



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/14734

s22

Dear s22

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your letter dated 29 April 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

Preface: CASA has provided funding to the 'Australian Piper Aircraft Society' for its 2024 Piper Proficiency Program (PPP) held at Bendigo, Victoria, over the weekend of 24th/25th February, 2024.

- *I am requesting access to all the feedback, reports and any complaints provided to CASA, post this event, relating to this PPP event.*

CASA received your request on 6 May 2024, and the 30-day statutory period for processing your request commenced from the day after that date. On 13 May 2024, you received an email acknowledging your FOI request, noting that should there be any charges in relation to your request, CASA will notify you before processing any requested documents.

I have made a decision to impose charges in the amount of **\$58.83** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$58.83**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days (**COB Thursday 25 July 2024**) from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

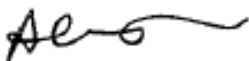
If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

25 June 2024



Final charges calculation made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE		F24/14734
Time taken to do electronic searches, print and tag these documents (minutes)		60
No of relevant documents held electronically (not on registry files)		
No of relevant pages in documents held electronically (not on registry files)		
Number of relevant registry files		1
Number of relevant documents on registry files		8
Number of relevant pages in documents on registry files		24
Number of exempt pages (electronic AND on registry files)		
Number of pages released with deletions (electronic AND on registry files)		
Number of third parties to consult		2

TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	1.00	\$15.00
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	1.92	\$28.75
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	2.00	\$40.00
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	4.00	\$80.00
Preparation and notification of decision (2 hours per 250 relevant pages).	0.38	\$7.68
Subtotal	6.38	127.68
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	6.38	\$27.68
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	24	\$2.40
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$2.40

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	93
TIME (in hours)	8.30
TOTAL	\$58.83

Code
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Refers to:
a
d
d
b + e

c + f
g
h
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c + f

Refers to:
c + f + h - g

Refers to:
c + f - g



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/14734

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 8 May 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

Preface: CASA has provided funding to the 'Australian Piper Aircraft Society' for its 2024 Piper Proficiency Program (PPP) held at Bendigo, Victoria over the weekend of 24th/25th February 2024.

- *I am requesting access to all feedback, reports and any complaints provided to CASA, post this event, relating to this PPP event*

I have made a decision to impose charges in the amount of \$58.83 in relation to your application.

On 2 July 2024, you accepted these charges.

What you must do now

Payment of \$58.83 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$58.83, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely

Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

9 January 2024



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/13303

s22

Dear s22

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your letter dated 30 March 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

The content and responses to a tech Services ticket related to a technical fault with my account that does not allow my DAME to submit my class 2 medical. Alos, any other email correspondence related to this and telephone logs of calls made to technology Services.

You agree to the removal of the names of any CASA staff contained in the documents, as well as the removal of the names of any third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$36.25** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$36.25**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Thursday 27 June 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date (Thursday 27 June 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact us via email to freedomofinformation@casa.gov.au if you have any questions in relation to your request.

Yours sincerely,

Paul Hibberd
Digitally signed by Paul Hibberd
Date: 2024.05.28 19:24:22
+11'00'

Paul Hibberd
Branch Manager, Advisory & Drafting
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
28 May 2024



Australian Government
Civil Aviation Safety Authority

FOI
Schedule 1

Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Paul Hibberd, Branch Manager, Advisory & Drafting

*Don't print
this Column*

BASIC DATA ESTIMATE		F24/12989
Time taken to do electronic searches, print and tag these documents (minutes)		90
No of relevant documents held electronically (not on registry files)		
No of relevant pages in documents held electronically (not on registry files)		
Number of relevant registry files		1
Number of relevant documents on registry files		20
Number of relevant pages in documents on registry files		22
Number of exempt pages (electronic AND on registry files)		
Number of pages released with deletions (electronic AND on registry files)		
Number of third parties to consult		0

Code
a
b
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TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	1.50	\$22.50
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	2.42	\$36.25
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	1.83	\$36.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	0.35	\$7.04
Subtotal	2.19	43.71
Free decision making time @\$20.00 an hour (capped at 5 hours)	2.19	(\$43.71)
Examine, Consult & Preparation Subtotal	2.19	\$0.00
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	0	\$0.00
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$0.00

Refers to:

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c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	22
TIME (in hours)	4.60
TOTAL	\$36.25

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/10921

s22

Dear s22

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your letter dated 30 March 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

I request all documents/ communications between myself and any other parties in relation to my medical.

This includes other matters that may arise in relation to my medical.

This includes documents and recording that may have been supplied to CASA in relation to decisions made by medical offices of Av Med.

You do not agree to the removal of the names of any CASA staff contained in the documents, as well as the removal of the names of any third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$262.97** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$262.97**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Thursday 30 May 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

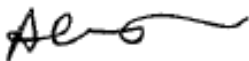
If you fail to give CASA notice of any of the above three things within 30 days of the date (Thursday 30 May 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

30 April 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F24/10921
Time taken to do electronic searches, print and tag these documents (minutes)	60
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	1
Number of relevant documents on registry files	44
Number of relevant pages in documents on registry files	141
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	1

Code
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TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	1.00	\$15.00
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	1.92	\$28.75
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	11.75	\$235.00
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	2.00	\$40.00
Preparation and notification of decision (4 hours per 250 relevant pages).	2.26	\$45.12
Subtotal	16.01	320.12
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	16.01	\$220.12
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	141	\$14.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$14.10

Refers to:

a
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c + f
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c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	141
TIME (in hours)	17.92
TOTAL	\$262.97

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/10921

s22

Dear s22,

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 30 March 2024, seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

I request all documents/communications between myself and other parties in relation to my medical. This includes other matters that may arose in relation to my medical. This includes documents and records that may have been supplied to CASA in relation to decisions made by medical officers of AvMed.

The date range of your access request is 2 January 2023 to 30 April 2024. You do not agree to the removal of the names of any CASA staff, or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$262.97 in relation to your application.

On 1 May 2024, you accepted these charges.

What you must do now

Payment of \$262.97 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$262.97, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

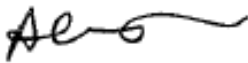
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 1300 363 992

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

9 May 2024



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/10460

s22

Dear s22

PRELIMINARY NOTICE OF CHARGES UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 16 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

- Any documents which identify the “key milestones associated with the Class 5 medical certificate exemption instrument” to be completed before timeframes for the Class 4 medical certificate can be confirmed.
- Any documents which contain actual or proposed timeframes for the delivery of Class 4 medical certificate regulations.
- Any documents containing full or partial proposals for the content of regulations pertaining to the Class 4 medical certificate.

On 19 March 2024, following receipt of a s.24-B consultation notice, you revised your request including by splitting the request up and making a new request for the following:

- Any documents containing full or partial proposals for the content of regulations pertaining to the Class 4 medical certificate.

I have made a decision to impose charges in the amount of **\$218.07** in relation to your new application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$218.07**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Monday 20 May 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date (Monday 20 May 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,

Paul Hibberd Digitally signed by Paul Hibberd
Date: 2024.04.19 14:01:16 +10'00'

Paul Hibberd
Branch Manager
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

19 April 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

BASIC DATA ESTIMATE	F24/10460
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	120
<i>No of relevant documents held electronically (not on registry files)</i>	14
<i>No of relevant pages in documents held electronically (not on registry files)</i>	145
Number of relevant registry files	
Number of relevant documents on registry files	
Number of relevant pages in documents on registry files	
Number of exempt pages (<i>electronic AND on registry files</i>)	
Number of pages released with deletions (<i>electronic AND on registry files</i>)	
Number of third parties to consult	0

TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	2.00	\$30.00
Search and retrieval of registry files @ 10 mins per file	0.00	\$0.00
Search files and tag relevant pages on registry files (45 mins average per file)	0.00	\$0.00
Search & Retrieval Subtotal	2.00	\$30.00
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	12.08	\$241.67
Exempted pages (5 mins extra per page)	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	2.32	\$46.40
Subtotal	14.40	288.07
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	14.40	\$188.07
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	1	\$0.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	145
TIME (in hours)	16.40
TOTAL	\$218.07



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/10460

s22

Dears22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 16 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

- *Any documents which contain actual or proposed timeframes for the delivery of Class 4 medical certificate regulations.*

I have made a decision to impose charges in the amount of **\$218.07** in relation to your application.

On 26 April 2024, you accepted these charges.

What you must do now

Payment of \$218.07 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$218.07, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

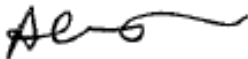
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 1300 363 992

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

1 May 2024

Released under Freedom of Information Act 1982



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/5860

s22

Dear s22

PRELIMINARY NOTICE OF CHARGES UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 16 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

- Any documents which identify the “key milestones associated with the Class 5 medical certificate exemption instrument” to be completed before timeframes for the Class 4 medical certificate can be confirmed.
- Any documents which contain actual or proposed timeframes for the delivery of Class 4 medical certificate regulations.
- Any documents containing full or partial proposals for the content of regulations pertaining to the Class 4 medical certificate.

On 19 March 2024, following receipt of a s 24AB consultation notice, you further reduced the scope of your above request to:

Any documents which identify the key milestones associate with the Class 5 medical certificate exemption instrument to be completed before timeframes for the Class 4 medical certificate to be confirmed.

I have made a decision to impose charges in the amount of **\$421.67** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay

\$421.67. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Tuesday 7 May 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date (Tuesday 7 May 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

5 April 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F24/5860
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	45
<i>No of relevant documents held electronically (not on registry files)</i>	
<i>No of relevant pages in documents held electronically (not on registry files)</i>	
Number of relevant registry files	1
Number of relevant documents on registry files	26
Number of relevant pages in documents on registry files	259
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	0

Code
a
b
c
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f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	0.75	\$11.25
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	1.67	\$25.00
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	20.83	\$416.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	4.00	\$80.00
Subtotal	24.83	496.67
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	24.83	\$396.67
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	1	\$0.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		

Refers to:

a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	1
TIME (in hours)	26.50
TOTAL	\$421.67

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/5860

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 16 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

- any documents which identify the "key milestones associated with the Class 5 medical certificate exemption instrument" to be completed before timeframes for the Class 4 medical certificate can be confirmed.

I have made a decision to impose charges in the amount of **\$421.67** in relation to your application.

On 26 April 2024, you accepted these charges.

What you must do now

Payment of \$421.67 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$421.67, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division

Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

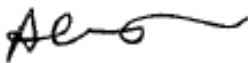
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 1300 363 992

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

1 May 2024

Released under Freedom of Information Act 1982



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/10455

s22

Dear s22

PRELIMINARY NOTICE OF CHARGES UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 16 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

- Any documents which identify the “key milestones associated with the Class 5 medical certificate exemption instrument” to be completed before timeframes for the Class 4 medical certificate can be confirmed.
- Any documents which contain actual or proposed timeframes for the delivery of Class 4 medical certificate regulations.
- Any documents containing full or partial proposals for the content of regulations pertaining to the Class 4 medical certificate.

On 19 March 2024, following receipt of a s.24-B consultation notice, you revised your request including by splitting the request up and making a new request for the following:

- Any documents which contain actual or proposed timeframes for the delivery of Class 4 medical certificate regulations.

I have made a decision to impose charges in the amount of **\$137.51** in relation to your new application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$137.51**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Monday 20 May 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date (Monday 20 May 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,

Paul Hibberd Digitally signed by Paul Hibberd
Date: 2024.04.19 13:56:42
'10'00'

Paul Hibberd
Branch Manager
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

19 April 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

BASIC DATA ESTIMATE	F24/10455
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	60
<i>No of relevant documents held electronically (not on registry files)</i>	10
<i>No of relevant pages in documents held electronically (not on registry files)</i>	112
Number of relevant registry files	
Number of relevant documents on registry files	
Number of relevant pages in documents on registry files	
Number of exempt pages (<i>electronic AND on registry files</i>)	
Number of pages released with deletions (<i>electronic AND on registry files</i>)	
Number of third parties to consult	0

TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	1.00	\$15.00
Search and retrieval of registry files @ 10 mins per file	0.00	\$0.00
Search files and tag relevant pages on registry files (45 mins average per file)	0.00	\$0.00
Search & Retrieval Subtotal	1.00	\$15.00
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	9.33	\$186.67
Exempted pages (5 mins extra per page)	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	1.79	\$35.84
Subtotal	11.13	222.51
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	11.13	\$122.51
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	1	\$0.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	112
TIME (in hours)	12.13
TOTAL	\$137.51



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/10455

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 16 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

- Any documents which contain actual or proposed timeframes for the delivery of Class 4 medical certificate regulations.

I have made a decision to impose charges in the amount of **\$137.51** in relation to your application.

On 26 April 2024, you accepted these charges.

What you must do now

Payment of \$137.51 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$137.51, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

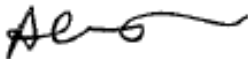
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 1300 363 992

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

1 May 2024

Released under Freedom of Information Act 1982

From: [Freedom Of Information](#)
To: s22
Cc: [Freedom Of Information](#)
Subject: FOI Request: s.29 Formal Charges Issued & Remittance Advice - s22 (F24/5860, F24/10455 & F24/10460) [SEC=OFFICIAL]
Date: Thursday, 2 May 2024 2:21:52 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
s22 [Final Charges Recalculated F24.10455.pdf](#)
[Final Charges Recalculated F24.10460.pdf](#)
[Remittance Advice F24.5860.doc](#)
[Remittance Advice F24.10460.doc](#)

CASA Ref(s): F24/5860, F24/10455 and F24/10460

Dear s22

Further to my below email of 1 May 2024, where I issued you the formal charges notice as well as the remittance advice, we have finalised our decisions for each of your FOI request, F24/5860, F24/10455 and F24/10460.

In doing so, we identified that some documents which were included in the original charges for F24/10455 and F24/10460 fall outside of the scope of your request, and that some documents within both requests were duplicates due to the nature of the scope.

For this reason, we have re-calculated the charges for both requests, with the total charged amount for F24/10455 as \$115.65 and the total charged amount for F24/10460 as \$176.35. Noting the overlap of documents, we have decided to charge you for F24/10460 as \$176.35, please find attached the updated remittance advice.

Please also note we still require the payment for F24/5860, which was noted in our previous email as a total of \$421.67.

For ease of reference, please find **attached** the charges schedules for F24/10455 and F24/10460, as well as the remittance advice for F24/5860 and F24/10460.

Once you have returned the attached remittance advice with your details filled in, our Accounts Receivable team will process the payment, which will then lead to your FOI decisions being released.

Kind regards,

Amy George

Freedom of Information Officer
 Legal Advisory and Drafting
 Legal, International and Regulatory Affairs Division

Civil Aviation Safety Authority

GPO Box 2005 CANBERRA ACT 2601

www.casa.gov.au



CASA acknowledges the Traditional Custodians of country throughout Australia and their continuing

connection to land, water and community.

We pay our respects to them and their cultures and to their elders past, present and emerging.

From: Freedom Of Information <@..>

Sent: Wednesday, May 1, 2024 5:59 PM

To: s22

Cc: Freedom Of Information <@..>

Subject: FOI Request: s.29 Formal Charges Issued & Remittance Advice - s22
(F24/5860, F24/10455 & F24/10460) [SEC=OFFICIAL]

OFFICIAL

CASA Ref(s): F24/5860, F24/10455 & F24/10460

Dear s22

Please find **attached** the formal charges notices and remittance advice forms in relation to your recent FOI requests, F24/5860, F24/10455 & F24/10460.

Kind regards,

Amy George

Freedom of Information Officer

Legal Advisory and Drafting

Legal, International and Regulatory Affairs Division

Civil Aviation Safety Authority

GPO Box 2005 CANBERRA ACT 2601

www.casa.gov.au



CASA acknowledges the Traditional Custodians of country throughout Australia and their continuing connection to land, water and community.

We pay our respects to them and their cultures and to their elders past, present and emerging.

IMPORTANT:

This email may contain confidential or legally privileged information and may be protected by copyright. It remains the property of the Civil Aviation Safety Authority and is meant only for use by the intended recipient. If you have received it in error, please notify the sender immediately by reply email and delete all copies, together with any attachments.



Final charges calculation made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F24/10455
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	60
<i>No of relevant documents held electronically (not on registry files)</i>	
<i>No of relevant pages in documents held electronically (not on registry files)</i>	
Number of relevant registry files	
Number of relevant documents on registry files	8
Number of relevant pages in documents on registry files	101
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	0

Code
a
b
c
d
e
f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	1.00	\$15.00
Search and retrieval of registry files @ 10 mins per file	0.00	\$0.00
Search files and tag relevant pages on registry files (45 mins average per file)	0.00	\$0.00
Search & Retrieval Subtotal	1.00	\$15.00
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	8.42	\$168.33
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	1.62	\$32.32
Subtotal	10.03	200.65
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	10.03	\$100.65
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	0	\$0.00
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$0.00

Refers to:

a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	1
TIME (in hours)	11.03
TOTAL	\$115.65

Refers to:
c + f - g



Final charges calculation made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F24/10460
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	120
<i>No of relevant documents held electronically (not on registry files)</i>	
<i>No of relevant pages in documents held electronically (not on registry files)</i>	
<i>Number of relevant registry files</i>	
<i>Number of relevant documents on registry files</i>	10
<i>Number of relevant pages in documents on registry files</i>	124
<i>Number of exempt pages (electronic AND on registry files)</i>	
<i>Number of pages released with deletions (electronic AND on registry files)</i>	
<i>Number of third parties to consult</i>	0

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TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	2.00	\$30.00
<i>Search and retrieval of registry files @ 10 mins per file</i>	0.00	\$0.00
<i>Search files and tag relevant pages on registry files (45 mins average per file)</i>	0.00	\$0.00
Search & Retrieval Subtotal	2.00	\$30.00
	TIME (in hours)	COST @ \$20 per hr
<i>Examine relevant pages for decision making (5 mins per relevant page).</i>	10.33	\$206.67
<i>Exempted pages (5 mins extra per page).</i>	0.00	\$0.00
<i>Pages released with deletions (3 mins extra per page)</i>	0.00	\$0.00
<i>Consult third parties (2 hours per consultation)</i>	0.00	\$0.00
<i>Preparation and notification of decision (4 hours per 250 relevant pages).</i>	1.98	\$39.68
<i>Subtotal</i>	12.32	246.35
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	12.32	\$146.35
	PAGES	COST
<i>Photocopies of estimated released docs (incl those with deletions) @ 10c ea</i>	0	\$0.00
<i>Packaging and postage (actual cost)</i>		
Photocopying & Postage Subtotal		\$0.00

Refers to:

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c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	1
TIME (in hours)	14.32
TOTAL	\$176.35

Refers to:
c + f - g



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/9646

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email(s) dated 18 March 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

This is part 1:

Any emails or other communications (eg. meeting invitations/speeches/ videos/transcripts/memorandums/revised chief executive instructions or equivalent) directed at all staff about either the Royal Commission on the Robo-debt Scheme ('the Royal Commission'), or the government response to the Royal Commission

Any emails or other communications (eg. meeting invitations/speeches/ videos/transcripts/memorandums/revised chief executive instructions or equivalent) directed at all SES (or equivalent) staff about the Royal Commission on the Robo-debt Scheme, or the government response to the Royal Commission

Any brief prepared for Senate estimates in October 2023 relating to how the agency was responding to the Royal Commission or the government response to the Royal Commission.

Part 2:

Any brief prepared for Senate estimates in October 2023 relating to how the agency was responding to the Royal Commission or the government response to the Royal Commission

Any brief, agenda paper, submission (or similar) to the agency's executive leadership group/senior leadership group (or however named in your agency) about how the agency was responding to the Royal Commission or implementing the government response to the Royal Commission

Any document relating to changing training modules/induction (or similar) (whether internally or externally delivered), to incorporate information about the Royal Commission or the government response to the Royal Commission.

The date range of your access request is 1 July – 31 December 2023. You agree to the removal of the names of any CASA staff contained in the documents, and agree to the removal of the names of any third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$176.93** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$176.93**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Monday 20 May 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

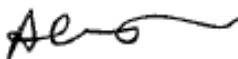
If you fail to give CASA notice of any of the above three things within 30 days of the date (Friday 17 May 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Amy George

Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

18 April 2024

Released under Freedom of Information Act 1982



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE		F24/9646
Time taken to do electronic searches, print and tag these documents (minutes)		60
No of relevant documents held electronically (not on registry files)		
No of relevant pages in documents held electronically (not on registry files)		
Number of relevant registry files		2
Number of relevant documents on registry files		7
Number of relevant pages in documents on registry files		118
Number of exempt pages (electronic AND on registry files)		
Number of pages released with deletions (electronic AND on registry files)		
Number of third parties to consult		

TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	1.00	\$15.00
Search and retrieval of registry files @ 10 mins per file	0.33	\$5.00
Search files and tag relevant pages on registry files (45 mins average per file)	1.50	\$22.50
Search & Retrieval Subtotal	2.83	\$42.50
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	9.83	\$196.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	1.89	\$37.76
Subtotal	11.72	234.43
Free decision making time @\$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	11.72	\$134.43
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	1	\$0.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	1
TIME (in hours)	14.55
TOTAL	\$176.93

Code
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Refers to:
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Refers to:
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Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/9022

s22

Dear s22

PRELIMINARY NOTICE OF CHARGES UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 15 March 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

Documents pertaining to the 24/7 un piloted ,(drone system, thats locked me as a primary target) surveillance that I've been under for over 2 months. This includes parties contracted and by whom, any authorising documents by yourselves inclusive of judicial warrants to permit such surveillance. Further to this I with to see any criteria check lists that would in the first instance give rise to allow the system surveillance.

To maintain a clear and concise request, please supply any documentation pertaining to my name=
s22

I have made a decision to impose charges in the amount of **\$260.79** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$260.79**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Wednesday 15 May 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

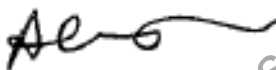
If you fail to give CASA notice of any of the above three things within 30 days of the date (Wednesday 15 May 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

15 April 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F24/9022
Time taken to do electronic searches, print and tag these documents (minutes)	60
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	1
Number of relevant documents on registry files	30
Number of relevant pages in documents on registry files	147
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	1

Code
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TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	1.00	\$15.00
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	1.92	\$28.75
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	12.25	\$245.00
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	2.00	\$40.00
Preparation and notification of decision (4 hours per 250 relevant pages).	2.35	\$47.04
Subtotal	16.60	332.04
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	16.60	\$232.04
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	1	\$0.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		

Refers to:

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Refers to:
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ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	1
TIME (in hours)	18.52
TOTAL	\$260.79

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/8772

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 10 March 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

I request information under the Freedom of Information Act about your approval process for the 2017 Runway 12/30 flight paths at Hobart Airport, designed by Airservices Australia.

This request is prompted by concerns raised during a 2018 legal action by s22 against Airservices Australia, which questioned the adequacy of safety considerations and procedural adherence in the flight path implementation.

Specifically, I seek:

- 1. Correspondence between CASA and Airservices Australia regarding the approval of these flight paths.*
- 2. Documentation on CASA's stance or actions related to the mentioned legal action. The objective is to understand CASA's due diligence and role in ensuring the safety of these flight paths.*

The date range of your access request is 1 January 2018 to 31 December 2018.

I have made a decision to impose charges in the amount of **\$78.33** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$78.33. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days (**COB Monday 17 June 2024**) from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

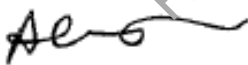
If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

17 May 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE		F24/8772
Time taken to do electronic searches, print and tag these documents (minutes)		180
No of relevant documents held electronically (not on registry files)		
No of relevant pages in documents held electronically (not on registry files)		
Number of relevant registry files		2
Number of relevant documents on registry files		4
Number of relevant pages in documents on registry files		13
Number of exempt pages (electronic AND on registry files)		
Number of pages released with deletions (electronic AND on registry files)		
Number of third parties to consult		2

Code
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TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	3.00	\$45.00
Search and retrieval of registry files @ 10 mins per file	0.33	\$5.00
Search files and tag relevant pages on registry files (45 mins average per file)	1.50	\$22.50
Search & Retrieval Subtotal	4.83	\$72.50
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	1.08	\$21.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	4.00	\$80.00
Preparation and notification of decision (4 hours per 250 relevant pages).	0.21	\$4.16
Subtotal	5.29	105.83
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	5.29	\$5.83
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	13	\$1.30
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		

Refers to:

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Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	13
TIME (in hours)	10.12
TOTAL	\$78.33

Refers to:
c + f - g



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/8836

s22

Dear s22

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 7 March 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

1. *Flight Crew Licence of s22 current as at 4 December 2021;*
2. *Aviation Medical Certificate of s22 current as at 4 December 2021*
3. *The following documents in relation to the Aircraft, current as at 4 December 2021:*
 - a. *Certificate of Registration; and*
 - b. *Certificate of Airworthiness*
4. *The following documents in relation to the Operator:*
 - a. *Air Operator's Certificate (AOC) current as at 4 December 2021, or, if no such AOC, the Operator's most recent AOC which expired before 4 December 2021;*
 - b. *Any instrument extending the validity period of the AOC referred to in paragraph 4(a);*
 - c. *AOC current as at the date of this letter;*
 - d. *Surveillance Reports relating to surveillance activities performed during the period from 1 June 2021 to 31 December 2022;*
 - e. *Safety Alerts issued during the period from 1 June 2021 to 31 December 2022.*
5. *Infringement Notices issues to any of the following during the period from 1 June 2021 to 31 December 2022:*
 - a. *The Operator,*
 - b. *The Operator's Chief Pilot or Head of Operations*

The date range of your access request is 1 June 2021 – 31 December 2022. You agree to the removal of the names of any CASA staff or any third parties contained in the documents, with the exception of the name of the deceased and the Operator's names remaining within the documents.

I have made a decision to impose charges in the amount of **\$220.31** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$220.31**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days (**COB Monday 3 June 2024**) from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending, or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

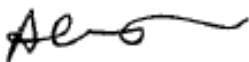
If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

9 May 2024



Final charges calculation made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE		F24/8836
Time taken to do electronic searches, print and tag these documents (minutes)		180
No of relevant documents held electronically (not on registry files)		
No of relevant pages in documents held electronically (not on registry files)		
Number of relevant registry files		3
Number of relevant documents on registry files		6
Number of relevant pages in documents on registry files		93
Number of exempt pages (electronic AND on registry files)		
Number of pages released with deletions (electronic AND on registry files)		
Number of third parties to consult		1

Code
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TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	3.00	\$45.00
Search and retrieval of registry files @ 10 mins per file	0.50	\$7.50
Search files and tag relevant pages on registry files (45 mins average per file)	2.25	\$33.75
Search & Retrieval Subtotal	5.75	\$86.25
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	7.75	\$155.00
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	2.00	\$40.00
Preparation and notification of decision (4 hours per 250 relevant pages).	1.49	\$29.76
Subtotal	11.24	224.76
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	11.24	\$124.76
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	93	\$9.30
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$9.30

Refers to:

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Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	93
TIME (in hours)	16.99
TOTAL	\$220.31

Refers to:
c + f - g



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/8836

s22

Dear s22

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 7 March 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

1. *Flight Crew Licence of s22 current as at 4 December 2021;*
2. *Aviation Medical Certificate of s22 current as at 4 December 2021*
3. *The following documents in relation to the Aircraft, current as at 4 December 2021:*
 - a. *Certificate of Registration; and*
 - b. *Certificate of Airworthiness*
4. *The following documents in relation to the Operator:*
 - a. *Air Operator's Certificate (AOC) current as at 4 December 2021, or, if no such AOC, the Operator's most recent AOC which expired before 4 December 2021;*
 - b. *Any instrument extending the validity period of the AOC referred to in paragraph 4(a);*
 - c. *AOC current as at the date of this letter;*
 - d. *Surveillance Reports relating to surveillance activities performed during the period from 1 June 2021 to 31 December 2022;*
 - e. *Safety Alerts issued during the period from 1 June 2021 to 31 December 2022.*
5. *Infringement Notices issues to any of the following during the period from 1 June 2021 to 31 December 2022:*
 - a. *The Operator,*
 - b. *The Operator's Chief Pilot or Head of Operations*

I have made a decision to impose charges in the amount of **\$220.31** in relation to your application.

On 31 May 2024, you accepted these charges, agreeing to pay the above amount.

What you must do now

Payment of **\$220.31** (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date (Wednesday 24 July 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of **\$220.31**, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information via email at: freedomofinformation@casa.gov.au

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

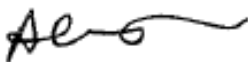
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 1300 363 992

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

24 June 2024



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/8102

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 4 March 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

s22

You agree to the removal of the the names of any CASA staff contained in the documents, as well as the removal of the names of third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$30.00** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$30.00**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Monday 6 May 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

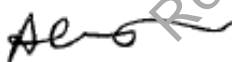
If you fail to give CASA notice of any of the above three things within 30 days of the date (Monday 6 May 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

4 April 2024



Don't print
this Column

Code
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Refers to:

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c + f

Refers to:
c + f + h - g

Refers to:

Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

BASIC DATA ESTIMATE	F24/8102
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	10
<i>No of relevant documents held electronically (not on registry files)</i>	
<i>No of relevant pages in documents held electronically (not on registry files)</i>	
Number of relevant registry files	2
Number of relevant documents on registry files	5
Number of relevant pages in documents on registry files	7
Number of exempt pages (<i>electronic AND on registry files</i>)	
Number of pages released with deletions (<i>electronic AND on registry files</i>)	
Number of third parties to consult	0

TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	0.17	\$2.50
Search and retrieval of registry files @ 10 mins per file	0.33	\$5.00
Search files and tag relevant pages on registry files (45 mins average per file)	1.50	\$22.50
Search & Retrieval Subtotal	2.00	\$30.00
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	0.58	\$11.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	0.11	\$2.24
Subtotal	0.70	13.91
Free decision making time @\$20.00 an hour (capped at 5 hours)	0.70	(\$13.91)
Examine, Consult & Preparation Subtotal	0.70	\$0.00
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	1	\$0.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		

ESTIMATED TOTALS

NUMBER OF RELEASED PAGES

1

c + f - g

TIME (in hours)

2.70

TOTAL

\$30.00

Released under Freedom of Information Act 1982



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/8102

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*: \$29 CHARGES ISSUED

I refer to your email dated 4 March 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

s22

You agree to the removal of the names of any CASA staff contained in the documents and also agree to the removal of the names of third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$30.00** in relation to your application.

On 8 April 2024, you accepted these charges, agreeing to pay the above amount.

What you must do now

Payment of **\$30.00** (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date (**Friday 10 May 2024**) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of **\$30.00**, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

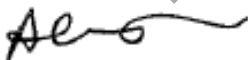
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 1300 363 992

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

10 April 2024



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/7177

s22

Dear Mr Chappell & Ms Iacomini

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your letter dated 21 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

All documents (including emails, chat messages, text messages and similar) relation to applications for medical certificates by s22 and text messages), except –

- Documents apparently provided by, on behalf of or at the direction of s22 ; and
- Communications from CASA to s22

For the avoidance of doubt, the scope of this request extends to –

- *Notes of complex case meetings;*
- *Documents describing CASA's risk assessment framework (including the consequence and likelihood measures and risk matrix for medical decisions) by reference to the process of risk stratification referred to in following quote from a letter dated 28 November 2023 from Dr Kate Manderson:*

....CASA is unable to stratify risk and therefore assess the risk to be the same as that identified in the scientific literature for the clinical situation;

s22

- *Legal advice.*

You do not agree to the removal of the names of any CASA staff contained in the documents (excluding CASA clerical staff engaged in the deliberative process), as well as the removal of the names of any third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$298.45** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$298.45**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Tuesday 28 May 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending, or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

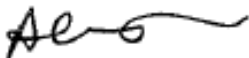
If you fail to give CASA notice of any of the above three things within 30 days of the date (Tuesday 28 May 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

26 April 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F24/7177
Time taken to do electronic searches, print and tag these documents (minutes)	45
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	3
Number of relevant documents on registry files	37
Number of relevant pages in documents on registry files	154
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	1

Code
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TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	0.75	\$11.25
Search and retrieval of registry files @ 10 mins per file	0.50	\$7.50
Search files and tag relevant pages on registry files (45 mins average per file)	2.25	\$33.75
Search & Retrieval Subtotal	3.50	\$52.50
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	12.83	\$256.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	2.00	\$40.00
Preparation and notification of decision (4 hours per 250 relevant pages).	2.46	\$49.28
Subtotal	17.30	345.95
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	17.30	\$245.95
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	1	\$0.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		

Refers to:

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Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	1
TIME (in hours)	20.80
TOTAL	\$298.45

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/6883

s22

Dear s22 ,

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 26 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

s22

The date range of your access request is 22 – 26 January 2024 and 29 January – 2 February 2024.

You do not require the names of any CASA staff or third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$180.25** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$180.25. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, that being, **COB Friday 21 June 2024** and notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

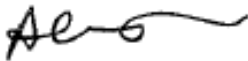
If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice (**COB Friday 21 June 2024**) or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

22 May 2024



Australian Government
Civil Aviation Safety Authority

FOI
 Schedule 1

Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
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BASIC DATA ESTIMATE	F24/6883
Time taken to do electronic searches, print and tag these documents (minutes)	120
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	1
Number of relevant documents on registry files	31
Number of relevant pages in documents on registry files	75
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	2

Code
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TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	2.00	\$30.00
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	2.92	\$43.75
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	6.25	\$125.00
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	4.00	\$80.00
Preparation and notification of decision (4 hours per 250 relevant pages).	1.20	\$24.00
Subtotal	11.45	229.00
Free decision making time @\$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	11.45	\$129.00
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	75	\$7.50
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$7.50

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Refers to:
 c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	75
TIME (in hours)	14.37
TOTAL	\$180.25

Refers to:
 c + f - g

From: [Hibberd, Paul](#)
To: s22
Cc: [Freedom Of Information](#)
Subject: FW: FOI Request: s.29 Notice of Preliminary Charges -s22 (F24/6883) [SEC=OFFICIAL]
Date: Tuesday, 11 June 2024 5:38:39 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.jpg](#)

OFFICIAL

Dear s22

I refer to your email of 29 May 2024 and subsequent follow up email of 6 June 2024 seeking clarification in relation to CASA's notice of preliminary charges regarding your FOI request (CASA ref: F24/6883).

CASA has reviewed all relevant material and correspondence related to your request and has regrettably discovered inadvertent errors regarding the processing timeframes and steps taken to progress your matter.

In short, these errors mean that:

- CASA did not respond to your request within the relevant statutory timeframe.
- CASA's failure to meet the statutory timeframe means CASA is deemed to have refused your request and you may seek a review of CASA's decision with the Office of the Australian Information Commissioner (IC review).
- CASA cannot impose charges for a decision provided outside of the statutory timeframe, and accordingly by this email I am withdrawing the notice of preliminary charges previously issued to you.

While it is open to you to seek IC review at this stage, we are in the process of finalising your request and expect to have a decision to you by COB Friday 14 June 2024, earlier if possible.

I apologise for the delays in processing your request, which unfortunately coincided with a high workload and changes to key staff performing CASA's FOI function. I also apologise for issuing a preliminary charges notice in circumstances where CASA had passed the timeframe for making a decision and therefore should not have sought to impose charges. I am continuing to address issues in the FOI function by identifying additional resources and improving systems, some of which take time to fully implement.

Please feel free to remain in contact with me if you have any questions about this email or your request.

Yours sincerely

Paul

Paul Hibberd (Mr, he/him/his)
Branch Manager, Advisory & Drafting
CASA\Legal, International & Regulatory Affairs Division
p: +61 (0)2 6217 1611

CASA acknowledges the traditional custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their Elders both past, present and emerging

From: Hibberd, Paul <Paul.Hibberd@casa.gov.au>

Sent: Friday, June 7, 2024 1:17 PM

To: s

Cc: 2 Freedom Of Information <freedomofinformation@casa.gov.au>

s22

OAIC - FOI DR <foidr@oaic.gov.au>; s22

Subject: RE: FOI Request: s.29 Notice of Preliminary Charges - s22

(F24/6883)

[SEC=OFFICIAL]

OFFICIAL

Dear s22

I have been forwarded your emails below relating to your freedom of information (FOI) request.

CASA's FOI function sits in my Branch and I am therefore responsible for the processing of your request.

I can assure you that CASA does, and always has, placed high value on the proper processing of FOI requests in accordance with the FOI legislation. Unfortunately, some current issues in managing CASA's FOI workload are not delivering the performance that we would like and it appears that your request has been affected as a result, including in relation to a more timely response to your email of 29 May.


I have asked for your request to be urgently reviewed with the view to ascertaining where we are in relation to the statutory procedures and how quickly we can now progress, and ultimately complete, your application. In the very short term, this afternoon, there are a couple of other urgent FOI matters that we need complete and so I would expect to respond with more information early next week.

I apologise for any inconvenience arising from delays in processing the request, and remain available to discuss the matter.

Kind regards

Paul

Paul Hibberd (Mr, he/him/his)
Branch Manager, Advisory & Drafting
CASA\Legal, International & Regulatory Affairs Division
p: +61 (0)2 6217 1611

 *CASA acknowledges the traditional custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their Elders both past, present and emerging*

From: S
Sent: Thursday, June 6, 2024 6:00 PM
To: Freedom Of Information <freedomofinformation@casa.gov.au>
Cc: s22 'OAIC - FOI DR' <foidr@oaic.gov.au>; s22

s22

Subject: RE: FOI Request: s.29 Notice of Preliminary Charges - s22 (F24/6883)
[SEC=OFFICIAL]
Importance: High

Good afternoon Amy,

I refer to my urgent email of 29 May 2024 that remains unanswered, concerning CASA's unconscionable delays regarding **my 26 January 2024 FOI request F24/6883 that remains outstanding.**

In the circumstances, CASA's continued contempt of the OAIC and the FOI Act, can only be viewed as hostile, improper and intentionally targeted to cause harm. The fact that I plainly requested clarification to make payment and that CASA has failed to respond, must be seen as CASA essentially weaponizing payment under the Act.

Would you kindly respond to my 29 May 2024 email at your earliest and without further harmful delays.

Kind Regards,

s22

From: s22
Sent: Wednesday, May 29, 2024 3:28 PM
To: 'Freedom Of Information' <@..>
Cc: s22; s22 'OAIC - FOI DR
<@..>; s22 (F24/6883)
Subject: RE: FOI Request: s.29 Notice of Preliminary Charges - s22 (F24/6883)
[SEC=OFFICIAL]
Importance: High

Good afternoon s22

I refer to your 23 May 2023 message regarding my long outstanding FOI request CASA Ref: F24/6883, made 26 January 2023 (now 130 days ago), would you please respond to the following :

1. Please confirm that the scope, defined as "Between the dates of 24 January 2024 - 26 February 2024," has been correctly included (re: a, b and c)?
2. I am prepared to cover any necessary charges, although CASA previously and still states that there is no fee for accessing personal information.

Historically, CASA has not charged me for accessing information specifically related to myself. The decision to impose a fee now would reasonably be perceived as an unreasonable behaviour tactic to delay the FOI process. Therefore, I request a detailed and justified explanation for why I am now being asked to pay for access to FOI information concerning myself personally.

It is crucial to recognise that the evident delaying and obstructive actions by CASA reflect a pattern of systemic unreasonable behaviour regarding this and other FOI requests that can only be viewed as a passive-aggressive threat. **Such actions are unwarranted, unjustifiable, and completely at odds with CASA's obligations for transparency, the FOI Act and its role as a regulator of aviation safety.**

Kind Regards,

From: Freedom Of Information <@..>
Sent: Thursday, May 23, 2024 12:03 AM
To: s
Cc: 2 Freedom Of Information <@..>
Subject: FOI Request: s.29 Notice of Preliminary Charges - s22 (F24/6883)
[SEC=OFFICIAL]

OFFICIAL

CASA Ref: F24/6883

Dear s22

I refer to your recent request for the following documents under the Freedom of Information Act 1982 (the FOI Act):

s22

Please find **attached** a s.29 Notice of Preliminary Charges as well as a schedule providing a breakdown of the costs calculated in the charges.

Please confirm whether you agree to pay the charges by COB Friday 21 June 2024.

Kind regards,

Amy George

Freedom of Information Officer
Legal Advisory and Drafting
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005 CANBERRA ACT 2601
www.casa.gov.au



CASA acknowledges the Traditional Custodians of country throughout Australia and their continuing connection to land, water and community.

We pay our respects to them and their cultures and to their elders past, present and emerging.

IMPORTANT:

This email may contain confidential or legally privileged information and may be protected by copyright. It remains the property of the Civil Aviation Safety Authority and is meant only for use by the intended recipient. If you have received it in error, please notify the sender immediately by reply email and delete all copies, together with any attachments.

Released under Freedom of Information Act 1982



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/5455

s22

Dear s22

PRELIMINARY NOTICE OF CHARGES UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 15 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

Could I please have copies of all Operational safety audits conducted on s22 over the last 8 years.

If I cannot have full copies as much as possible or at least the Titles of the audits and their Audit or reference numbers

I have made a decision to impose charges in the amount of **\$102.82** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$102.82**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Wednesday 15 May 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. **contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or**

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. **withdraw the request for access to the document concerned.**

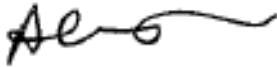
If you fail to give CASA notice of any of the above three things within 30 days of the date (Wednesday 15 May 2024) of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

15 April 2024

Released under Freedom of Information Act 1982



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F24/5455
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	40
<i>No of relevant documents held electronically (not on registry files)</i>	
<i>No of relevant pages in documents held electronically (not on registry files)</i>	
Number of relevant registry files	1
Number of relevant documents on registry files	9
Number of relevant pages in documents on registry files	79
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	1

Code
a
b
c
d
e
f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	0.67	\$10.00
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	1.58	\$23.75
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	5.83	\$116.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	2.00	\$40.00
Preparation and notification of decision (4 hours per 250 relevant pages).	1.12	\$22.40
Subtotal	8.95	179.07
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	8.95	\$79.07
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	1	\$0.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		

Refers to:

a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	1
TIME (in hours)	10.54
TOTAL	\$102.82

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/5455

s22

Dear s22

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 15 February 2024, seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

Could I please have copies of all Operational safety audits conducted on s22 over the last 8 years.

If I cannot have full copies as much as possible or at least the Titles of the audits and their Audit or reference numbers

The date range of your access request is 15 February 2016 – 15 February 2024. You agree to the removal of the names of any CASA staff, or third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$102.82** in relation to your application.

On 16 April 2024, you accepted these charges.

What you must do now

Payment of \$102.82 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$102.82, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review can be made via email at: freedomofinformation@casa.gov.au or alternatively, can be sent via post and should be addressed to Freedom of Information at the below address:

Freedom of Information

Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

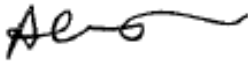
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 1300 363 992

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

16 April 2024



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/5325

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 14 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

A copy of all CASA investigations, reports, submissions and information provided to the WA Coroner or any member of the WA Coroner's office in relation to the fatal helicopter crash involving VH-NBY at Broome on July 4, 2020.

A copy of all communications between CASA and the WA Coroner or any member of the WA Coroner's office in relation to the fatal helicopter crash involving VH-NBY at Broome on July 4, 2020.

The date range of your access request is 4 July 2020 – 14 February 2024. You do not agree to the removal of the names of any CASA staff or any third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$56.25** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay **\$56.25**. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days (**COB Friday 17 May 2024**) from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

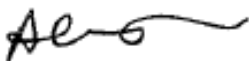
If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

17 April 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F24/5325
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	60
<i>No of relevant documents held electronically (not on registry files)</i>	
<i>No of relevant pages in documents held electronically (not on registry files)</i>	
Number of relevant registry files	3
Number of relevant documents on registry files	5
Number of relevant pages in documents on registry files	
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	1

Code
a
b
c
d
e
f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	1.00	\$15.00
Search and retrieval of registry files @ 10 mins per file	0.50	\$7.50
Search files and tag relevant pages on registry files (45 mins average per file)	2.25	\$33.75
Search & Retrieval Subtotal	3.75	\$56.25
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	0.00	\$0.00
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	2.00	\$40.00
Preparation and notification of decision (4 hours per 250 relevant pages).	0.00	\$0.00
Subtotal	2.00	40.00
Free decision making time @ \$20.00 an hour (capped at 5 hours)	2.00	(\$40.00)
Examine, Consult & Preparation Subtotal	2.00	\$0.00
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	1	\$0.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		

Refers to:

a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	1
TIME (in hours)	5.75
TOTAL	\$56.25

Refers to:
c + f - g



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/5325

s22

Dear s22,

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 14 February 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

A copy of all CASA investigations, reports, submissions and information provided to the WA Coroner or any member of the WA Coroner's office in relation to the fatal helicopter crash involving VH-NBY at Broome on July 4, 2020.

A copy of all communications between CASA and the WA Coroner or any member of the WA Coroner's office in relation to the fatal helicopter crash involving VH-NBY at Broome on July 4, 2020.

The date range of your access request is 4 July 2020 – 14 February 2024. You do not agree to the removal of the names of any CASA staff or any third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$56.25** in relation to your application.

On 17 April 2024, you accepted these charges.

What you must do now

Payment of \$56.25 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$56.25, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an

extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

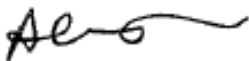
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 1300 363 992

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

18 April 2024



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/3942

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 31 January 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

A copy of the Civil Aviation's Safety Authority's submission to the Australian Safety Transport Safety Bureau in response to its draft Transport Safety Report about Aviation Occurrence Investigation AO-2020-033

The date range of your access request is 12 April 2022 to 12 April 2023. You do not agree to the removal of the names of any CASA staff or third parties contained in the documents.

I have made a decision to impose charges in the amount of **\$18.75** in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$18.75. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days (**COB Wednesday 27 March 2024**) from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

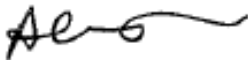
If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

28 February 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation by Amy George, Freedom of Information Officer

BASIC DATA ESTIMATE	F24/3942
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	20
<i>No of relevant documents held electronically (not on registry files)</i>	
<i>No of relevant pages in documents held electronically (not on registry files)</i>	
Number of relevant registry files	1
Number of relevant documents on registry files	1
Number of relevant pages in documents on registry files	1
Number of exempt pages (<i>electronic AND on registry files</i>)	
Number of pages released with deletions (<i>electronic AND on registry files</i>)	
Number of third parties to consult	0

TASK: SEARCH & RETRIEVAL	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	0.33	\$5.00
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	1.25	\$18.75
TASK: EXAMINATION & CONSULTATION	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	0.08	\$1.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	0.02	\$0.32
Subtotal	0.10	1.99
Free decision making time @\$20.00 an hour (capped at 5 hours)	0.10	(\$1.99)
Examine, Consult & Preparation Subtotal	0.10	\$0.00

	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	1	\$0.10
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		
ESTIMATED TOTALS		
NUMBER OF RELEASED PAGES		1
TIME (in hours)		1.35
TOTAL		\$18.75

Released under Freedom of Information Act 1982



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/3942

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 31 January 2024, seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

A copy of the Civil Aviation Safety Authority's submission to the Australian Transport Safety Bureau in response to its draft Transport Safety Report about Aviation Occurrence Investigation AO-2020-033

The date range of your access request is 12 April 2022 to 12 April 2023. You do not agree to the removal of the names of any CASA staff, or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$18.75 in relation to your application.

On 28 February 2024, you accepted these charges.

What you must do now

Payment of \$18.75 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$131.94, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch

Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

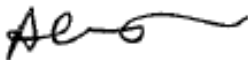
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 1300 363 992

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

1 March 2024

OFFICIAL



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/1033

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 5 January 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

s22

The date range of your access request is 1 January 1955 to 1 January 1965. You do not require the names of any CASA staff or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$46.48 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$46.48. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

OFFICIAL

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Magdalene Starke
Acting Manager
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

5 February 2024

Released under Freedom of Information Act 1982



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Magdalene Starke, Acting Branch Manager, Advisory & Drafting, LIRA

Don't print this Column

BASIC DATA ESTIMATE	F24/1033
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	10
<i>No of relevant documents held electronically (not on registry files)</i>	
<i>No of relevant pages in documents held electronically (not on registry files)</i>	
Number of relevant registry files	0
Number of relevant documents on registry files	2
Number of relevant pages in documents on registry files	69
Number of exempt pages (<i>electronic AND on registry files</i>)	
Number of pages released with deletions (<i>electronic AND on registry files</i>)	
Number of third parties to consult	0

Code
a
b
c
d
e
f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	0.17	\$2.50
Search and retrieval of registry files @ 10 mins per file	0.00	\$0.00
Search files and tag relevant pages on registry files (45 mins average per file)	0.00	\$0.00
Search & Retrieval Subtotal	0.17	\$2.50
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	5.75	\$115.00
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	1.10	\$22.08
Subtotal	6.85	137.08
Free decision making time @ \$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	6.85	\$37.08
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	69	\$6.90
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$6.90

Refers to:

a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	69
TIME (in hours)	7.02
TOTAL	\$46.48

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/1033

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 5 January 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

I seek access, under the FOI Act, to the following documents:

s22

The date range of your access request is from 1 January 1955 to 1 January 1965. In your email, you agreed to the removal of the names of any CASA staff, or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$46.48 in relation to your application.

On 5 February 2024, you accepted these charges.

What you must do now

Payment of \$46.48 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$46.48, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If the Agency does not provide a decision on the internal review request within the 30 day timeframe, the original decision is considered to be affirmed.

The review will be carried out by another CASA delegate. To make an application for internal review, please address it to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the Oaic to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

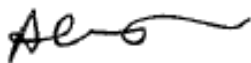
You must apply in writing, and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5248, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

6 February 2024



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/892

s22

Via email: s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 2 January 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

A copy of any investigations or reports by the Industry Complaints Commissioner that relate to — or include reference to — Human External Cargo (HEC) operations or crocodile egg collecting or CASA.CARRY instruments s22
s22

The date range of your access request is 1 January 2023 to 31 December 2023. You do not agree to the removal of the names of any CASA staff, or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$24.45 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$24.45. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.


If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

10 January 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Keeley Phengrasmy, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F24/892
Time taken to do electronic searches, print and tag these documents (minutes)	30
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	1
Number of relevant documents on registry files	1
Number of relevant pages in documents on registry files	32
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	0

Code
a
b
c
d
e
f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	0.50	\$7.50
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	1.42	\$21.25
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	2.67	\$53.33
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	0.51	\$10.24
Subtotal	3.18	63.57
Free decision making time @\$20.00 an hour (capped at 5 hours)	3.18	(\$63.57)
Examine, Consult & Preparation Subtotal	3.18	\$0.00
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	32	\$3.20
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$3.20

Refers to:

a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	32
TIME (in hours)	4.60
TOTAL	\$24.45

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/892

s22

Via email:s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 2 January 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

A copy of any investigations or reports by the Industry Complaints Commissioner that relate to — or include reference to — Human External Cargo (HEC) operations or crocodile egg collecting or CASA.CARRY instruments or s22 s22

The date range of your access request is 1 January 2023 to 31 December 2023. You do not agree to the removal of the names of any CASA staff, or third parties contained in the documents.

On 10 January 2024 I made a decision to impose charges in the amount of \$24.45 in relation to your application

On 10 January 2024 you accepted these charges.

What you must do now

Payment of \$24.45 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$24.45 you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

11 January 2024



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/827

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 1 January 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

Correspondence between CASA and other agencies or organisations in relation to contingency procedures applying to 'CORAL', 'FLINDERS', 'LORD HOWE' and 'TASMAN' airspace volumes in the Brisbane FIR from 12 311230 TO 12 311945 (UTC). The airspace was designated as a Temporary Restricted Airspace

The information can be redacted to remove individual names, however their designation e.g. Manager Airspace, Airspace Service Head, Director Operations should be available.

The date range of your access request is 31 December 2023 to 1 January 2024. You do not require the names of any CASA staff or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$10.25 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$10.25. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Magdalene Starke
Acting Branch Manager, Advisory and Drafting
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

31 January 2024



Australian Government
Civil Aviation Safety Authority

FOI
Schedule 1

Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Magdalene Starke, Acting Branch Manager, Advisory & Drafting, LIRA

Don't print
this Column

BASIC DATA ESTIMATE	F24/827
Time taken to do electronic searches, print and tag these documents (minutes)	35
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	0
Number of relevant documents on registry files	3
Number of relevant pages in documents on registry files	15
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	0

Code
a
b
c
d
e
f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	0.58	\$8.75
Search and retrieval of registry files @ 10 mins per file	0.00	\$0.00
Search files and tag relevant pages on registry files (45 mins average per file)	0.00	\$0.00
Search & Retrieval Subtotal	0.58	\$8.75
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	1.25	\$25.00
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (2 hours per 250 relevant pages).	0.24	\$4.80
Subtotal	1.49	29.80
Free decision making time @ \$20.00 an hour (capped at 5 hours)	1.49	(\$29.80)
Examine, Consult & Preparation Subtotal	1.49	\$0.00
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	15	\$1.50
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$1.50

Refers to:
a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	15
TIME (in hours)	2.07
TOTAL	\$10.25

Refers to:
c + f - g



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F24/827

s22

Dear ^{s22}

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 1 January 2024 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

Correspondence between CASA and other agencies or organisations in relation to contingency procedures applying to 'CORAL', 'FLINDERS', 'LORD HOWE' and 'TASMAN' airspace volumes in the Brisbane FIR from 12 311230 TO 12 311945 (UTC). The airspace was designated as a Temporary Restricted Airspace

The information can be redacted to remove individual names, however their designation e.g. Manager Airspace, Airspace Service Head, Director Operations should be available.

The date range of your access request is 31 December 2023 to 1 January 2024. You do not require the names of any CASA staff or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$10.25 in relation to your application.

On 1 February 2024, you accepted these charges.

What you must do now

Payment of \$10.25 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$10.25, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the

decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

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Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

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The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

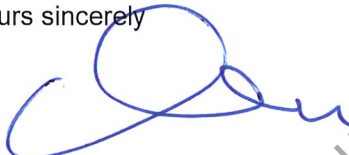
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Magdalene Starke
Acting Branch Manager, Advisory and Drafting
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

1 February 2024



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/34675

s22

Via email: s22

Dear s22

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 14 November 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

I seek access, under the FOI Act, documents and correspondence associated with s22, flight crew fatigue management or FRMS:

1. *Safety cases, or similar, and the associated/appropriate evidence*
2. *Significant change(s).*
3. *Anything referring to or including "Form 817"*
4. *Any correspondence between s22 and: the Civil Aviation Safety Authority personnel related to points 1 to 3 or anything else related to fatigue management for s22.*

For the period between 1 May 2023 and present.

Personal details including names, contact details, Aviation Reference Numbers (ARNs) etc. are not required as part of items requested at (i), (ii) and (iii). For items requested at (iv), we request that names and job titles are provided. However, other personal details, such as contact details, may be excluded.

On 5 December 2023, I decided to issue a practical refusal notice under section 24AA of the Act. At that time, I explained that the work involved in processing your request in its current form would substantially and unreasonably divert the resources of this agency from its other operations due to its size and broad scope.

On 11 December 2023, you responded within the consultation period and reduced the scope of your access request. Your revised request is for:

I seek access, under the FOI Act, the documents and correspondence associated with the application made by s22 resulting in CASA FRMSTP.0013 Revision 2 issued on 24 August 2023, including:

1. *the Form 824 filed by s22 (the Form 824);*
2. *the documents or materials provided by s22 pursuant to Part B of the Form 824;*
3. *the documents or materials provided by s22 pursuant to Part C of the Form 824; and*

4. *the written reasons for CASA's approval of the application made in the Form 824.*

I have made a decision to impose charges in the amount of \$152.38 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$152.38. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

18 December 2023

Released under Freedom of Information Act 1982



Australian Government
Civil Aviation Safety Authority

FOI
Schedule 1

Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Keeley Phengrasmy, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F23/34675
Time taken to do electronic searches, print and tag these documents (minutes)	60
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	1
Number of relevant documents on registry files	5
Number of relevant pages in documents on registry files	88
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	1

Code
a
b
c
d
e
f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	1.00	\$15.00
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	1.92	\$28.75
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	7.33	\$146.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	2.00	\$40.00
Preparation and notification of decision (4 hours per 250 relevant pages).	1.41	\$28.16
Subtotal	10.74	214.83
Free decision making time @\$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	10.74	\$114.83
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	88	\$8.80
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$8.80

Refers to:
a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	88
TIME (in hours)	12.66
TOTAL	\$152.38

Refers to:
c + f - g

Released under Freedom of Information Act 1982



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/34675

s22

Via email: s22

Dear s22

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 14 November 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

I seek access, under the FOI Act, documents and correspondence associated with s22, flight crew fatigue management or FRMS:

1. *Safety cases, or similar, and the associated/appropriate evidence*
2. *Significant change(s).*
3. *Anything referring to or including "Form 817"*
4. *Any correspondence between s22 and: the Civil Aviation Safety Authority personnel related to points 1 to 3 or anything else related to fatigue management for s22.*

For the period between 1 May 2023 and present.

Personal details including names, contact details, Aviation Reference Numbers (ARNs) etc. are not required as part of items requested at (i), (ii) and (iii). For items requested at (iv), we request that names and job titles are provided. However, other personal details, such as contact details, may be excluded.

On 5 December 2023, I decided to issue a practical refusal notice under section 24AA of the Act. At that time, I explained that the work involved in processing your request in its current form would substantially and unreasonably divert the resources of this agency from its other operations due to its size and broad scope.

On 11 December 2023, you responded within the consultation period and reduced the scope of your access request. Your revised request is for:

I seek access, under the FOI Act, the documents and correspondence associated with the application made by s22 resulting in CASA FRMSTP.0013 Revision 2 issued on 24 August 2023, including:

1. *the Form 824 filed by s22 (the Form 824);*
2. *the documents or materials provided by s22 pursuant to Part B of the Form 824;*
3. *the documents or materials provided by s22 pursuant to Part C of the Form 824; and*

the written reasons for CASA's approval of the application made in the Form 824.

On 18 December 2023, I made a decision to impose charges in the amount of \$152.38 in relation to your application.

On 20 December 2023, you accepted these charges.

What you must do now

Payment of \$152.38 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$152.38, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

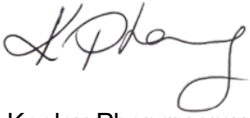
You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

22 December 2023

Released under Freedom of Information Act 1982



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/38759

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 21 December 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

The certificate of airworthiness and latest maintenance release/maintenance release details for s22 VH-KFT.

You do not require the names of any CASA staff or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$21.45 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$21.45. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

12 January 2024

Released under Freedom of Information Act 1982



Australian Government
Civil Aviation Safety Authority

FOI
Schedule 1

Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Keeley Phengrasmy, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F23/38759
Time taken to do electronic searches, print and tag these documents (minutes)	30
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	1
Number of relevant documents on registry files	2
Number of relevant pages in documents on registry files	2
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	0

Code
a
b
c
d
e
f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	0.50	\$7.50
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	1.42	\$21.25
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	0.17	\$3.33
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	0.03	\$0.64
Subtotal	0.20	3.97
Free decision making time @\$20.00 an hour (capped at 5 hours)	0.20	(\$3.97)
Examine, Consult & Preparation Subtotal	0.20	\$0.00
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	2	\$0.20
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$0.20

Refers to:
a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	2
TIME (in hours)	1.62
TOTAL	\$21.45

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/38759

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 21 December 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

The certificate of airworthiness and latest maintenance release/maintenance release details for s22 VH-KFF.

You do not require the names of any CASA staff or third parties contained in the documents.

On 12 January 2024 I made a decision to impose charges in the amount of \$21.45 in relation to your application

On 12 January 2024 you accepted these charges.

What you must do now

Payment of \$21.45 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$21.45 you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an

extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the Oaic to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, Oaic, GPO Box 5218, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

12 January 2024



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/38750

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 20 December 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

Confirmation and documentation of the CASA designation and dates of employment and resignation for the following office holders and employees for s22

s22

The date range of your access request is 1 May 2016 to 29 November 2022. You do not agree to the removal of the names of any CASA staff, or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$85.45 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay

\$85.45. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

4 January 2024



Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Keeley Phengrasmy, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE	F23/38750
Time taken to do electronic searches, print and tag these documents (minutes)	60
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	5
Number of relevant documents on registry files	6
Number of relevant pages in documents on registry files	17
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	0

Code
a
b
c
d
e
f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	1.00	\$15.00
Search and retrieval of registry files @ 10 mins per file	0.83	\$12.50
Search files and tag relevant pages on registry files (45 mins average per file)	3.75	\$56.25
Search & Retrieval Subtotal	5.58	\$83.75
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	1.42	\$28.33
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	0.27	\$5.44
Subtotal	1.69	33.77
Free decision making time @\$20.00 an hour (capped at 5 hours)	1.69	(\$33.77)
Examine, Consult & Preparation Subtotal	1.69	\$0.00
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	17	\$1.70
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$1.70

Refers to:

a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	17
TIME (in hours)	7.27
TOTAL	\$85.45

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/38750

s22

Dear s22

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 20 December 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

Confirmation and documentation of the CASA designation and dates of employment and resignation for the following office holders and employees for s22

s22

The date range of your access request is 1 May 2016 to 29 November 2022. You do not agree to the removal of the names of any CASA staff, or third parties contained in the documents.

On 4 January 2024 I made a decision to impose charges in the amount of \$85.45 in relation to your application

On 5 January 2024 you accepted these charges.

What you must do now

Payment of \$85.45 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$85.45 you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.


You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

9 January 2024



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/38516

s22

Dear s22 ,

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 19 December 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

All documents relating to applications, notations or correspondence on my file

On 24 January 2024, you revised the scope of your above request to:

...I would like to narrow my search window in this application to between 16th of November 2023, and 19th of December 2023. I am seeking any annotations that have been made against my name or ARN- which is s22 - that you have on record. I am also seeking a copy of any correspondence between a CASA AWI - s22 and any CASA DAMP Section employee that may have taken place that mentions my name or ARN. Further to that I would like a copy of any record / annotations or correspondence that may have taken place between any CASA DAMP Section employee and the s22 (South Eastern Section) DAMP Contact - s22 s22

The date range of your access request is 16 November 2023 to 19 December 2023. You do not agree to the removal of the names of any CASA staff or third parties that may be contained in the documents.

I have made a decision to impose charges in the amount of \$1032.89 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$1032.89. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice (by **COB Friday 22 March 2024**), notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

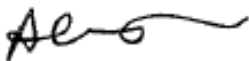
If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



Amy George
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

23 February 2024



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Column

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Refers to:

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Preliminary charges estimate made under the Freedom of Information Act 1982

Detailed calculation of FOI Request, F23/38516 – ARGUMENT, James

BASIC DATA ESTIMATE	F23/38516
Time taken to do electronic searches, print and tag these documents (minutes)	90
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	1
Number of relevant documents on registry files	22
Number of relevant pages in documents on registry files	552
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	0

TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	1.50	\$22.50
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	2.42	\$36.25
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	46.00	\$920.00
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	8.83	\$176.64
Subtotal	54.83	1096.64
Free decision making time @\$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	54.83	\$996.64
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	0	\$0.00
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$0.00

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	552
TIME (in hours)	57.25
TOTAL	\$1,032.89



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/38166

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 11 December 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

I seek access, under the FOI Act, to the following documents:

Containing information: (1) about decisions whether each the following procurements would be conducted through a limited tender, an open approach to market or neither; (2) identifying the official who made that decision; (3) the official's reasons for that decision; (4) identifying the official that assessed each procurement as constituting value for money; (5) about any declaration of any conflict of interest by any official in relation to one or more of the procurements:

s22

The date range of your access request is 30 June 2018 to 11 December 2023. You do not agree to the removal of the names of any CASA staff, or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$131.94 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay

\$131.94. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

8 January 2024



Australian Government
Civil Aviation Safety Authority

FOI
Schedule 1

Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Keeley Phengrasmy, Freedom of Information Officer

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BASIC DATA ESTIMATE	F23/38166
Time taken to do electronic searches, print and tag these documents (minutes)	180
No of relevant documents held electronically (not on registry files)	
No of relevant pages in documents held electronically (not on registry files)	
Number of relevant registry files	1
Number of relevant documents on registry files	12
Number of relevant pages in documents on registry files	83
Number of exempt pages (electronic AND on registry files)	
Number of pages released with deletions (electronic AND on registry files)	
Number of third parties to consult	0

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TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	3.00	\$45.00
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	3.92	\$58.75
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	6.92	\$138.33
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	1.33	\$26.56
Subtotal	8.24	164.89
Free decision making time @\$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	8.24	\$64.89
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	83	\$8.30
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$8.30

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Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	83
TIME (in hours)	12.16
TOTAL	\$131.94

Refers to:
c + f - g



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/38166

s22

Dear s22

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1982

I refer to your email dated 11 December 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

I seek access, under the FOI Act, to the following documents:

Containing information: (1) about decisions whether each the following procurements would be conducted through a limited tender, an open approach to market or neither; (2) identifying the official who made that decision; (3) the official's reasons for that decision; (4) identifying the official that assessed each procurement as constituting value for money; (5) about any declaration of any conflict of interest by any official in relation to one or more of the procurements:

s22

The date range of your access request is 30 June 2018 to 11 December 2023. You do not agree to the removal of the names of any CASA staff, or third parties contained in the documents.

On 8 December 2023, I made a decision to impose charges in the amount of \$131.94 in relation to your application.

On 9 January 2024, you accepted these charges.

What you must do now

Payment of \$131.94 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$131.94, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

9 January 2024



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/35741

s22

Via email: s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 24 November 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

A copy of the Civil Aviation Safety Authority's submission to the Australian Transport Safety Bureau in response to its draft Transport Safety Report about Aviation Occurrence Investigation AO-2022-009

The date range of your access request is 28 August 2023 to 22 November 2023. You do not agree to the removal of the names of any CASA staff or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$22.65 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$22.65. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

5 December 2023

Released under Freedom of Information Act 1982



Australian Government
Civil Aviation Safety Authority

FOI
Schedule 1

Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Keeley Phengrasmy, Freedom of Information Officer

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BASIC DATA ESTIMATE		F23/35741
Time taken to do electronic searches, print and tag these documents (minutes)		30
No of relevant documents held electronically (not on registry files)		
No of relevant pages in documents held electronically (not on registry files)		
Number of relevant registry files		1
Number of relevant documents on registry files		1
Number of relevant pages in documents on registry files		14
Number of exempt pages (electronic AND on registry files)		
Number of pages released with deletions (electronic AND on registry files)		
Number of third parties to consult		0

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TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	0.50	\$7.50
Search and retrieval of registry files @ 10 mins per file	0.17	\$2.50
Search files and tag relevant pages on registry files (45 mins average per file)	0.75	\$11.25
Search & Retrieval Subtotal	1.42	\$21.25
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	1.17	\$23.33
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	0.22	\$4.48
Subtotal	1.39	27.81
Free decision making time @\$20.00 an hour (capped at 5 hours)	1.39	(\$27.81)
Examine, Consult & Preparation Subtotal	1.39	\$0.00
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	14	\$1.40
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$1.40

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ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	14
TIME (in hours)	2.81
TOTAL	\$22.65

Refers to:
c + f - g

Released under Freedom of Information Act 1982



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/35741

s22

Via email: s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 24 November 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

A copy of the Civil Aviation Safety Authority's submission to the Australian Transport Safety Bureau in response to its draft Transport Safety Report about Aviation Occurrence Investigation AO-2022-009

The date range of your access request is 28 August 2023 to 22 November 2023. You do not agree to the removal of the names of any CASA staff or third parties contained in the documents.

On 5 December 2023, I made a decision to impose charges in the amount of \$22.65 in relation to your application.

On 5 December 2023, you accepted these charges.

What you must do now

Payment of \$22.65 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$22.65, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the

decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the Oaic to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, Oaic, GPO Box 5218, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

12 December 2023



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/34683

s22

Via email:s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 15 November 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

All correspondence between past and present board members – including the CEO, the Chair of the CASA Board and former Chairs of the CASA Board – related to human external cargo operations (HEC) and/or crocodile egg collecting and/or croc eggs.

The date range of your access request is 1 July 2020 to 15 November 2023. You do not agree to the removal of the names of any CASA staff, or third parties contained in the documents.

I have made a decision to impose charges in the amount of \$273.77 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$273.77. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

12 December 2023

Released under Freedom of Information Act 1982



Australian Government
Civil Aviation Safety Authority

FOI
Schedule 1

Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Keeley Phengrasmy, Freedom of Information Officer

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this Column

BASIC DATA ESTIMATE	F23/34683
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	90
<i>No of relevant documents held electronically (not on registry files)</i>	
<i>No of relevant pages in documents held electronically (not on registry files)</i>	
Number of relevant registry files	0
Number of relevant documents on registry files	30
Number of relevant pages in documents on registry files	130
Number of exempt pages (<i>electronic AND on registry files</i>)	
Number of pages released with deletions (<i>electronic AND on registry files</i>)	
Number of third parties to consult	2

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TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	1.50	\$22.50
Search and retrieval of registry files @ 10 mins per file	0.00	\$0.00
Search files and tag relevant pages on registry files (45 mins average per file)	0.00	\$0.00
Search & Retrieval Subtotal	1.50	\$22.50
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	10.83	\$216.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	4.00	\$80.00
Preparation and notification of decision (4 hours per 250 relevant pages).	2.08	\$41.60
Subtotal	16.91	338.27
Free decision making time @\$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	16.91	\$238.27
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	130	\$13.00
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$13.00

Refers to:

a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	130
TIME (in hours)	18.41
TOTAL	\$273.77

Refers to:
c + f - g



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/34683

s22

Via email: s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 15 November 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

All correspondence between past and present board members – including the CEO, the Chair of the CASA Board and former Chairs of the CASA Board – related to human external cargo operations (HEC) and/or crocodile egg collecting and/or croc eggs.

The date range of your access request is 1 July 2020 to 15 November 2023. You do not agree to the removal of the names of any CASA staff, or third parties contained in the documents.

On 12 December 2023, I made a decision to impose charges in the amount of \$273.77 in relation to your application.

On 12 December 2023, you accepted these charges.

What you must do now

Payment of \$273.77 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge. If a payment is not finalised within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$273.77, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

19 December 2023



Australian Government
Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/33739

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 1 November 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

Data dump of the PowerBI 'Aviation (ATSB) Occurrences' database for the period specified, and provided in Microsoft Excel format

The date range of your access request is 1 January 2012 to 31 December 2022. You do not require the names of any CASA staff or third parties contained in the documents.

I note that, if released, the document will be in pdf format even if it is derived from an Excel document.

I have made a decision to impose charges in the amount of \$7,870.58 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$7,870.58. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely

Paul Hibberd

Digitally signed by Paul Hibberd
Date: 2023.11.07 15:01:51
+11'00'

Paul Hibberd
Branch Manager Advisory and Drafting
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

7 November 2023

Released under Freedom of Information Act 1982



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/32679

s22

Dear s22

REQUEST FOR ACCESS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your email dated 18 October 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

- *Current Air Operators Certificate and Foreign Air Transport Air Operators Certificate for s22*
- *Surveillance Reports concerning s22* from 01/06/2019 to present
- *Documentation relating to the following aircraft from 01/06/2019:*
 - * VH-VJT
 - * VH-VJD
 - * N137CG
 - * N138CG

The date range of your access request is 1 June 2019 to 18 October 2023. You do not require the names of any CASA staff or third parties contained in the documents.

On 31 October 2023, I decided to issue a practical refusal notice under section 24AA of the Act. At that time, I explained that the work involved in processing your request in its current form would substantially and unreasonably divert the resources of this agency from its other operations due to its size and broad scope.

On 1 November 2023, you responded within the consultation period and reduced the scope of your access request. Your revised request is for:

- *Current Air Operators Certificate and Foreign Air Transport Air Operators Certificate for s22*
- *Surveillance Reports concerning s22* from 01/06/2019 to present

I have made a decision to impose charges in the amount of \$141.09 in relation to your application.

Authority to make this decision

I am an officer authorised by the Director of Aviation Safety to make decisions about charges applying to requests for access to documents in the possession of the Civil Aviation Safety Authority (CASA) in accordance with section 23(1) of the Act.

Your liability to pay a charge

In accordance with section 29(1) of the Act, I have decided that you are liable to pay a charge in relation to your request.

Preliminary assessment of the amount of the charge

In accordance with section 29(1)(b) of the Act, CASA has undertaken a preliminary assessment of the amount of the charge you are liable to pay in relation to your FOI request. Accordingly, you are liable to pay \$141.09. A breakdown of this charge, as well as the basis on which the assessment is made, is provided for in detail at Schedule 1.

What you must do now

In accordance with section 29(1)(f) of the Act, you must, within the period of 30 days from the date of this notice, notify CASA, in writing of one of the following three things:

1. agree to pay the charge;

If you agree to pay the charges, I will then write to you formally imposing the charge and advise you how to pay it.

2. contend that the charge has been wrongly assessed, or should be reduced or not imposed, or both—that you so contend, giving reasons for so contending; or

If you make such a contention, I must then decide whether to reduce the charge or not to impose a charge. I must consider any relevant reasons, including whether any contention that 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. It is necessary that you provide evidence of financial hardship, or specify how the public would benefit from disclosure if you rely on either of these grounds.

3. withdraw the request for access to the document concerned.

If you fail to give CASA notice of any of the above three things within 30 days of the date of this notice or such further period that CASA allows in writing, your request for access will be taken to have been withdrawn.

Extension of period of processing request

Under section 31 of the Act, the time limit for processing your request is extended by the period of time commencing on the day you receive this notice and ending on the day you pay the charge or the day CASA makes a decision not to impose a charge.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely



Keeley Phengrasmy
Freedom of Information Officer
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

1 November 2023



Australian Government
Civil Aviation Safety Authority

FOI
Schedule 1

Preliminary charges estimate made under the *Freedom of Information Act 1982*

Detailed calculation of Keeley Phengrasmy, Freedom of Information Officer

Don't print
this Column

BASIC DATA ESTIMATE		F23/32679
Time taken to do electronic searches, print and tag these documents (minutes)		60
No of relevant documents held electronically (not on registry files)		
No of relevant pages in documents held electronically (not on registry files)		
Number of relevant registry files		2
Number of relevant documents on registry files		12
Number of relevant pages in documents on registry files		76
Number of exempt pages (electronic AND on registry files)		
Number of pages released with deletions (electronic AND on registry files)		
Number of third parties to consult		1

Code
a
b
c
d
e
f
g
h
i

TASK	TIME (in hours)	COST @ \$15 per hr
Search and retrieval electronic file searches, including tagging pages (actual time)	1.00	\$15.00
Search and retrieval of registry files @ 10 mins per file	0.33	\$5.00
Search files and tag relevant pages on registry files (45 mins average per file)	1.50	\$22.50
Search & Retrieval Subtotal	2.83	\$42.50
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	6.33	\$126.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	2.00	\$40.00
Preparation and notification of decision (4 hours per 250 relevant pages).	1.22	\$24.32
Subtotal	9.55	190.99
Free decision making time @\$20.00 an hour (capped at 5 hours)	5.00	(\$100.00)
Examine, Consult & Preparation Subtotal	9.55	\$90.99
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	76	\$7.60
Packaging and postage (actual cost)		
Photocopying & Postage Subtotal		\$7.60

Refers to:
a
d
d
b + e

c + f
g
h
i
c + f

Refers to:
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	76
TIME (in hours)	12.38
TOTAL	\$141.09

Refers to:
c + f - g

Released under Freedom of Information Act 1982



LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref: F23/32679

s22

Dear s22

Access to documents under the *Freedom of information Act 1982*

I refer to your email dated 18 October 2023 seeking access to documents under the *Freedom of Information Act 1982* (the Act). Your request was for:

- *Current Air Operators Certificate and Foreign Air Transport Air Operators Certificate for*s22
- *Surveillance Reports concerning*s22 *from 01/06/2019 to present*
- *Documentation relating to the following aircraft from 01/06/2019:*
 - * VH-VJT
 - * VH-VJD
 - * N137CG
 - * N138CG.

The date range of your access request is 1 June 2019 to 18 October 2023. You do not require the names of any CASA officers or third parties contained in the documents.

On 31 October 2023, Ms Phengrasmy decided to issue a practical refusal notice under section 24AA of the Act. At that time, she explained that the work involved in processing your request in its current form would substantially and unreasonably divert the resources of this agency from its other operations due to its size and broad scope.

On 1 November 2023, you responded within the consultation period 'I am prepared to revise the scope of the request to seek access to the AOCs and Surveillance reports only at this stage' this same day Ms Phengrasmy replied that she considered this adequately addressed the practical refusal reason and advised the processing had recommenced. Your revised request is for:

- *Current Air Operators Certificate and Foreign Air Transport Air Operators Certificate for*s22
- *Surveillance Reports concerning*s22 *from 01/06/2019 to present*

On 1 November 2023, Ms Phengrasmy made a decision to impose charges in the amount of \$141.09 in relation to your application.

On 2 November 2023, you emailed advising that you were happy to pay the charges, but requested as the FBEU is a not-for-profit organisation could a reduced cost be made available.

Section 29 (*Charges*) Decision

I have considered your submission for a fee reduction and the grounds for my decision are outlined below in accordance with section 25D of the *Acts Interpretation Act 1901* (Cth).

Where an applicant contends that a charge should be reduced or waived, CASA has a general discretion to decide that question. Section 29(5) of the FOI Act requires CASA to consider:

- a. whether payment of the charge, or part of it, would cause financial hardship to the applicant or to a person on whose behalf the application was made, and
- b. whether giving access to the document in question is in the general public interest or in the interest of a substantial section of the public.

In addition to considering these two matters, CASA may consider any other relevant matter and, in particular, should give genuine consideration to any contention or submission made by an applicant as to why a charge should be reduced or not imposed.

I have undertaken such consideration, including whether disclosure of a document will advance the objects of the FOI Act to promote better informed decision making, and increasing scrutiny, discussion, comment and review of the Government's activities.

CASA is also entitled to consider matters that weigh against those relied on by an applicant, for example, where:

- the applicant can be expected to derive a commercial or personal benefit or advantage from being given access and it is reasonable to expect the applicant to meet all or part of the charge
- the documents are primarily of interest only to the applicant and are not of general public interest or of interest to a substantial section of the public
- the information in the documents has already been published by an agency and the documents do not add to the public record
- the applicant has requested access to a substantial volume of documents and significant work will be required to process the request. An agency or minister may decide not to impose a charge wholly or in part, but where the charge is only partially reduced, it should fully explain and justify the reduced charge (s 29(8)). If an agency or minister accepts that disclosure of a document will be in the general public

The Government's guidelines on the processing of FOI applications states that:

whether payment of a charge will cause financial hardship to an applicant is primarily concerned with the applicant's financial circumstances and the amount of the estimated charge. Financial hardship means more than an applicant having to meet a charge from his or her own resources.

In one example, financial hardship was found when payment of the debt would leave the person unable to provide food, accommodation, clothing, medical treatment, education or other necessities. Different hardship considerations may apply if the request is made by an incorporated body or an unincorporated association.

The Guidelines continue: "An applicant relying on this ground will ordinarily be expected to provide some evidence of financial hardship. For example, the applicant may rely on (and provide evidence of) receipt of a pension or income support payment, or provide evidence of income, debts or assets."

Section 29(5)(b) of the FOI Act also requires CASA to consider whether the giving of access to the document in question is in the general public interest or in the interest of a substantial section of the public. The guidelines state:

This test will not be satisfied only by a contention that it is in the public interest for an individual with a special interest in a document to be granted access to it, or that an underlying premise of the FOI Act is that transparency is in the public interest. An applicant relying on s 29(5)(b) should identify or specify the 'general public interest' or the 'substantial section of the public' that will benefit from this disclosure. This may require consideration of both the content of the documents requested and the

context in which their public release would occur. ... There is no presumption that the public interest test is satisfied by reason only that the applicant is a Member of Parliament, a journalist, or a community or non-profit organisation. It is necessary to go beyond the status of the applicant and to look at all the circumstances.

In applying the test, CASA will look for a link between granting access to the documents and a derivative benefit to either the general public interest or a substantial section of the public, and this will depend on the circumstances. The following examples from the guidelines illustrate circumstances in which the giving of access may be in the general public interest or in the interest of a substantial section of the public:

- The document relates to a matter of public debate, or to a policy issue under discussion within an agency, and disclosure will assist public comment on, or participation in, the debate or discussion.
- The document relates to an agency decision that has been a topic of public interest or discussion, and disclosure of the document will better inform the public as to why or how the decision was made, including highlighting any problems or flaws that occurred in the decision making process.
- The document will add to the public record on an important and recurring aspect of agency decision making.
- The document is to be used for research that is to be published widely or that complements research being undertaken in an agency or elsewhere in the research community.
- The document is to be used by a community or non-profit organisation in preparing a submission to a parliamentary or government inquiry, for example, on a law reform, social justice, civil liberty, financial regulation, or environmental or heritage protection issue.

In addition to the 2 tests above from s29(5) of the FOI Act, CASA retains a general discretion to reduce or not impose a charge.

Decision

On balance, I am not satisfied that the grounds for the waiver of charges has been made out, either under the 2 tests in s29(5) of the FOI Act or the general discretion to reduce or not waive charges.

In reaching this decision, I observe that:

1. While you have noted that your organisation is not for profit, you have not provided any evidence of financial hardship arising from the imposition of the charges, or of how the release of the documents would be in the public interest.
2. I am unable to discern, from your request or the nature of the documents you have sought, any obvious public interest in releasing the documents.
3. The documents in scope have not been very quickly identified, and considerable processing time is expected in deciding whether to release the documents and whether any exemptions should be applied to the documents.

Consequently, I have made a decision to impose charges as you have not satisfied the requirements of sections 29(5)(a) and (b) of the Act. I have imposed charges in the amount of \$141.09 in relation to your application.

What you must do now

Payment of \$141.09 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge.

Your rights of review

If you disagree with CASA's decision to impose a charge or the amount of \$141.09, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

Internal review

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to Freedom of Information at the address below:

Freedom of Information
Advisory and Drafting Branch
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority
GPO Box 2005
Canberra ACT 2601

Review by the Australian Information Commissioner

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

You must apply in writing and you can lodge your application in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
email: foidr@oaic.gov.au
post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001
phone: 02 9284 9666

More information about Information Commissioner Review is available from <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,

Paul Hibberd Digitally signed by Paul Hibberd
Date: 2023.11.29 11:50:41 +11'00'

Paul Hibberd
Branch Manager, Advisory and Drafting
Legal, International and Regulatory Affairs Division
Civil Aviation Safety Authority

29 November 2023