



12 July 2017

Our reference: LEX 30445

Mr Justin Warren  
Right To Know  
By email: [foi+request-3660-5024fedb@righttoknow.org.au](mailto:foi+request-3660-5024fedb@righttoknow.org.au)

Dear Mr Warren,

**Freedom of Information Request - Charges**

I refer to your request, dated and received by the Department of Human Services (the **department**) on 23 June 2017, for access under the *Freedom of Information Act 1982* (the **FOI Act**) to the following:

'I request a copy of the Multical Entitlement and Debt Calculator, which I believe is a Microsoft Excel workbook.

I request an electronic copy of the Excel file itself, not a printout, delivered via email. If electronic delivery via email is not possible for some reason, I can supply a secure upload facility where it can be uploaded via a browser.'

**Form of the document requested**

I note that you have requested an electronic copy of a document.

The department has conducted searches and located a PDF version of a document (totalling 1 page) that fits the scope of your FOI request. The preliminary assessment of charge has been calculated on this basis.

**Preliminary Assessment of the Charge**

In the department's acknowledgement of your request, dated 30 June 2017, you were notified that the department would advise you if a charge is payable to process your request.

You have requested a document that is not your personal information. In accordance with section 29 of the FOI Act, I have decided that you are liable to pay a charge for the processing of your request.

Please note that the payment of a charge does not guarantee access to an unredacted document, or access to the document within scope at all.

My preliminary assessment of that charge is \$14.55 calculated as follows:

Search and retrieval time: 0.97 hours, at \$15.00 per hour:	\$14.55
Decision-making time (*after deduction of 5 hours): 0 hours, at \$20.00 per hour	\$ 0.00

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**TOTAL** **\$ 14.55**

\*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.



## **Required Action**

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

- a) agree to pay the charge;
- b) wish to contend that the charge:
  - i. has been wrongly assessed; or
  - ii. should be reduced or not imposed; or
  - iii. both
- c) withdraw the request for access.

If you do not provide a written response in accordance with one of Options A, B or C above within 30 days of receiving this notice, your request will be taken to have been withdrawn under section 29(2) of the FOI Act.

Alternatively you may wish to refine the scope of your FOI request. If you would like to discuss this please contact me for assistance.

Further information on options A, B and C is set out below.

### **Option A - pay the charge**

The amount due should be paid by cheque or money order made out to the Collector of Public Monies. Please quote the reference number FOI LEX 30445 with your payment.

Should you elect to pay the charge, please email [FOI.Legal.Team@humanservices.gov.au](mailto:FOI.Legal.Team@humanservices.gov.au) once you have posted your cheque or money order to advise us of your payment.

### **Option B - seek reduction or non-imposition of the charge**

You may contend that the charge has been wrongly assessed, or should be reduced or not imposed. Section 29(5) of the FOI Act provides that, in deciding whether to reduce or not to impose a charge, the decision-maker must take into account any relevant reasons, including whether payment of the charge, or part of it, would cause your organisation 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.

If you wish to contend that the charge has been wrongly assessed or should be reduced or not imposed, please set out your reasons and the evidence in support of your reasons as clearly as possible. If you believe that payment of the charge would cause your organisation financial hardship, please provide sufficient details of your financial circumstances to enable the decision-maker to make a well-informed decision in this regard.

### **Option C - withdraw your request**

If you wish to withdraw your request you may do so in writing.

## **Time limits for processing your request**

Section 31 of the FOI Act provides that where a notice is sent to an applicant regarding the payment of a charge in respect of a request, the time limit for processing the request is suspended from the date the notice is received until either:

- (a) the day following payment of the charge (in full or the required deposit); or
- (b) if applicable, the day following the notification to the applicant of a decision not to impose the charge.

## **Address for correspondence**

Please send all correspondence regarding your FOI request to me at the following address:

Freedom of Information team  
Department of Human Services  
PO Box 7820  
CANBERRA ACT 2610

Or by email to [FOI.LEGAL.TEAM@humanservices.gov.au](mailto:FOI.LEGAL.TEAM@humanservices.gov.au)

## **Publication of information in the FOI disclosure log**

Information released under the FOI Act may be published in a disclosure log on the department's website. Section 11C of the FOI Act requires this publication, subject to certain exceptions, including where publication of personal, business, professional or commercial information would be unreasonable.

## **Further assistance**

If you have any questions please email [FOI.LEGAL.TEAM@humanservices.gov.au](mailto:FOI.LEGAL.TEAM@humanservices.gov.au).

Yours sincerely

Jessica  
Authorised FOI Decision Maker  
Freedom of Information Team  
FOI and Litigation Branch Legal Services Division  
Department of Human Services  
Email: [FOI.Legal.Team@humanservices.gov.au](mailto:FOI.Legal.Team@humanservices.gov.au)