



30 November 2018

Mr B Fairless

BY EMAIL: foi+request-5042-e43d03ae@righttoknow.org.au

In reply please quote:

FOI Request: FA 18/11/00988

File Number: ADF2018/230322

Dear Mr Fairless

I refer to your request dated 14 November 2018 in which you have sought access to documents held by the Department of Home Affairs (the Department) under the *Freedom of Information Act 1982* (the FOI Act).

You have requested access to:

*Under section 23 of the Freedom of Information Act, the principal officer or minister can make arrangements to give their decision making powers to others.
A copy of the current arrangements for the Department of Home Affairs.*

This letter is to notify you of the decision that you are liable to pay a charge for the processing of this request.

I am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests, including the decision to impose a charge.

As provided under section 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 \$15.00.

Preliminary Assessment of Charges

The Department has identified one document which falls within the scope of your request.

I have assessed the work the Department would need to do to process your request, taking into account time spent by the relevant area to conduct the search and retrieval of documents, and have calculated the following breakdown of charges.

Search and Retrieval - 1 hour @ \$15 per hour	\$ 15.00
Decision Making - 1 hour (5 hours free of charge)	\$ 0.00
Total	<u>\$ 15.00</u>

Details of the Charge

It has taken 1 hour to search and retrieve the document which falls within the scope of your request. This document will require a decision to be made on access, and it is estimated that this will take 1 hour (noting that the first 5 hours are free of charge).

As the charge is less than \$25.00 the full amount will be sought if the charge is imposed. Please note that by paying the charge you are deemed to have accepted the charge.

Timeframe for your response and next steps

The FOI Act provides you with 30 days to respond, in writing, to this notice, which is Sunday, 30 December 2018. However, as this date falls on a non-working day, section 36(2) of the Acts Interpretation Act 1901 provides that the latest date you may respond is the next working day, which is Monday, 31 December 2018.

By this date you **must** do one of the following:

- 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
- you may withdraw your request.

If you seek to contend the assessment of charges the Department may make a decision on whether a charge should be reduced or not imposed and **must** take into account:

- 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

This is not an exhaustive list and the Department may consider any other relevant matters.

Please note that if you do not provide a written response within the 30 day timeframe your request will be taken to have been withdrawn (by you) under section 29(2) of the Act.

Payment

To indicate your agreement to pay the charge you are required to pay the deposit, or pay the charge in full.

The Department has a number of payment options available, including an online payment facility for credit/debit cards; automated telephone payment system and BPay. You may also pay the charge by cheque or money order.

Electronic funds transfer/credit card payment

If you wish to pay the charges using a credit card, the online payment facility, telephone payment system or BPay, please advise the FOI Section, and a tax invoice will be provided to you which will include full details of how the payment can be made.

Payment by cheque/money order

If you wish to pay by cheque or money order, please make the cheque/money order payable to 'Collector of Public Monies Home Affairs'; and send via post to:

Freedom of Information
Department of Home Affairs
PO BOX 25 Belconnen ACT 2616

If the Department fails to make a decision on your request within the statutory time limit, the payment will be refunded.

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.

Legislation

A copy of the FOI Act is available at <https://www.legislation.gov.au/Series/C2004A02562>. If you are unable to access the legislation through this website, please contact our office for a copy.

Contact

If you have any enquiries concerning this matter, please contact the FOI Section at foi@homeaffairs.gov.au.

Yours sincerely

Reetu Kakkar

FOI Case Officer | Freedom of Information

FOI and Records Management Branch

Productivity and Compliance Division | Corporate and Enabling Group

Department of Home Affairs