



Australian Government
Department of Home Affairs

25 March 2022

Ray Mehta

BY EMAIL: foi+request-8548-08c28cf0@righttoknow.org.au

In reply please quote:

FOI Request: FA 22/03/00379

File Number: OBJ2022/5400

Dear Mr Mehta

I refer to your request dated 3 March 2022 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:

As per the document titled "Provider Update – Student Visa Program Special Edition 11 | February 2019"

Which is located at below link:

<https://india.highcommission.gov.au/files/ndli/Provider%20Update%20-%20Special%20Edition%2011%20-%20February%202019.docx.pdf>

A copy of a 'financial matrix' template is available on the AHC (New Delhi) website.

Kindly provide a link or a copy of the mentioned document 'financial matrix'.

Also if there have been revisions to the said document "Provider Update – Student Visa Program", kindly provide link or updated copy of the document.

This letter is to notify you that a preliminary assessment has been made that you are liable to pay a charge in respect of the processing of your Freedom of Information (FOI) request.

In accordance with section 29 of the FOI Act and the *Freedom of Information (Charges) Regulations 1982* (the Regulations), my preliminary assessment of the amount of charges you are liable to pay is \$15.00.

Preliminary assessment of charges

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

Document estimate

Number of relevant discrete documents: 8

Number of relevant documents created under section 17 of the FOI Act:

Number of relevant pages: 16

Processing charges

Search and retrieval		
Task	Time (hours)	Cost @ \$15/hr
Search and retrieval of relevant electronic and registry files	1.00	\$15.00
Search and retrieval of relevant pages in file		
Preparation of schedule of documents		
Search and retrieval subtotal		

Decision making		
Task	Time (hours)	Cost @ \$20/hr
Examination of documents		
Preparation of documents for release	2.00	\$0.00
Consultation with third parties		
Preparation of notice of access decision		
Decision making subtotal (before deduction of 5 free hours)		
Decision making subtotal (after deduction of 5 free hours)		

Estimated totals and deposit	
Estimated total	\$15.00

The preliminary assessment of the charges is based on the number of documents that fall within the scope of your request and an estimate of the number of pages that would need to be examined in order to make a decision on your request.

After making a decision on your request, the Department is required to calculate the actual amount payable and advise you of the final charges payable less the deposit paid. It is noted that the final charge may be higher than the estimated charge to reflect the actual cost of processing the request. However, the charges will only be increased to include the cost of processing the document to which access is given.

Please note that the charges imposed reflect the cost of work undertaken by the Department in processing your request. Payment of charges does not have a bearing on the quantity of documents that may be released to you, or impact any exemptions applied under the *FOI Act 1982*.

Deposit payable

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.

The deposit is not refundable except in some limited circumstances (for example, if the Department fails to make a decision on your request within the statutory timeframe), or may be refundable in part if the final charge is less than the deposit paid.

Timeframe for your response and next steps

The FOI Act provides you with 30 days to respond, in writing, to this notice, which is **Thursday 21 April 2022**.

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.

***Once you have paid, please advise the FOI Section at foi@homeaffairs.gov.au immediately to avoid delays in the processing of your request.

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.

Contesting charges

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 set out your reasons and 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.

Payment Options

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 refer to the tax invoice attached 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 Section
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 pay the charge in full or the required deposit; 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

Elaine – position 60097486
FOI Officer | Freedom of Information Section
FOI and Records Management Branch
Data Division | Strategy and Law Enforcement Group
Department of Home Affairs