

Our ref: DIISR14/06073



Australian Government
Department of Industry

Mr Mark Diamond

GPO Box 9839
Canberra ACT 2601 Australia
Web: www.industry.gov.au
ABN: 74 599 608 295

By email: foi+request-599-2a78bb47@righttoknow.org.au

Dear Mr Diamond

Freedom of Information Act 1982 – Notice of charge

I refer to your correspondence received by the Department of Industry (the department) on 26 April 2014, in which you sought access under the *Freedom of Information Act 1982* (the FOI Act) to “...*Privacy Impact Assessment for Unique Student Identifier*”.

Notice of Third Party Consultations

Business or commercial information

Your request covers documents that contain information about the business affairs of certain organisations.

Under section 27 of the FOI Act where a request is made for a document containing information about the business affairs of an organisation, and it appears to the department that the organisations might reasonably wish to contend that the information is:

- exempt under section 47; or
- conditionally exempt under section 47G and giving access to the document would, on balance, be contrary to the public interest;

the department must give the organisations a reasonable opportunity to make a submission in support of the contention.

Under section 27 the department must have regard to any submissions made by the organisations before making a decision to give access to the document.

Timing for consultation with third parties

Given that consultation with third parties is required, subsection 15(6) of the FOI Act extends the standard statutory 30-day time limit for processing requests by another 30 days. Accordingly, this will give the department 60 days within which to notify you of its decision on access to the documents.

Notice of Liability to Pay a Charge

I am an authorised decision maker under section 23 of the 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 request, being \$127.20.

Estimate of charge

My preliminary assessment of the charge is based on approximately 63 folios falling within the scope of your request. I have also taken into account the fact that the first five hours of decision making time are free to all applicants requesting documents other than their own personal information.

Search and Retrieval – 0.92 hours at \$15 per hour	\$	13.75
Decision making time – 10.36 hours at \$20 per hour	\$	207.15
Less first 5 hours decision making	\$	-100.00
Total	\$	107.15
Photocopying & postage	\$	6.30
Final amount	\$	127.20
Deposit (25% of the total amount)	\$	31.80

Payment of the deposit will only entitle you to a decision. The document will be released upon payment of the balance of the charge.

Processing your FOI request

Please note that the department will not make a decision on the potential release of any documents until charges are paid to, or remitted by, this department. In accordance with section 31 of the FOI Act, the time limit for processing your request is suspended from the day you receive this notice and will resume on either the day the charge or deposit is paid, or on the day on which the department makes a decision not to impose a charge.

Your rights and alternatives

You may contend that the charge has been wrongfully assessed, should be reduced or not imposed. In deciding whether to reduce or not impose a charge the decision maker must, among other things, take into account 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.

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 wrongfully assessed; or
 - (ii) should be reduced or not imposed; or
 - (iii) both
- C. withdraw the request for access.

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

Option A – pay the charge

As the charge exceeds \$100, you are required to pay a deposit of \$31.80 which is 25% of the total amount, within 30 days of receiving this notice. You may, of course, elect to pay the charge in full at this point.

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. Subsection 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. This includes 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.

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 you 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.

If you fail to notify the department in a manner mentioned above within 30 days of receipt of this notice it will be taken that the request has been withdrawn.

Should you have further queries regarding this letter, please contact the FOI team on (02) 6102 8104 or by email to: FOI@industry.gov.au

Yours sincerely



Jason Coutts
General Manager
VET Data Infrastructure
Skills Division

12 May 2014

