



Ms Revelly Robinson

By email: foi+request-1961-96828863@righttoknow.org.au

Dear Ms Robinson

Freedom of Information – Assessment of Charges Notice
Request No. 160511

I refer to your request of 23 May 2016 to the Department of the Environment (the **Department**), in which you have sought access under the *Freedom of Information Act 1982* (the **FOI Act**) to documents relating to the Green Army. On 3 June 2016 you refined the FOI scope to the following documents:

- *the list of the 'election commitment projects';*
- *Departmental briefing to the Minister's Office on the Green Army 'election commitment' projects referred to in your email;*
- *correspondence to successful applicants; and*
- *a copy of the applicable guidelines and selection criteria for the 'election commitment' projects.*

Notice of applicable charges under section 29 of FOI Act

In accordance with section 29 of the FOI Act, I have decided that you are liable to pay a charge in respect of the processing of your FOI request. My preliminary assessment of the charge is as follows:

- search and retrieval time: 0.67 hours@ \$15ph \$ 10.00
- decision-making time: 27.52 hours @ \$20ph \$ 550.33
- less the first 5 hours which are provided free to all applicants \$-100.00

Based on the above, you are liable to pay the Department a total amount of \$460.33.

As the charge exceeds \$100, a deposit of \$115.08 (25% of the total amount) is required.

The Department has assumed that your preferred method of delivery is by email. For this reason, the Department has not taken into consideration, and has not charged you for postage or copying the documents that fall within the scope of your FOI request. If you would prefer to receive hard copy documents, please let me know. Please be aware that if you wish to receive hard copy documents, the Department will have to revise the amount of the charges to take photocopying and postage into account.

Please follow the directions in the enclosed payment slip (**Attachment A**) when making payment. Identifying your payment in the manner outlined in the payment slip is critical to ensure your request is not taken to be withdrawn in accordance with section 29(2) of the FOI Act.

What you need to do

Within 30 days of receipt of this notice you must either:

- agree to pay the charge;
- contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both; or
- withdraw your FOI request.

If you fail to notify the Department of one of the above within 30 days of receipt of this notice, your FOI request will be taken to have been withdrawn.

It is also possible for you to narrow the scope of your request to identify particular documents or information you may be seeking. Doing so may reduce the time to process your request and the preliminary assessment of charges.

If you are going to contend the charge you should give full reasons for so contending that the charge:

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

In deciding whether to reduce or not to impose a charge, the decision-maker must consider any relevant reasons, including 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 is in the general public interest or in the interest of a substantial section of the public.

Suspension of FOI clock

In accordance with section 31 of the FOI Act, the 30 day limit for processing your request (see below) is suspended from the day that you receive this notice until the day you pay the charge (in full or the required deposit) or the day on which this agency makes a decision not to impose a charge following your contention in relation to the charge.

Date for a decision

The time for providing a decision under the FOI Act is 30 days from the date the Department receives a valid FOI request.

However, as set out above, the time for providing a decision is suspended from the day that you receive this notice and resumes on either the day you pay the charge (in full or the required deposit) or the day on which a decision not to impose a charge is made.



PAYMENT DETAILS

FOI 160511

AMOUNT \$460.33 (or a deposit of \$115.08)

PAYMENT BY CHEQUE OR MONEY ORDER OF FULL CHARGES OR DEPOSIT

Please attach this payment slip when paying by cheque or money order payable to **Department of the Environment**.

Post to:

FOI Contact Officer
General Counsel Branch
Department of the Environment
GPO Box 787
CANBERRA CITY ACT 2601

PAYMENT BY ELECTRONIC FUNDS TRANSFER OF FULL CHARGES OR DEPOSIT

If paying by Electronic Funds Transfer (EFT) please use the following account details:

BSB	092 009
Account No.	115859
Description	160511

PLEASE NOTE: FAILURE TO PROVIDE THE REFERENCE NUMBER EITHER THROUGH ATTACHING THIS PAYMENT SLIP TO YOUR MANUAL PAYMENT OR INCLUDING IT IN THE DESCRIPTION FIELD OF AN ELECTRONIC PAYMENT MAY RESULT IN THE PAYMENT NOT BEING REPORTED TO THE AREA RESPONSIBLE FOR YOUR FOI REQUEST PRIOR TO THE DATE OF BEING DEEMED WITHDRAWN.

Once the suspension period is finished, I will confirm the final date for providing you with a decision.

Yours sincerely



Matthew Dadswell
Assistant Secretary
Program Support Branch

15 June 2016