



Australian Government
Department of Immigration and Border Protection

21 January 2015

FOI Request FA 14/12/01325
File Number ADF2014/46302

Matthew Landauer
Right to Know

Sent by email to: foi+request-844-8eb12081@righttoknow.org.au

Dear Mr Landauer

Freedom of Information – notice that applicant is liable to pay a charge (s.29(1))

This letter refers to your request received on 29 December 2014 seeking access under the *Freedom of Information Act 1982* (the Act) to the following documents:

... for the most recent version of the document that lays out the most recent version of department's policy on dress code for general department staff as it stands on 29 December 2014.

I am only interested in obtaining a single document that contains the policy that I am interested in.

I am writing to advise you of my decision that you are liable to pay a charge for processing this request. I am an officer authorised under s.23(1) of the Act to make decisions in relation to FOI requests, including the decision to impose a charge.

As provided under s.29 of the 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 **\$14.50**.

Basis for my preliminary assessment of the charge

I have assessed the work the department would need to do to process your request and have calculated the following breakdown of charges.

The document within the scope of your request is the department's Corporate Uniforms Policy as at August 2013.

people our business

6 Chan Street Belconnen ACT 2617

PO Box 25 BELCONNEN ACT 2616 • Telephone 02 6264 1111 • Facsimile 02 6225 6970 • Website: www.immi.gov.au

Number of relevant documents: 1 document

Number of relevant pages: 14 pages

Processing charges

Search and retrieval		
Task	Time (hours)	Cost @ \$15/hr
Search and retrieval of relevant electronic and registry files	0.17	\$2.50
Search and retrieval of relevant pages in file	0.75	\$11.25
Preparation of schedule of documents	0.05	\$0.75
Search and retrieval subtotal	0.97	\$14.50

Decision making		
Task	Time (hours)	Cost @ \$20/hr
Examination of documents	1.17	\$23.33
Preparation of documents for release	0.00	\$0.00
Consultation with third parties	0.00	\$0.00
Preparation of notice of access decision	3.22	\$64.48
Decision making subtotal (before deduction of 5 free hours)	4.39	\$87.81
Decision making subtotal (after deduction of 5 free hours)	0.00	\$0.00

Estimated totals and deposit	
Estimated total	\$14.50

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

The Act provides you with 30 days to respond, in writing, to this notice, which is **Friday, 20 February 2014**.

Therefore, by Friday 20 February 2014 you must do one of the following things:

- 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
- withdraw your request.

In deciding whether a charge should be reduced or not imposed, s.29(5) of the Act requires me to take into account:

- whether payment of the charge, or part of it, would cause you financial hardship
- whether giving access to the document is in the general public interest or in the interest of a substantial section of the public
- any other relevant matter.

Please note that if you do not provide a written response by Friday 20 February 2014 your request will be taken to have been withdrawn (by you) under s.29(2) of the Act.

Payment

As the charge is less than \$25, you will be required to pay in full if the charge is imposed.

The charge will be refunded if the department fails to make a decision on your request within the statutory time limit. The charge can be paid by cheque, money order, credit card or Electronic Funds Transfer (EFT).

Cheques and money orders should be made payable to "Collector of Public Monies DIBP" and sent to:

FOI Section
Department of Immigration & Border Protection
PO Box 25
BELCONNEN ACT 2616

If you wish to pay by credit card, please fill out the attached credit card authorisation form and forward to FOI & Privacy Policy Section at the above address, or email to foi@immi.gov.au.

If you wish to pay by Electronic Funds Transfer (EFT) the department's bank account details are as follows:

Bank:	CBA
BSB:	062987
Account Number:	10016044
Account Name:	DIBP Official Administered Direct Credit Receipts Account

When making the transfer you will need to quote the number of your request – A 14/12/01325 - so that your payment can be identified by our Finance area. Failure to do so may result in payments not being identified as FOI related and could result in processing delays.

Please advise FOI when you have made the payment made by direct credit so that we can contact the Finance area and they can issue a receipt. You should also be aware that payments by direct credit are not processed in real time. There is at least a one day delay between somebody paying money into the department's account and notification of the payment via our bank account statement.

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.

You may indicate your agreement to pay the charge by either paying the deposit or paying the charge in full.

Contacting the FOI Section

If you wish to discuss this matter, I can be contacted using the details provided below.

Yours sincerely



Marianne Nolte-Crimp
Authorised FOI Decision Maker
Freedom of Information Section
Parliamentary and Executive Coordination Branch
Immigration and Border Protection Portfolio
Department of Immigration and Border Protection
Email foi@immi.gov.au
Telephone (02) 6264 1757