



Australian Government

Department of Communications and the Arts

Applicant

(via email: foi+request-2878-df719870@righttoknow.org.au)

Freedom of Information Request FOI 15-1617 – Charges Notice

Dear Applicant

I refer to your request dated 22 December 2016 seeking access under the *Freedom of Information Act 1982 (FOI Act)* (our ref FOI 15-1617) to:

“...documents which detail the precise remuneration paid to each of the Department's SES officers in the following financial years - FY2013/14, FY 2014/15 and FY2015/16. The group certificates/end-of-year PAYG payments summaries issued by the Department, to each of its SES staff in those years, can be quickly and easily identified and retrieved, and will efficiently and accurately provide the information the subject of my request.”

Notice that you are liable to pay a charge

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. My preliminary assessment of the charge you are liable to pay is \$1,462.60.

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 breakdown of charges at Attachment 1 in accordance with section 29 of the FOI Act, the *Freedom of Information (Charges) Regulations 1982*, and the Australian Information Commissioner's *FOI Guidelines* (Part 4 – Charges for providing access).

Your right to contend the charge

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

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

Payment of deposit

As the total amount of the estimated charge exceeds \$100, a 25 per cent deposit of **\$365.65** is required. Please ensure that the Reference 'FOI 15-1617' is included with your payment.

The deposit is not refundable except in limited circumstances (for example, it may be fully refundable if the Department 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).

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

You have 30 days from the date of this notice to respond in writing to this notice. By that date, you must do one of the following things in writing:

- 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.

Please send your response to:

By email

FOI Coordinator
foi@communications.gov.au

By post

FOI Coordinator
 Office of the General Counsel
 Department of Communications and the Arts
 GPO Box 2154
 Canberra ACT 2601

If you do not provide us with a written response by the due date, 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 (in full or the required deposit) or the day on which a departmental decision maker makes a decision not to impose a charge.

Questions about this notice

If you have any questions or wish to discuss this notice with us, please contact the Department's FOI Coordinator by email to foi@communications.gov.au.

The FOI Act provides for rights of review of decisions. I have attached a copy of the Office of the *Australian Information Commissioner's FOI fact sheet 12 – Your review rights*.

Yours sincerely



Legal Director
 Office of the General Counsel
 Position Number: 111070

Officer authorised under subsection 23(1) of the FOI Act to make decisions in relation to FOI requests.

29 November 2017

Attachment 1 - Preliminary assessment of charge



Australian Government

Department of Communications and the Arts

**Preliminary Assessment of Charge under the
*Freedom of Information Act 1982***

Document estimate	
Number of relevant documents	65
Number of relevant pages (or other size descriptor)	65

PROCESSING CHARGES		
Search and retrieval		
Task	Time (in hours)	Cost @ \$15/hr
Search and retrieval of relevant electronic and registry files	0.5	\$7.50
Search and retrieval of relevant pages in file	2.25	\$33.75
Preparation of schedule of documents	3.25	\$48.75
A. <u>Search and retrieval subtotal</u>	<u>6.00</u>	<u>\$90.00</u>
Decision making		
Task	Time	Cost @ \$20/hr
Examination of documents	2.17	\$43.40
Consultation with third parties	62.00	\$1,240.00
Preparation of documents for release	5.42	\$108.40
Preparation of notice of access decision	4.04	\$80.80
<i>Decision making subtotal (before deduction of 5 hours)</i>	73.63	\$1,472.60
B. <u>Decision making subtotal (after deduction of first 5 hours free)</u>	<u>68.63</u>	<u>\$1,372.60</u>

ESTIMATED TOTALS AND DEPOSIT	
ESTIMATED TOTAL (total of A and B)	\$1,462.60
REQUIRED DEPOSIT	\$365.65
DUE DATE FOR PAYMENT of DEPOSIT*	29 December 2017

* The due date for payment of deposit is 30 days from the date of this notice. The date is indicated here for your convenience.

Payment by Direct Debit

Account Name: Department of Communications and the Arts
BSB No.: 032-729
Account No.: 146537
Reference: FOI 15-1617

Payment by Cheque or Money Order

Payable to 'The Cashier – Department of Communications and the Arts':

By post

FOI Coordinator
Office of the General Counsel
Department of Communications and the Arts
GPO Box 2154
CANBERRA ACT 2601

By hand

FOI Coordinator
Office of the General Counsel
Department of Communications and the Arts
2 Phillip Law Street
NEW ACTON ACT 2601