



Glenn Hamiltonshire

Via email: [foi+request-11714-a3c96b81@righttoknow.org.au](mailto:foi+request-11714-a3c96b81@righttoknow.org.au)

Dear Glenn Hamiltonshire

### **Your Freedom of Information request – Charges**

I refer to your request, dated 18 July 2024 and received by the Department of Agriculture, Fisheries and Forestry (**department**) on 18 July 2024 for access under the *Freedom of Information Act 1982* (Cth) (**FOI Act**) to the following documents:

I request access to the Style Guides/Brand Guides/Writing Guides currently used for the Department of Agriculture Fisheries & Forestry'

#### **Preliminary assessment of the Charge**

In accordance with section 29 of the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of that charge is \$106.22 calculated as follows:

Search and retrieval time: 2.5 hours at \$15.00 per hour	\$37.50
Decision-making time: \$20.00 per hour	
Examining pages, redacting and scheduling documents	\$108.72
Writing statement of reasons	\$60.00
Deduction of 5 hours decision-making time*	-\$100.00
<b>TOTAL</b>	<b>\$106.22</b>

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

I am advised that the department has in its possession 5 documents with 161 pages relevant to your request.

#### **Required action**

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:

- agree to pay the charge;

- wish to contend that the charge has been wrongly assessed or should be reduced or not imposed or both; or
- withdraw your request.

If you do not provide a written response in accordance with one of the above options within 30 days of receiving this notification, your request will be taken to have been withdrawn under section 29(2) of the FOI Act.

Alternatively, you may wish to revise the scope of your request. If you would like to discuss this, please contact [foi@aff.gov.au](mailto:foi@aff.gov.au) for assistance.

### **Option – pay the charge**

As the charge exceeds \$100, you are required to pay a deposit of \$26.55. You may, of course, elect to pay the charge in full at this point.

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:	34 190 894 983

Please include the FOI reference number LEX-31964 in the subject field, and send an email with notification of payment to [foi@aff.gov.au](mailto:foi@aff.gov.au) as soon it has been made.

If you are not able to pay by direct deposit, please contact the department for assistance.

### **Option – 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. Section 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, 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 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 – withdraw your request**

If you wish to withdraw your request you may do so in writing.

**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:

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

**Address for correspondence**

Please send all correspondence regarding your FOI request to me at the following address:

FOI Officer  
Department of Agriculture, Fisheries and Forestry  
GPO Box 858  
CANBERRA ACT 2601

Or by email to [foi@aff.gov.au](mailto:foi@aff.gov.au).

**Publication of information in the FOI disclosure log**

Information released under the FOI Act may be published in a disclosure log on the department's website. Section 11C of the FOI Act requires this publication, subject to certain exceptions, including where publication of personal, business, professional or commercial information would be unreasonable.

**Further assistance**

If you have any questions, please email [foi@aff.gov.au](mailto:foi@aff.gov.au).

Yours sincerely



Carmel Curran  
Assistant Secretary  
Communication and Media Branch  
Enterprise Strategy and Governance Division

2 August 2024