if applicable)		
POSTAL ADDRESS:		
CONTACT PHONE NUMBERS	H/B	
	M	
EMAIL:		
FOI REFERENCE :		
DEPOSIT AMOUNT \$	\$20.00	

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:

On completion of your request a final invoice will be generated for the outstanding balance of charges.

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.

The FOI Directorate 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
- via fax 02 6266 2112
- by post to the address noted above.

Signature: _____