



30 August 2016

In reply please quote:

FOI Request FA 16/08/00885
File Number: ADF2016/41972

Naomi

Sent via email: foi+request-2125-8efe84f3@righttoknow.org.au

Dear Naomi

Freedom of Information – notice that applicant is liable to pay a charge (s.29(1))

This letter refers to your request received by the Department of Immigration and Border Protection (the Department) on 14 August 2016, seeking access under the *Freedom of Information Act 1982* (the FOI Act) to the following documents:

'Incident Detail Report 1-2S9SAJ from the Department's Compliance, Case Management, Detention and Settlement Portal. I also request any documents attached to the detailed report.'

I am writing to advise you of my decision that you are liable to pay a charge for processing this request. I am an officer authorised under s.23(1) of the FOI Act to make decisions in relation to FOI requests, including the decision to impose a charge.

As provided under s.29 of the FOI Act and the *Freedom of Information (Charges) Regulations 1982* (the Regulations), I have undertaken a preliminary assessment of the amount of charges you are liable to pay and have assessed that to be \$14.50.

Basis for my preliminary assessment of the charge

I have assessed the work the Department would need to do to process your request and have calculated the following breakdown of charges.

Document estimate

The document within the scope of your request is one document.

Number of relevant documents: 1 document

Number of relevant pages: 1 page

Processing charges

Search and retrieval		
Task	Time (hours)	Cost @ \$15/hr
Search and retrieval of relevant electronic and registry files	0.17	\$2.50
Search and retrieval of relevant pages in file	0.75	\$11.25
Preparation of schedule of documents	0.05	\$0.75
Search and retrieval subtotal	0.97	\$14.50

Decision making		
Task	Time (hours)	Cost @ \$20/hr
Examination of documents	0.08	\$1.67
Preparation of documents for release	0.08	\$1.67
Consultation with third parties	0.00	\$0.00
Preparation of notice of access decision	3.02	\$60.32
Decision making subtotal (before deduction of 5 free hours)	3.18	\$63.65
Decision making subtotal (after deduction of 5 free hours)	0.00	\$0

Estimated totals and deposit	
Estimated total	\$14.50
Deposit required	\$0.00

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

The FOI Act provides you with 30 days to respond, in writing, to this notice, which is 30 September 2016.

Therefore, by **30 September 2016**, you must do one of the following things:

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

In deciding whether a charge should be reduced or not imposed, s.29(5) of the FOI Act requires me to take into account:

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

Please note that if you do not provide a written response by 30 September 2016, your request will be taken to have been withdrawn (by you) under s.29(2) of the FOI Act.

Payment

As the charge is less than \$100, you won't be required to pay a deposit.

The charge in full can be paid by cheque, money order, credit card or Electronic Funds Transfer (EFT).

Cheques and money orders should be made payable to "Collector of Public Monies DIBP" and sent to:

Freedom of Information Section
 Department of Immigration & Border Protection
 PO Box 25
 BELCONNEN ACT 2616

If you wish to pay by credit card, please fill out the attached credit card authorisation form and forward to Freedom of Information Section at the above address, or email to foi@border.gov.au.

If you wish to pay by Electronic Funds Transfer (EFT) the Department's bank account details are as follows:

Bank:	CBA
BSB:	062987
Account Number:	10016044
Account Name:	DIBP Official Administered Direct Credit Receipts Account

When making the transfer you will need to quote the number of your request – FA 16/08/00885 - so that your payment can be identified by our Finance area. Failure to do so may result in payments not being identified as FOI related and could result in processing delays.

Please advise FOI if you have made the payment by direct credit, so that we can contact the Finance area and ensure they issue a receipt. You should also be aware that payments by direct credit are not processed in real time. There is at least a one day delay when payment is paid into the Department's account and notification of the payment is received via our bank account statement.

Processing period suspended

The period for processing your request is suspended from the day that you are deemed to have been 'notified' of the charge and resumes on:

- the day you indicate that you 'agree' to pay the charge or
- the day on which this agency makes a decision not to impose a charge.

You may indicate your agreement to pay the charge by either paying the deposit or paying the charge in full.

Contacting the FOI Section

If you wish to discuss this matter, I can be contacted using the details provided below.

Yours sincerely

Signed electronically

Karla Guidos
 Freedom of Information Section
 Department of Immigration and Border Protection
 Email foi@border.gov.au