

PROCESSING CHARGES		
Search and retrieval		
Task	Time (hours)	Cost @ \$15/hr
Search and retrieval of relevant documents	3.0	45.00
Collation and preparing schedule of documents	3.6	54.00
A. Search and retrieval subtotal	6.6	99.00
Decision making		
Task	Time (hours)	Cost @ \$20/hr
Examination of documents	2.65	53.00
Consultation with third parties	12	240.00
Redacting exempt material	1.33	26.50
Statement of reasons for release	3.65	73.00
Decision making subtotal (before deduction of 5 hours)	8.6	392.50
B. Decision making subtotal (after deduction of first 5 hours free)	3.6	292.50

ESTIMATED TOTALS AND DEPOSIT	
ESTIMATED TOTAL (total of A and B)	\$391.50
REQUIRED DEPOSIT	\$97.88

Your right to contend the charge

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

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

In deciding whether a charge should be reduced or not imposed, the decision maker in our Agency must take into account:

- whether payment of the charge, or part of it, would cause you financial hardship

- whether giving access to the document[s] is in the general public interest or in the interest of a substantial section of the public
- any other relevant matter.

Payment of a deposit

As the charge exceeds \$100, a 25 per cent deposit (\$97.88) will be sought if the charge is imposed.

The deposit is not refundable except in some limited circumstances (for example, if DHA 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 to respond in writing to this notice. We therefore expect a response from you by **9 May 2021**. By that date, you must do one of the following in writing:

- pay the charge in full
- pay the deposit (this will mean that you will not be entitled to access the requested documents until the full charge is paid)
- agree to pay the charge (this will mean that you will not be entitled to access the requested documents until the full charge is paid)
- contend that the charge has been wrongly assessed, or should be reduced or not imposed and explain your reasons
- withdraw your request.

Please send your response to:

xxx@xxx.xxx.xx

If you do not provide us with a written response by **9 May 2021** your request will be taken to have been withdrawn.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 this agency makes a decision not to impose a charge.

Should you wish to proceed with your request, please advise in your response the method of payment you have completed and any relevant reference numbers, or if you intend on making payment at a future date, the date by which DHA is likely to receive payment.

Method of payment

Electronic Funds Transfer (EFT) Payment

Name: DHA - Miscellaneous Account

Bank: Westpac

BSB: 032-729

Account: 225729

Reference Number: FOI2021-18

If you have any questions or wish to discuss this notice with us, please contact me at xxx@xxx.xxx.xx.

More information about charges under the FOI Act is available on the Office of the Australian Information Commissioner's website: <https://www.oaic.gov.au/freedom-of-information/guidance-and-advice/calculating-and-imposing-charges-for-foi-access-requests/> and in the *Guidelines issued by the Australian Information Commissioner under s 93A of the Freedom of Information Act 1982* <https://www.oaic.gov.au/freedom-of-information/foi-guidelines/part-4-charges-for-providing-access/>.

Yours sincerely,

Sally

Assistant Director
Privacy and Compliance
Defence Housing Australia