



GPO Box 1797 Melbourne 3001

Mr Patrick Conheady  
By email: [foi+request-1457-6f855d50@righttoknow.org.au](mailto:foi+request-1457-6f855d50@righttoknow.org.au)

Our reference: 1-7N10Z46  
Contact officer: Katy Zhu  
Phone: (03) 8632 5064  
Fax: (03) 9285 1702

9 March 2016

Dear Mr Conheady

***Freedom of information request***

I refer to your email of 27 December 2015 requesting access to documents under the *Freedom of Information Act 1982* (FOI Act).

I am writing to advise you of my decision that you are liable to pay a charge in respect of the processing of your request. I am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

In accordance with section 29 of the FOI Act and the *Freedom of Information Charges Regulations 1982*, my preliminary assessment of the charge you are liable to pay is \$60.00.

***Basis for my preliminary assessment of the charge***

I have assessed the work the Australian Taxation Office would need to do to process your request and have calculated the following breakdown of charges:

<b>Document estimate</b>	
Number of relevant documents	29
Number of relevant pages (or other size descriptor)	92

<b>PROCESSING CHARGES</b>		
<b>Search and retrieval</b>		
<b>Task</b>	<b>Time</b>	<b>Cost @ \$15/hr</b>
Search and retrieval of relevant electronic and registry files	2 hrs	\$30
Search and retrieval of relevant pages in file		
Preparation of schedule of documents		
<b>A. Search and retrieval subtotal</b>		<b>\$30</b>
<b>Decision making</b>		
<b>Task</b>	<b>Time</b>	<b>Cost @ \$20/hr</b>
Examination of documents	1.5	\$30
Consultation with third parties	3hrs	\$60
Preparation of notice of access decision	2hrs	\$40
<b>Decision making subtotal (before deduction of 5 hours)</b>	<b>6.5hrs</b>	<b>\$130</b>
<b>B. Decision making subtotal (after deduction of first 5 hours free)</b>	<b>1.5 hrs</b>	<b>\$30</b>
<b>REQUIRED TOTAL</b>		<b>\$60</b>

I have identified and collated 29 documents that are within the scope of your request. I have estimated it will take 1 minute to review and prepare each page for release.

**Your right to contend the charge**

Under the FOI Act, you have the right to contend that the charge:

- has been wrongly assessed, or
- should be reduced, or
- should not be imposed.

In deciding whether a charge should be reduced or not imposed, the matters to be taken into account are:

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



***The time you have to respond and what you need to do***

You have 30 days to respond in writing to this notice. I therefore expect a response from you by 8 April 2016. By that date, you must do one of the following things in writing:

- agree to pay the charge (this will mean that you will not be entitled to access the requested documents until the full charge is paid). Cheques can be made payable to the Deputy Commissioner of Taxation.
- contend that the charge has been wrongly assessed, or should be reduced or not imposed and explain your reasons
- withdraw your request.

Please send your response to:  
Freedom of Information  
Attn: Katy Zhu  
GPO Box 1797  
Melbourne 3001

If you do not provide us with a written response by 8 April 2016 your request will be taken to have been withdrawn.

The period for processing your request is suspended from the day that you receive this notice and resumes on either the day you pay the charge or the day on which this agency makes a decision not to impose a charge.

***Questions about this notice***

If you have any questions, please phone 13 28 69 between 8.00am and 5.00pm, Monday to Friday, and ask for Katy Zhu on extension 25064.

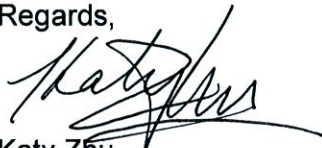
More information about charges under the FOI Act is available in Fact Sheet 7 on the Office of the Australian Information Commissioner's website:

[www.oaic.gov.au/freedom-of-information/foi-resources/freedom-of-information-agency-resources/foi-agency-resource-7-statement-of-reasons-checklist](http://www.oaic.gov.au/freedom-of-information/foi-resources/freedom-of-information-agency-resources/foi-agency-resource-7-statement-of-reasons-checklist)

and the *Guidelines issued by the Australian Information Commissioner under s 93A of the Freedom of Information Act 1982, Part 4 (Charges for providing access):*

[www.oaic.gov.au/freedom-of-information/applying-the-foi-act/foi-guidelines/part-4-charges-for-providing-access](http://www.oaic.gov.au/freedom-of-information/applying-the-foi-act/foi-guidelines/part-4-charges-for-providing-access).

Regards,



Katy Zhu  
Lawyer  
General Counsel  
Australian Taxation Office