



Alessandra Melville

via email: [foi+request-776-fd5dd5c3@righttoknow.org.au](mailto:foi+request-776-fd5dd5c3@righttoknow.org.au)

Dear Ms Melville

Thank you for your correspondence, received by the department on 9 October 2014, for access under the *Freedom of Information Act 1982* (FOI Act) to information and documentation of the amount of palm oil imported into Australia yearly, specifically where it is sourced from the year 2013-2014.

In accordance with section 17 of the FOI Act, the department is able to create a document, in the form of a spreadsheet, which meets the terms of your request.

#### **Preliminary Assessment of the Charge**

Section 29 of the FOI Act authorises an agency to impose a charge for providing access to a document, and the department is entitled to recover some of the costs associated with processing your request.

I am authorised under the FOI Act to make a decision about the charge for your request to the department.

My preliminary assessment of that charge is \$15.00, calculated as follows:

1 hour	Information Search and Retrieval and document creation time, at \$15 per hour	\$15.00
3.1 hours	Document preparation and decision making time*, at \$20 per hour	\$62.00

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**TOTAL** **\$15.00**

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

#### **Seeking reduction or non-imposition of the charge**

You may contend that the charge has been wrongly assessed, or should be reduced or not imposed. 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 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 are contending the charge please set out your reasons and the evidence in support as clearly as possible, to enable the decision maker to make a well-informed decision. If you are contending the charge on the grounds of financial hardship please also provide sufficient details of your financial circumstances.

A number of fact sheets and guidelines on charges can be found on the Office of the Australian Information Commissioner's (OAIC) webpage at: <http://www.oaic.gov.au>.

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

If you would like the department to continue processing your request, you must notify the department in writing within 30 calendar days after the day you receive this notice (by 20 November 2014) that you:

- a) agree to pay the charge
- b) wish to contend that the charge
  - (i) should be reduced or not imposed; or
  - (ii) both; or
- 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 calendar days of receiving this notice, your request will be taken to have been withdrawn under subsection 29(2) of the FOI Act.

### ***Paying the charge***

You are required to pay \$15.00 within 30 calendar days of receiving this notice. Please note documents will not be released until the assessed charge is received in full.

Payment can be made by cheque or money order made payable to the 'Collector of Public Monies', and forwarded to the following address:

FOI Coordinator  
Department of Agriculture  
GPO Box 858  
CANBERRA CITY ACT 2601.

Alternatively, payment can be made by direct deposit to:

A/C Name: DAFF Departmental Account  
Branch: London Circuit, Canberra  
Bank: Reserve Bank  
BSB: 092 009  
A/C No. 111 698  
ABN No: 24 113 085 695.

If payment is made by direct deposit, please include the FOI reference number (FOI 2014/15-17) in the subject field, and send an email with notification of payment to [foi@agriculture.gov.au](mailto:foi@agriculture.gov.au) as soon it has been made.

### ***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:

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

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Should you wish to discuss any issues arising from this letter then please contact the FOI Section by telephone on 02 6272 3933 or email [foi@agriculture.gov.au](mailto:foi@agriculture.gov.au) for assistance.

Yours sincerely

A handwritten signature in cursive script that reads "Catherine Smith".

Catherine Smith  
Director  
Freedom of Information and Legislation and Regulatory Reform Sections  
Office of the General Counsel

2/ October 2014