



Australian Government
Department of Education

Your Ref **s 22**
Our Ref Lex 272

s 22

By email: **s 22**

Dear **s 22**

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education, Skills and Employment on 5 May 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to **s 22**
s 22

Following recent machinery of government changes, the Department of Education, Skills and Employment is now known as the Department of Education (the department).

Following three consultations with the department in accordance with section 24AB of the FOI Act, by email dated 30 June 2022 your request was revised to the following:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$275.00, calculated as follows:

Search and retrieval time: 9 hours, at \$15.00 per hour	\$135.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 7 hours, at \$20.00 per hour	\$140.00
TOTAL	\$275.00

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

I am advised that the department has in its possession approximately six documents with approximately 90 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$68.75 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional affairs, I need to ask that organisation or person about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to discuss this, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Department of Education

11 July 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 27A of the FOI Act provides that if the department receives a request for access to documents containing the personal information of another person and believes the person may object to the release of the documents, the department is required to consult with that person before making a decision on access to the documents.

Section 26A of the FOI Act provides that where consultation arrangements have been entered into between the Commonwealth and a State and it appears to the department that the State might reasonably wish to contend that the requested documents are conditionally exempt under section 47B and granting access would, on balance, be contrary to the public interest, the department must not give access to the documents unless consultation has taken place.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.dese.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref [LEX339]

s 22

By email: **s 22**

Dear **s 22**

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 7 July 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$205.00, calculated as follows:

Search and retrieval time: 3 hours, at \$15.00 per hour	\$45.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 8 hours, at \$20.00 per hour	\$160.00

TOTAL	\$205.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession approximately 20 documents with approximately 320 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$51.25 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional affairs, I need to ask that organisation or person about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to discuss this, please email foi@education.gov.au.

Yours sincerely

s 22

Authorised decision maker
Department of Education

22 July 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 27A of the FOI Act provides that if the department receives a request for access to documents containing the personal information of another person and believes the person may object to the release of the documents, the department is required to consult with that person before making a decision on access to the documents.

Section 26A of the FOI Act provides that where consultation arrangements have been entered into between the Commonwealth and a State and it appears to the department that the State might reasonably wish to contend that the requested documents are conditionally exempt under section 47B and granting access would, on balance, be contrary to the public interest, the department must not give access to the documents unless consultation has taken place.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to

process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.dese.gov.au/privacy-statement-department-education-and-former-department-education-skills-and-employment>.



Australian Government
Department of Education

Your Ref
Our Ref Lex 422

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 26 August 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

s 22

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$790.00, calculated as follows:

Search and retrieval time: 40 hours, at \$15.00 per hour	\$600.00
Decision-making time including consultation with relevant third party, after deduction of 5 hours*: 9.5 hours, at \$20.00 per hour	\$190.00
TOTAL	\$790.00

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

I am advised that the department has in its possession approximately 17 documents with approximately 160 pages relevant to your request, and that extensive searches are required to locate, retrieve and collate these documents.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$197.50 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional affairs, I need to ask that organisation or person about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

13 September 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 27A of the FOI Act provides that if the department receives a request for access to documents containing the personal information of another person and believes the person may object to the release of the documents, the department is required to consult with that person before making a decision on access to the documents.

Section 26A of the FOI Act provides that where consultation arrangements have been entered into between the Commonwealth and a State and it appears to the department that the State might reasonably wish to contend that the requested documents are conditionally exempt under section 47B and granting access would, on balance, be contrary to the public interest, the department must not give access to the documents unless consultation has taken place.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref Lex 423

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 29 August 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$680.00, calculated as follows:

Search and retrieval time: four hours, at \$15.00 per hour	\$ 60.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 31 hours, at \$20.00 per hour	\$620.00
TOTAL	\$680.00

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

I am advised that the department has in its possession approximately 30 documents consisting of approximately 790 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$170.00 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional affairs, I need to ask that organisation or person about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

13 September 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 27A of the FOI Act provides that if the department receives a request for access to documents containing the personal information of another person and believes the person may object to the release of the documents, the department is required to consult with that person before making a decision on access to the documents.

Section 26A of the FOI Act provides that where consultation arrangements have been entered into between the Commonwealth and a State and it appears to the department that the State might reasonably wish to contend that the requested documents are conditionally exempt under section 47B and granting access would, on balance, be contrary to the public interest, the department must not give access to the documents unless consultation has taken place.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 427

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your revised request, received by the Department of Education (department) on 14 September 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$81.55, calculated as follows:

Search and retrieval time: 0 hours, at \$15.00 per hour	\$ 0
Production of a document: 1 hour, EL2 at \$81.55 per hour	\$ 81.55
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 0 hours, at \$20.00 per hour	\$ 0
TOTAL	\$ 81.55

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

I am advised that the department has in its possession 1 document with 15 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$20 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or

- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

27 September 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 429

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 6 September 2022 and revised on 4 October 2022 for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$475.00, calculated as follows:

Search and retrieval time: 16 hours, at \$15.00 per hour	\$ 240.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 11.75 hours, at \$20.00 per hour	\$ 235.00

TOTAL	\$ 475.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession approximately 40 documents with approximately 163 pages, [s 22](#) relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$118.75 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation, I need to ask that organisation about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

11 October 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 433

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 7 September 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$307.20, calculated as follows:

Search and retrieval time: 2 hours, at \$15.00 per hour	\$ 30
Production of a document: 4 hours, EL1 at \$69.30 per hour	\$277.20
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 0 hours, at \$20.00 per hour	\$ 0

TOTAL **\$ 307.20**

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

I am advised that the department has in its possession 1 document with 1 page relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$76.80 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Interpretation of your request

s 22

Further assistance

If you have any questions about your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

27 September 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 454

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 3 October 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$550.00, calculated as follows:

Search and retrieval time: 2 hours, at \$15.00 per hour	\$30.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 26 hours, at \$20.00 per hour	\$520.00

TOTAL	\$ 550.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession approximately 49 documents with approximately 287 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$137.50 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information about other persons, information concerning the business, commercial or financial affairs of an organisation, and information originating with a State, I need to undertake consultation with relevant third parties about releasing this information before making a decision on your request.

For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

13 October 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 27A of the FOI Act provides that if the department receives a request for access to documents containing the personal information of another person and believes the person may object to the release of the documents, the department is required to consult with that person before making a decision on access to the documents.

Section 26A of the FOI Act provides that where consultation arrangements have been entered into between the Commonwealth and a State and it appears to the department that the State might reasonably wish to contend that the requested documents are conditionally exempt under section 47B and granting access would, on balance, be contrary to the public interest, the department must not give access to the documents unless consultation has taken place.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref Lex 464

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 18 October 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$187.50, calculated as follows:

Search and retrieval time: 30 minutes, at \$15.00 per hour	\$ 7.50
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 9 hours, at \$20.00 per hour	\$180.00
TOTAL	\$187.50

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

I am advised that the department has in its possession one document comprising of nine pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$46.88 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents containing information that originated with or was received from various States, I need to consult with the relevant States about releasing the documents before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

28 October 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 26A of the FOI Act provides that where consultation arrangements have been entered into between the Commonwealth and a State and it appears to the department that the State might reasonably wish to contend that the requested documents are conditionally exempt under section 47B and granting access would, on balance, be contrary to the public interest, the department must not give access to the documents unless consultation has taken place.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 26A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX470

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 24 October 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$527.50, calculated as follows:

Search and retrieval time: 4.5 hours, at \$15.00 per hour	\$67.50
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 23 hours, at \$20.00 per hour	\$460.00
TOTAL	\$527.50

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

I am advised that the department has in its possession approximately 11 documents with approximately 345 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$132.00, which is approximately 25% of the total charge amount, within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation, I need to ask that organisation about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

3 November 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref Lex 483

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your requests, received by the Department of Education (department) on 9 and 10 November 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

As you are aware, your requests received on 9 and 10 November 2022 are identical. On 14 November 2022, you withdrew your request dated 10 November 2022.

s 22

S 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$410.00, calculated as follows:

Search and retrieval time: two hours, at \$15.00 per hour	\$ 30.00
Decision-making time including consultation with relevant third parties after deduction of 5 hours*: 19 hours at \$20.00 per hour	\$380.00
TOTAL	\$410.00

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

I am advised that the department has in its possession approximately 40 documents with approximately 400 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$102.50 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au. If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional affairs, I need to ask that organisation or person about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

30 November 2022

Relevant sections of the *Freedom of Information Act 1982*

Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX507

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 8 December 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$125.00, calculated as follows:

Search and retrieval time: 5 hours, at \$15.00 per hour	\$75.00
Decision-making time, after deduction of 5 hours*: 2.5 hours, at \$20.00 per hour	\$50.00

TOTAL	\$125.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession approximately 8 documents with approximately 40 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$31.25, which is 25% of the total charge amount, within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

21 December 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 510

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 12 December 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$152.00, calculated as follows:

Search and retrieval time: 5 hours, at \$15.00 per hour	\$ 75.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 3.85 hours, at \$20.00 per hour	\$ 77.00

TOTAL	\$ 152.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession approximately 21 documents with approximately 63 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$38.00 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information about other persons and concern the business, commercial or financial affairs of an organisation, I need to ask those organisations and persons about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

23 December 2022

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 27A of the FOI Act provides that if the department receives a request for access to documents containing the personal information of another person and believes the person may object to the release of the documents, the department is required to consult with that person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 519

s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 15 December 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

S 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$79.00, calculated as follows:

Search and retrieval time: Nil as documents had previously been located, retrieved and collated in response to s 22	\$ 0.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 3.95 hours, at \$20.00 per hour	\$ 79.00

TOTAL	\$ 79.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession approximately 21 documents comprising of approximately 58 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$20 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

6 January 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 532

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 3 January 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Publication of document and withdrawal of request

As noted in our covering email to you, I am advised that the s 22 will be made publicly available in due course.

Noting this, please let us know if you would like to withdraw your request by contacting foi@education.gov.au. Alternatively, if you would like to proceed with your FOI request, please refer to the notice set out below and respond accordingly.

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$49.50, calculated as follows:

Search and retrieval time: 0.5 hours, at \$15.00 per hour	\$ 7.50
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 2.1 hours, at \$20.00 per hour	\$ 42.00

TOTAL	\$ 49.50
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession 1 document with 95 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$20 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

17 January 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref Lex 539

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 10 January 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$135.00, calculated as follows:

Search and retrieval time: one hour, at \$15.00 per hour	\$ 15.00
Decision-making time including consultation with relevant third parties, after deduction of five hours*: six hours, at \$20.00 per hour	\$120.00
TOTAL	\$135.00

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

I am advised that the department has in its possession two documents with approximately 150 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$33.75 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional affairs, I need to ask that organisation or person about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

24 January 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref Lex 541

s 22

By email: **s 22**

Dear **s 22**

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 11 January 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$127.50, calculated as follows:

Search and retrieval time: 0.5 hours, at \$15.00 per hour	\$ 7.50
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 6 hours, at \$20.00 per hour	\$120.00

TOTAL	\$127.50
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession one document with 35 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$31.88 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional

affairs, I need to ask that organisation or person about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

30 January 2023

Relevant sections of the *Freedom of Information Act 1982*

Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 570

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 7 February 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

S 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$455.00, calculated as follows:

Search and retrieval time: 7 hours, at \$15.00 per hour	\$105.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 17.5 hours, at \$20.00 per hour	\$350.00

TOTAL**\$455.00**

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

I am advised that the department has in its possession approximately 10 documents with approximately 140 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$113.75, which is 25% of the total charge amount, within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information about other people, I need to ask those people about releasing their information before making a decision on your request. Your request also covers documents that contain information concerning the business, commercial or financial affairs of numerous organisations and I need to consult with these organisations during the processing of your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

3 March 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 27A of the FOI Act provides that if the department receives a request for access to documents containing the personal information of another person and believes the person may object to the release of the documents, the department is required to consult with that person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information **charge** by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX571

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 7 February 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

S 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$255.00, calculated as follows:

Search and retrieval time: 5 hours, at \$15.00 per hour

\$75.00

Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 9 hours, at \$20.00 per hour	\$180.00
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TOTAL	\$255.00
--------------	-----------------

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

I am advised that the department has a small number of documents in its possession with some small sections of content relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$63.75, which is 25% of the total charge amount, within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As advised on 1 March 2023, as your request covers documents that contain information concerning the business, commercial or financial affairs of several organisations, the department has extended the time for processing your request by 30 days under the FOI Act to allow for consultation with these third parties.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

2 March 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref [LEX587]

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 26 February 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$75.00, calculated as follows:

Search and retrieval time: 5 hours, at \$15.00 per hour	\$75
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: Nil, noting first five hours are free of charge	\$0
TOTAL	\$ 75

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

I am advised that the department has in its possession approximately 14 documents with approximately 18 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$20.00 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or

- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional affairs, I need to ask that organisation or person about the release of that information before making a decision on your request.

Your request also covers documents that contain information about other persons. I may also need to ask that those persons about releasing their information before making a decision on your request.

For these reasons, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

14 March 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 27A of the FOI Act provides that if the department receives a request for access to documents containing the personal information of another person and believes the person may object to the release of the documents, the department is required to consult with that person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 614

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 21 March 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

S 22

S 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$385.00, calculated as follows:

Search and retrieval time: 7 hours, at \$15.00 per hour	\$ 105.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 14 hours, at \$20.00 per hour	\$ 280.00

TOTAL	\$ 385.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession approximately 46 documents with approximately 180 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$96.00 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

28 April 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27A of the FOI Act provides that if the department receives a request for access to documents containing the personal information of another person and believes the person may object to the release of the documents, the department is required to consult with that person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref Lex 631

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to s 22 request, received by the Department of Education (department) on 6 April 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$390.00, calculated as follows:

Search and retrieval time: 14 hours, at \$15.00 per hour	\$210.00
Decision-making time after deduction of 5 hours*: 9 hours, at \$20.00 per hour	\$180.00
TOTAL	\$390.00

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

I am advised that the department has in its possession approximately 65 documents with approximately 250 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$97.50 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or

- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

4 May 2023

Attachment A

Relevant sections of the *Freedom of Information Act 1982*Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 632

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 6 April 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$230.00, calculated as follows:

Search and retrieval time: 2 hours, at \$15.00 per hour	\$30.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 10 hours, at \$20.00 per hour	\$200.00
TOTAL	\$230.00

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

I am advised that the department has in its possession approximately 4 documents with approximately 175 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$57.50 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of organisations, I need to ask those organisations about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

24 April 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX638

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 17 April 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

s 22

Scope of your request

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$320.00, calculated as follows:

Search and retrieval time: 6 hours, at \$15.00 per hour	\$90.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 11.5 hours, at \$20.00 per hour	\$230.00
TOTAL	\$320.00

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

On the basis that duplicate documents are excluded from the scope of your request and only final email chains are included in the scope of your request (as discussed above), I am advised that the department has in its possession approximately 20 documents with approximately 155 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$80.00, which is 25% of the total charge amount, within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

1 May 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 638

s 22

By email: **s 22**

Dear **s 22**

Your Freedom of Information request - charge

I refer to your revised request, received by the Department of Education (department) on 30 June 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

S 22

s 22

On 27 June 2023, I notified you of my decision to affirm the imposition of the adjusted charge in relation to your FOI request dated 17 April 2023. On 30 June 2023, you revised the scope of your request as follows:

s 22

Noting the revised terms of your request, I have recalculated the preliminary assessment of the charge payable for the processing of your revised request and my calculation is below.

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your revised request. My preliminary assessment of the charge is \$235.00, calculated as follows:

Search and retrieval time: 5 hours, at \$15.00 per hour	\$75.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 8 hours, at \$20.00 per hour	\$160.00
TOTAL	\$235.00

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

I am advised that, [s 22](#) the department has in its possession 17 documents with approximately 110 pages relevant to your revised request. As noted in the charge decision sent to you on 27 June 2023, I excluded publicly available information from the calculation of the adjusted charge. Accordingly, the exclusion of publicly available information from the scope of your revised request has not affected the charge calculation for your revised request.

Required action

If you would like the department to continue processing your revised request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your revised request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$58.75, which is 25% of the total charge amount, within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the

documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request remains suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider further revising the scope of your request. If you would like to revise your request further, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

4 July 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982* (Cth)**Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* (Cth) and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 638

s 22

By email: **s 22**

Dear **s 22**

Your Freedom of Information request - charge

I refer to your further revised request, received by the Department of Education (department) on 5 July 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

S 22

s 22

On 27 June 2023, I notified you of my decision to affirm the imposition of the adjusted charge in relation to your FOI request dated 17 April 2023. On 30 June 2023, you revised the scope of your request as follows:

s 22

On 4 July 2023, I sent you a preliminary assessment of the charge payable for the processing of your revised request. On 5 July 2023, you further revised the scope of your request as follows:

s 22

Noting the further revised terms of your request, I have recalculated the preliminary assessment of the charge payable for the processing of your further revised request and my calculation is below.

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request as revised on 5 July 2023. My preliminary assessment of the charge is \$125.00, calculated as follows:

Search and retrieval time: 3 hours, at \$15.00 per hour	\$45.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 4 hours, at \$20.00 per hour	\$80.00
TOTAL	\$125.00

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

I am advised that, with s 22, the department has in its possession 6 documents with approximately 50 pages relevant to your further revised request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$31.25, which is 25% of the total charge amount, within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request remains suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider further revising the scope of your request. If you would like to revise your request further, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

10 July 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982* (Cth)**Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* (Cth) and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 642

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 20 April 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Scope of your request

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$220.00, calculated as follows:

Search and retrieval time: 6 hours, at \$15.00 per hour

\$90.00

Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 6.5 hours, at \$20.00 per hour	\$130.00
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TOTAL	\$ 220.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

On the basis that duplicate documents are excluded from the scope of your request and only final email chains are included in the scope of your request (as discussed above), I am advised that the department has in its possession approximately 4 documents with approximately 120 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$55.00, which is 25% of the total charge amount, within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or

- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of organisations, I need to ask those organisations about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

5 May 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref Lex 647

s 22
By email: **s 22**

Dear **s 22**

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 24 April 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

s 22

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$340.00, calculated as follows:

Search and retrieval time: 16 hours, at \$15.00 per hour	\$240.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: five hours, at \$20.00 per hour	\$100.00
TOTAL	\$340.00

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

I am advised that the department has in its possession approximately 60 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$85.00 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional affairs, I need to ask that organisation or person about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

18 May 2023

Attachment A

Relevant sections of the *Freedom of Information Act 1982*Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref [LEX657]

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 6 May 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$162.50, calculated as follows:

Search and retrieval time: 1.5 hours, at \$15.00 per hour	\$22.50
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 7 hours, at \$20.00 per hour	\$140.00

TOTAL	\$ 162.50
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession approximately 12 documents with approximately 160 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$40.63 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

22 May 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX712

s 22

By email: **s 22**

Dear **s 22**

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 1 July 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

S 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$225.00, calculated as follows:

Search and retrieval time: 7 hours, at \$15.00 per hour	\$105.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 6 hours, at \$20.00 per hour	\$120.00
TOTAL	\$225.00

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

I am advised that the department has in its possession 14 documents with approximately 65 pages relevant to your request. I have excluded 32 pages of publicly available information from the calculation of the charge.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$56.25, which is 25% of the total charge, within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information about other people, I need to ask those people about releasing their information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

13 July 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27A of the FOI Act provides that if the department receives a request for access to documents containing the personal information of another person and believes the person may object to the release of the documents, the department is required to consult with that person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref Lex 757

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 17 August 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

s 22

S 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$117.50, calculated as follows:

Search and retrieval time: 30 minutes, at \$15.00 per hour	\$ 7.50
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Decision-making time after deduction of 5 hours*: 5.5 hours, at \$20.00 per hour	\$110.00
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TOTAL	\$ 117.50
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am advised that the department has in its possession approximately 18 documents with approximately 50 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$29.38 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au. If you are unable to pay by credit card, please contact us on the above email. In particular, please contact us if you wish to pay by telephone or BPay and we will arrange for an invoice to be provided to you.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from the day you receive this notice until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education
7 September 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Attachment B

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 782

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 1 September 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following:

s 22

S 22

Your request of 1 September 2023 is being processed as a new request, as advised in our letter of 6 September 2023. Given we did not hear otherwise from you by 8 September 2023, we understand you have no objection, and we take your request of 7 August 2023 (revised on 14 August 2023 and 29 August 2023) to be withdrawn.

We have considered your request of 1 September 2023, and made a preliminary assessment of the charge for processing it.

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request of 1 September 2023. My preliminary assessment of the charge is \$860.00 calculated as follows:

Search and retrieval time: 20 hours, at \$15.00 per hour	\$300.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 28 hours, at \$20.00 per hour	\$560.00
TOTAL	\$860.00

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

I am advised that the department has in its possession approximately 50 documents with approximately 340 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$215.00 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional affairs, I need to ask that organisation or person about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request.

s 22

If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

14 September 2023

Attachment A

Relevant sections of the *Freedom of Information Act 1982*Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 784

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your revised request, received by the Department of Education (department) on 25 September 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to one document containing the following information:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$335.13, calculated as follows:

Search and retrieval time: 0 hours, at \$15.00 per hour	\$ 0
Production of a document:	\$235.13
<ul style="list-style-type: none"> • 1 hour, APS 5 at \$50.78 per hour • 2 hours, APS 6 at \$57.08 per hour • 1 hours, EL1 at \$70.19 per hour 	
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 5 hours, at \$20.00 per hour	\$ 100
TOTAL	\$ 335.13

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

I am advised that the department has in its possession approximately 1 document with approximately 4 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$83.80 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of an organisation or a person's business or professional affairs, I need to ask that organisation or person about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

4 October 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 788

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

I refer to your request, received by the Department of Education (department) on 15 September 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request. My preliminary assessment of the charge is \$994.62, calculated as follows:

Search and retrieval time: 0 hours, at \$15.00 per hour	\$ 0
Production of a document:	\$ 994.62
▪ 12 hours, EL1 at \$70.19 per hour	
▪ 3 hours, APS 5 at \$50.78 per hour	
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 0 hours, at \$20.00 per hour	\$ 0
TOTAL	\$ 994.62

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

I am advised that the department has in its possession approximately 1 document with approximately 2 pages relevant to your request.

Reduction of charge

Paragraph 4.3 of the FOI Guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act provides that an agency has a discretion to impose or not impose a charge, or to impose a lower charge. Accordingly, on this occasion, I have decided to exercise my discretion to impose a lower charge in respect to your request and reduce the charge by 50% to \$497.31.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$124.32 within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

6 October 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX794

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge

We refer to your request, received by the Department of Education (department) on 18 September 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

s 22

Interpretation of the scope of your request

s 22

S 22

Preliminary assessment of the charge

Under the FOI Act, I have decided that you are liable to pay a charge for the processing of your request in the terms set out above. My preliminary assessment of the charge is \$325.00, calculated as follows:

Search and retrieval time: 5 hours, at \$15.00 per hour	\$75.00
Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 12.5 hours, at \$20.00 per hour	\$250.00
TOTAL	\$325.00

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

I am advised that the department has in its possession approximately 30 documents with approximately 160 pages relevant to your request.

Required action

If you would like the department to continue processing your request, you must notify the department in writing within 30 days of receiving this notice that you:

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

If you do not respond within 30 days, your request will be taken to have been withdrawn by the operation of the FOI Act.

Option - pay the charge

As the charge exceeds \$25, you are required to pay a deposit of \$81.25, which is 25% of the total charge amount, within 30 days of receiving this notice. You may elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Please note that the charge is a fee for processing your request, not a payment for access to documents. Payment of the charge does not guarantee you access to any or all of the documents you have requested. Access to documents will be considered by the decision maker in accordance with the FOI Act.

Option - seek reduction or non-imposition of the charge

If you want to ask the department to reduce or not to impose the charge, you should tell us why and give us evidence to support your reasons. You may wish to tell us:

- whether paying the charge would cause you financial hardship and/or
- whether access to the documents is in the general public interest or in the interest of a substantial section of the public.

We must take these matters into account in deciding whether or not to reduce or not impose the charge.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request is suspended from today until the day following payment of the charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the charge.

As your request covers documents that contain information concerning the business, commercial or financial affairs of organisations, I need to ask those organisations about the release of that information before making a decision on your request. For this reason, the department has extended the time for processing your request by 30 days under the FOI Act.

To assist you, I have set out the relevant sections of the FOI Act at **Attachment A**.

Further assistance

As an alternative, you may wish to consider revising the scope of your request. If you would like to revise your request, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

6 October 2023

Attachment A**Relevant sections of the *Freedom of Information Act 1982***Charge

Section 29(1) of the FOI Act provides that, where the department decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the department must give the applicant written notice. The notice must state, among other things, that the applicant must within 30 days after the notice was given tell the department in writing that the applicant:

- agrees to pay the charge
- wishes to contend that the charge has been wrongly assessed or should be reduced or not imposed or both or
- wishes to withdraw the request.

Under section 29(2) of the FOI Act, if the applicant does not do one of these things within 30 days, the request will be taken to have been withdrawn.

Consultation

Section 27 of the FOI Act provides that if the department receives a request for access to documents containing information in relation to the business, commercial or financial affairs of an organisation or a person's professional affairs and believes the organisation or person may object to the release of the documents, the department is required to consult with that organisation or person before making a decision on access to the documents.

Section 15(6) of the FOI Act provides that when the department consults with a person under section 27 and/or section 27A of the FOI Act, the 30 day period for processing a request under the FOI Act is extended by 30 days.

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 423

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge decision

I refer to your request, received by the Department of Education (department) on 29 August 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

My decision

I have decided not to alter the charge by reduction or non-imposition s 22 . However, I have recalculated the charge following the identification of two documents which were inadvertently included in the initial document estimate. My assessment of the revised charge is \$570.00 (revised charge).

The reasons for my decision, including relevant sections of the FOI Act, are set out at Attachment A.

Payment details

If you would like the department to continue processing your request, you must respond to the department within 30 days after receiving this notice. If you do not respond within 30 days, your request will be taken to have been withdrawn and no further action will be taken by the department.

As the revised charge exceeds \$25, you are required to pay a deposit of \$142.50 within 30 days of receiving this notice. You may, of course, elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request was suspended from the day you received the department's preliminary assessment of the charge until the day following payment of the deposit or the day following the payment of the charge in full.

You can ask for a review of my decision

If you disagree with any part of the decision, you can ask for a review. There are two ways you can do this. You can ask for an internal review by the department or an external review by the Australian Information Commissioner.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at **Attachment B**.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

13 October 2022

REASONS FOR DECISION

What you requested

On 29 August 2022, you sought access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

What I took into account

In reaching my decision, I took into account:

- your request dated 29 August 2022
- other correspondence with you
- the documents that fall within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information (Charges) Regulations 2019*
- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided not to alter the charge by reduction or non-imposition s 22

. However, I have recalculated the charge to exclude two documents totalling 164 pages which fall outside the scope of your request, but which were inadvertently included in the initial document estimate. My assessment of the revised charge is \$570.00.

My findings of fact and reasons for this decision are discussed below.

Recalculation of the charge

On 13 September 2022, I wrote to you to advise you that I had decided to impose a charge of \$680.00 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: four hours, at \$15.00 per hour	\$ 60.00
Decision-making time including consultation with relevant third parties (*after deduction of 5 hours): 31 hours, at \$20.00 per hour	\$620.00

TOTAL	\$680.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

The preliminary estimate of the charge was based on approximately 30 documents consisting of approximately 790 pages falling within the scope of your request, and consultation being required with several third parties.

As a preliminary matter, I have reviewed my calculation of the charge.

Upon review, I have identified that the document estimate used to calculate the preliminary estimate of the charge inadvertently included two documents totalling 164 pages that do not fall within the scope of your request. I have excluded the two documents from the document estimate and recalculated the charge as follows:

Search and retrieval time: four hours, at \$15.00 per hour	\$ 60.00
Decision-making time including consultation with relevant third parties (*after deduction of 5 hours): 25.5 hours, at \$20.00 per hour	\$510.00

TOTAL	\$570.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

The revised charge of \$570.00 (the revised charge) is based on approximately 28 documents consisting of approximately 626 pages falling within the scope of your request, and consultation being required with several third parties.

Your contentions

S 22

s 22

s 22

s 22

Other matters

Under section 29(5) of the FOI Act, I may take other matters into account in determining whether or not to impose the revised charge.

Paragraph 4.99 of the FOI Guidelines provides that an agency may decide it is appropriate to impose an FOI charge in several circumstances, including where the applicant has requested access to a substantial volume of documents and significant work will be required to process the request. Approximately 28 documents consisting of approximately 626 pages fall within the scope of your request. The department will be required to consult with several third parties if your request proceeds.

The department estimates that it has taken approximately four hours to search for and retrieve the documents, and a further 30.5 hours decision-making time will be required to process your request. For the purpose of calculating the charge, the decision-making time is reduced to 25.5 hours after the deduction of five hours free decision making time. This estimate of the required decision-making time is based on the revised page count of approximately 626 pages falling within the scope of your request.

The decision-making process will include examining each page captured by the scope of your request to make a decision on access, redacting pages, consulting with several external third parties, consulting with departmental officers and writing a statement of reasons for the decision.

The amount charged should reflect an appropriate contribution towards the time and effort involved in processing the request. I am satisfied that the revised charge represents a conservative contribution towards the cost of processing your FOI request, taking into account the above factors.

Conclusion

For the reasons set out above, I have decided not to alter the revised charge by reduction or non-imposition **s 22**. Following the identification of two out-of-scope documents totalling 164 pages that were inadvertently included in the initial document estimate used to calculate the preliminary charge estimate, I have recalculated the charge to \$570.00.

YOUR RIGHTS OF REVIEW

Asking for a formal review of an FOI decision

If you believe the decision is incorrect, the FOI Act gives you the right to apply for a review of the decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of an FOI decision by:

- an internal review officer in the department and/or
- the Australian Information Commissioner.

There are no fees for applying for a formal review.

Applying for an internal review by an internal review officer

If you apply for internal review, a different decision maker to the decision maker who made the original decision will review your request. The internal review decision maker will consider all aspects of the original decision afresh and decide whether the decision should change.

An application for internal review must be made in writing within 30 days of receiving this letter. You can lodge your application by email to foi@education.gov.au.

Applying for external review by the Australian Information Commissioner

If you do not agree with the original decision or the internal review decision, you can ask the Australian Information Commissioner to review the decision.

You will have 60 days to apply in writing for a review by the Australian Information Commissioner.

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: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Australian Information Commissioner must be made in writing and can be lodged in one of the following ways:

Online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to

process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref Lex 483

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge decision

I refer to your revised request, received by the Department of Education (department) on 9 November 2022 and revised on 14 November 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

My decision

I have decided to affirm the charge of \$410.00.

The reasons for my decision, including relevant sections of FOI Act, are set out at **Attachment A**.

Payment details

If you would like the department to continue processing your request, you must respond to the department within 30 days after receiving this notice. If you do not respond within 30 days, your request will be taken to have been withdrawn and no further action will be taken by the department.

As the charge exceeds \$25, you are required to pay a deposit of \$102.50 within 30 days of receiving this notice. You may, of course, elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request was suspended from the day you received the department's preliminary assessment of the charge until the day following payment of the deposit or the day following the payment of the charge in full.

You can ask for a review of my decision

If you disagree with any part of the decision, you can ask for a review. There are two ways you can do this. You can ask for an internal review by the department or an external review by the Australian Information Commissioner.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at **Attachment B**.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

23 December 2022

REASONS FOR DECISION

What you requested

On 9 and 10 November 2022, you requested access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

S 22

What I took into account

In reaching my decision, I took into account:

- your original request dated 9 November 2022 and your revised request dated 14 November 2022
- other correspondence with you
- the documents that fall within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information (Charges) Regulations 2019*

- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided to affirm the charge of \$410.00. My findings of fact and reasons for this decision are discussed below.

Preliminary assessment of charge

On 30 November 2022, I wrote to you to advise you that I had decided to impose a charge of \$410.00 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: two hours, at \$15.00 per hour	\$ 30.00
Decision-making time including consultation with relevant third parties after deduction of 5 hours*: 19 hours at \$20.00 per hour	\$380.00
TOTAL	\$ 410.00

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

As a preliminary matter, I have reviewed my calculation of the charge. I am satisfied that the charge has been calculated correctly.

Your contentions

S 22

s 22

S 22

Other matters

Under section 29(5) of the FOI Act, I may take other matters into account in determining whether or not to impose the charge.

S 22

However, I have also had regard to paragraph 4.99 of the FOI Guidelines, which provides that an agency may decide it is appropriate to impose a charge in several circumstances, including where the applicant has requested access to a substantial volume of documents and significant work will be required to process the request. Approximately 40 documents consisting of approximately 400 pages fall within the scope of your request. I consider this to be a substantial volume of documents.

The department estimates that it has taken approximately two hours to search for and retrieve the documents, and that a further 24 hours decision-making time will be required to process your request. For the purpose of calculating the charge, the decision making time is reduced to 19 hours after the deduction of five hours free decision making time.

The decision making process will include examining each page captured by the scope of your request to make a decision on access, redacting pages, consulting with external third parties and writing a statement of reasons for the decision. Additionally, extensive internal consultation will be required across the whole of the department, as your request captures briefs prepared in each of the department's divisions. The consultation and decision making times used for the purposes of calculating the charge do not include an allowance for internal departmental consultation, and are accordingly very conservative estimates of the departmental resources that will be required to process your request.

I am satisfied that your request captures a substantial volume of documents and will require considerable departmental resources to process. The amount charged should reflect an appropriate contribution towards the time and effort involved in processing the request. I am satisfied that the charge represents a conservative contribution towards the cost of processing your FOI request, taking into account the above factors.

Conclusion

For the reasons set out above, on balance I have decided to affirm the charge.

YOUR RIGHTS OF REVIEW

Asking for a formal review of an FOI decision

If you believe the decision is incorrect, the FOI Act gives you the right to apply for a review of the decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of an FOI decision by:

- an internal review officer in the department and/or
- the Australian Information Commissioner.

There are no fees for applying for a formal review.

Applying for an internal review by an internal review officer

If you apply for internal review, a different decision maker to the decision maker who made the original decision will review your request. The internal review decision maker will consider all aspects of the original decision afresh and decide whether the decision should change.

An application for internal review must be made in writing within 30 days of receiving this letter. You can lodge your application by email to foi@education.gov.au.

Applying for external review by the Australian Information Commissioner

If you do not agree with the original decision or the internal review decision, you can ask the Australian Information Commissioner to review the decision.

You will have 60 days to apply in writing for a review by the Australian Information Commissioner.

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: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Australian Information Commissioner must be made in writing and can be lodged in one of the following ways:

Online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 507

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge decision

I refer to your request, received by the Department of Education (department) on 8 December 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

My decision

I have decided to affirm the charge of \$125.00.

The reasons for my decision, including the relevant sections of the FOI Act, are set out at **Attachment A**.

Payment details

If you would like the department to continue processing your request, you must respond to the department within 30 days after receiving this notice. If you do not respond within 30 days, your request will be taken to have been withdrawn and no further action will be taken by the department.

As the charge exceeds \$25, you are required to pay a deposit of \$31.25 within 30 days of receiving this notice. You may, of course, elect to pay the charge in full at this point.

Payment can be made by credit card by completing the credit card authorisation at **Attachment C** and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request was suspended from the day you received the department's preliminary assessment of the charge until the day following payment of the deposit or the day following the payment of the charge in full.

You can ask for a review of my decision

If you disagree with any part of the decision, you can ask for a review. There are two ways you can do this. You can ask for an internal review by the department or an external review by the Australian Information Commissioner.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at **Attachment B**.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

20 January 2023

REASONS FOR DECISION

What you requested

On 8 December 2022, you requested access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

What I took into account

In reaching my decision, I took into account:

- your request dated 8 December 2022
- your email seeking reconsideration of the charge dated 21 December 2022
- the documents that fall within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information (Charges) Regulations 2019*
- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided to affirm the charge of \$125.00. My findings of fact and reasons for this decision are discussed below.

Preliminary assessment of charge

On 21 December 2022, I wrote to you to advise you that I had decided to impose a charge of \$125.00 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: 5 hours, at \$15.00 per hour	\$75.00
Decision-making time, after deduction of 5 hours*: 2.5 hours, at \$20.00 per hour	\$50.00

TOTAL	\$125.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

As a preliminary matter, I have reviewed my calculation of the charge. I am satisfied that the charge has been calculated correctly.

Your contentions

S 22

s 22

Other matters

Under section 29(5) of the FOI Act, I may take other matters into account in determining whether or not to impose a charge.

s 22

I note

that paragraph 4.27 of the FOI Guidelines provides that an agency can charge for 'the time spent... in searching for, or retrieving, the document.' The FOI Guidelines provide that this encompasses time spent:

- consulting relevant officers to determine if a document exists
- searching a digital database or hardcopy file index for the location of a document
- searching a digital or hardcopy file to locate a document
- physically locating a digital or hardcopy document and removing it from a file.

I have reviewed the estimate for the time spent on searching for and retrieving the documents subject to your request. I am advised by the business area within the department responsible for the subject matter of your request that this time estimate includes time spent reviewing hard copy records s 22

and reviewing a significant number of documents to determine whether any of those documents are captured by the scope of your request.

On the basis of the above, I am satisfied the search and retrieval time estimate accurately reflects the work involved in completing this component of the FOI process.

The preliminary assessment of the charge was also calculated on the basis that it would take the department an estimated 7.5 hours to make a decision on your request. For the purpose of calculating the charge, the decision-making time is reduced to 2.5 hours after the deduction of five hours free decision-making time.

The decision-making process will include examining each page captured by the scope of your request to make a decision on access, redacting pages, consulting with a party external to the department, consulting with departmental officers and writing a statement of reasons for the decision.

The amount of a charge should reflect an appropriate contribution towards the time and effort involved in processing the request. I am satisfied that the charge represents a conservative contribution towards the cost of processing your FOI request, taking into account the above factors.

Conclusion

For the reasons set out above, I have decided not to alter the charge by reduction or non-imposition s 22 . Accordingly, the charge remains as \$125.00.

YOUR RIGHTS OF REVIEW

Asking for a formal review of an FOI decision

If you believe the decision is incorrect, the FOI Act gives you the right to apply for a review of the decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of an FOI decision by:

- an internal review officer in the department and/or
- the Australian Information Commissioner.

There are no fees for applying for a formal review.

Applying for an internal review by an internal review officer

If you apply for internal review, a different decision maker to the decision maker who made the original decision will review your request. The internal review decision maker will consider all aspects of the original decision afresh and decide whether the decision should change.

An application for internal review must be made in writing within 30 days of receiving this letter. You can lodge your application by email to foi@education.gov.au.

Applying for external review by the Australian Information Commissioner

If you do not agree with the original decision or the internal review decision, you can ask the Australian Information Commissioner to review the decision.

You will have 60 days to apply in writing for a review by the Australian Information Commissioner.

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: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Australian Information Commissioner must be made in writing and can be lodged in one of the following ways:

Online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.



Australian Government
Department of Education

Your Ref
Our Ref LEX 510

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge decision

I refer to your request, received by the Department of Education (department) on 12 December 2022, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

My decision

I have decided to reduce the charge of \$152.00 to \$125.00 (reduced charge).

The reasons for my decision, including relevant sections of the FOI Act, are set out at **Attachment A**.

Payment details

If you would like the department to continue processing your request, you must respond to the department within 30 days after receiving this notice. If you do not respond within 30 days, your request will be taken to have been withdrawn and no further action will be taken by the department.

As the charge exceeds \$25, you are required to pay a deposit of \$31.25 within 30 days of receiving this notice. You may, of course, elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request was suspended from the day you received the department's preliminary assessment of the charge until the day following payment of the deposit or the day following the payment of the charge in full.

You can ask for a review of my decision

If you disagree with any part of the decision, you can ask for a review. There are two ways you can do this. You can ask for an internal review by the department or an external review by the Australian Information Commissioner.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at **Attachment B**.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

24 January 2023

REASONS FOR DECISION

What you requested

s 22

What I took into account

In reaching my decision, I took into account:

- your original request dated 12 December 2022
- other correspondence with you
- the documents that fall within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information (Charges) Regulations 2019*
- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided to reduce the charge of \$152.00 to \$125.00. My findings of fact and reasons for this decision are discussed below.

Preliminary assessment of charge

On 23 December 2022, I wrote to you to advise you that I had decided to impose a charge of \$152.00 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: 5 hours, at \$15.00 per hour	\$ 75.00
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Decision-making time including consultation with relevant third parties, after deduction of 5 hours*: 3.85 hours, at \$20.00 per hour	\$ 77.00
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TOTAL	\$ 152.00
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

As a preliminary matter, I have reviewed my calculation of the charge. I am satisfied that the charge has been calculated correctly.

Your contentions

S 22

s 22

Conclusion

For the reasons set out above, I am satisfied that s 22

As such, I have decided to reduce the charge to \$125.00.

YOUR RIGHTS OF REVIEW

Asking for a formal review of an FOI decision

If you believe the decision is incorrect, the FOI Act gives you the right to apply for a review of the decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of an FOI decision by:

- an internal review officer in the department and/or
- the Australian Information Commissioner.

There are no fees for applying for a formal review.

Applying for an internal review by an internal review officer

If you apply for internal review, a different decision maker to the decision maker who made the original decision will review your request. The internal review decision maker will consider all aspects of the original decision afresh and decide whether the decision should change.

An application for internal review must be made in writing within 30 days of receiving this letter. You can lodge your application by email to foi@education.gov.au.

Applying for external review by the Australian Information Commissioner

If you do not agree with the original decision or the internal review decision, you can ask the Australian Information Commissioner to review the decision.

You will have 60 days to apply in writing for a review by the Australian Information Commissioner.

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: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Australian Information Commissioner must be made in writing and can be lodged in one of the following ways:

Online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001



Australian Government
Department of Education

Your Ref
Our Ref LEX570

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge decision

I refer to your revised request, received by the Department of Education (department) on 2 March 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

My decision

I have decided to affirm the charge of \$455.00.

The reasons for my decision, including relevant sections of FOI Act, are set out at **Attachment A**.

Payment details

If you would like the department to continue processing your request, you must respond to the department within 30 days after receiving this notice. If you do not respond within 30 days, your request will be taken to have been withdrawn and no further action will be taken by the department.

As the charge exceeds \$25, you are required to pay a deposit of \$113.75 within 30 days of receiving this notice. You may, of course, elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request was suspended from the day you received the department's preliminary assessment of the charge until the day following payment of the deposit or the day following the payment of the charge in full.

You can ask for a review of my decision

If you disagree with any part of the decision, you can ask for a review. There are two ways you can do this. You can ask for an internal review by the department or an external review by the Australian Information Commissioner.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at **Attachment B**.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

30 March 2023

REASONS FOR DECISION

What you requested

s 22

S 22

What I took into account

In reaching my decision, I took into account:

- your original request dated 7 February 2023 and your revised requests dated 9 February 2023 and 2 March 2023
- your email dated 3 March 2023 s 22
- the documents that fall within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information (Charges) Regulations 2019*
- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided to affirm the charge of \$455.00. My findings of fact and reasons for this decision are discussed below.

Preliminary assessment of charge

On 3 March 2023, I wrote to you to advise you that I had decided to impose a charge of \$455.00 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: 7 hours, at \$15.00 per hour	\$105.00
Decision-making time (*after deduction of 5 hours): 17.5 hours, at \$20.00 per hour	\$350.00
TOTAL	\$455.00

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

As a preliminary matter, I have reviewed my calculation of the charge. I am satisfied that the charge has been calculated correctly.

Your contentions

S 22

S 22

Other matters

Under section 29(5) of the FOI Act, I may take into account other matters in determine whether or not to impose the charge.

For completeness, I have reviewed the preliminary assessment of the charge. The charge was calculated on the basis that it would take the department an estimated 7 hours to search for and retrieve documents within the scope of your revised request. The charge also

included an estimate of 22.5 hours to make a decision on your request. For the purpose of calculating the charge, the decision-making time is reduced to 17.5 hours after the deduction of five hours free decision-making time.

The decision-making process will include examining each page captured by the scope of your request to make a decision on access, redacting pages, consulting with numerous parties external to the department, consulting with departmental officers and writing a statement of reasons for the decision.

The amount of a charge should reflect an appropriate contribution towards the time and effort involved in processing the request. I am satisfied that the charge represents a conservative contribution towards the cost of processing your FOI request, taking into account the above factors.

Conclusion

For the reasons set out above, I have decided not to alter the charge by reduction or non-imposition **s 22**. Accordingly, the charge remains as \$455.00.

YOUR RIGHTS OF REVIEW

Asking for a formal review of an FOI decision

If you believe the decision is incorrect, the FOI Act gives you the right to apply for a review of the decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of an FOI decision by:

- an internal review officer in the department and/or
- the Australian Information Commissioner.

There are no fees for applying for a formal review.

Applying for an internal review by an internal review officer

If you apply for internal review, a different decision maker to the decision maker who made the original decision will review your request. The internal review decision maker will consider all aspects of the original decision afresh and decide whether the decision should change.

An application for internal review must be made in writing within 30 days of receiving this letter. You can lodge your application by email to foi@education.gov.au.

Applying for external review by the Australian Information Commissioner

If you do not agree with the original decision or the internal review decision, you can ask the Australian Information Commissioner to review the decision.

You will have 60 days to apply in writing for a review by the Australian Information Commissioner.

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: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Australian Information Commissioner must be made in writing and can be lodged in one of the following ways:

Online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001



Australian Government
Department of Education

Your Ref
Our Ref LEX571

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge decision

I refer to your request, received by the Department of Education (department) on 7 February 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

S 22

My decision

I have decided to affirm the charge of \$255.00.

The reasons for my decision, including relevant sections of FOI Act, are set out at **Attachment A**.

Payment details

If you would like the department to continue processing your request, you must respond to the department within 30 days after receiving this notice. If you do not respond within 30 days, your request will be taken to have been withdrawn and no further action will be taken by the department.

As the charge exceeds \$25, you are required to pay a deposit of \$63.75 within 30 days of receiving this notice. You may, of course, elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request was suspended from the day you received the department's preliminary assessment of the charge until the day following payment of the deposit or the day following the payment of the charge in full.

You can ask for a review of my decision

If you disagree with any part of the decision, you can ask for a review. There are two ways you can do this. You can ask for an internal review by the department or an external review by the Australian Information Commissioner.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at **Attachment B**.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

30 March 2023

REASONS FOR DECISION

What you requested

s 22
s 22

What I took into account

In reaching my decision, I took into account:

- your original request dated 7 February 2023 and your revised request dated 9 February 2023
- your email dated 2 March 2023^{s 22}
- the documents that fall within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information (Charges) Regulations 2019*
- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided to affirm the charge of \$255.00. My findings of fact and reasons for this decision are discussed below.

Preliminary assessment of charge

On 2 March 2023, I wrote to you to advise you that I had decided to impose a charge of \$255.00 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: 5 hours, at \$15.00 per hour	\$75.00
Decision-making time (*after deduction of 5 hours): 9 hours, at \$20.00 per hour	\$180.00
TOTAL	\$255.00

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

As a preliminary matter, I have reviewed my calculation of the charge. I am satisfied that the charge has been calculated correctly.

Your contentions

S 22

s 22

Other matters

Under section 29(5) of the FOI Act, I may take into account other matters in determine whether or not to impose the charge.

For completeness, I have reviewed the preliminary assessment of the charge. The charge was calculated on the basis that it would take the department an estimated 5 hours to search for and retrieve documents within the scope of your revised request. The charge also included an estimate of 14 hours decision-making time. For the purpose of calculating the charge, the decision-making time is reduced to 9 hours after the deduction of five hours free decision-making time.

The decision-making process will include examining each page captured by the scope of your request to make a decision on access, redacting pages, consulting with numerous parties external to the department, consulting with departmental officers and writing a statement of reasons for the decision.

The amount of a charge should reflect an appropriate contribution towards the time and effort involved in processing the request. I am satisfied that the charge represents a conservative contribution towards the cost of processing your FOI request, taking into account the above factors.

Conclusion

For the reasons set out above, I have decided not to alter the charge by reduction or non-imposition s 22 . Accordingly, the charge remains as \$255.00.

YOUR RIGHTS OF REVIEW

Asking for a formal review of an FOI decision

If you believe the decision is incorrect, the FOI Act gives you the right to apply for a review of the decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of an FOI decision by:

- an internal review officer in the department and/or
- the Australian Information Commissioner.

There are no fees for applying for a formal review.

Applying for an internal review by an internal review officer

If you apply for internal review, a different decision maker to the decision maker who made the original decision will review your request. The internal review decision maker will consider all aspects of the original decision afresh and decide whether the decision should change.

An application for internal review must be made in writing within 30 days of receiving this letter. You can lodge your application by email to foi@education.gov.au.

Applying for external review by the Australian Information Commissioner

If you do not agree with the original decision or the internal review decision, you can ask the Australian Information Commissioner to review the decision.

You will have 60 days to apply in writing for a review by the Australian Information Commissioner.

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: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Australian Information Commissioner must be made in writing and can be lodged in one of the following ways:

Online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001



Australian Government
Department of Education

Your Ref

Our Ref LEX 614

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge decision

I refer to your request, received by the Department of Education (department) on 21 March 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

S 22

s 22

Background

On 18 April 2023, the department advised you that the time for processing your request had been extended by 30 days in accordance with the FOI Act to allow for third party consultation.

On 28 April 2023, the department issued you a notice with a preliminary assessment of the amount of charge payable in respect to processing your request, being \$385. [s 22](#)

Decision

I am authorised to make decisions under section 23(1) of the FOI Act.

Subsection 29(5) of the FOI Act provides that, without limiting the matters that an agency may take into account when making a decision about whether to reduce, or not impose, a processing charge, the decision maker must consider:

- whether payment of a charge, or part of it, would cause financial hardship to an applicant; and
- 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.

In addition to these two matters, paragraph 4.3 of the FOI Guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act provides that an agency has a discretion to impose or not impose a charge, or to impose a lower charge. Accordingly, on this occasion, I have decided to exercise my discretion to not impose a processing charge in respect to your request.

For completeness, given the documents you have agreed to exclude from the scope of your request since the processing charge was issued, a smaller number of pages are now captured by your request and fewer third party consultations are required. While I did not recalculate the processing charge following the amendments to your request, these amendments would have reduced the processing charge significantly.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request was suspended from the day you received the department's preliminary assessment of the charge until the day following a decision not to impose the charge. As I have decided not to impose the charge and the time for processing your request was extended by 30 days to allow the department time to consult with relevant third parties, a decision is now due to you by 23 June 2023.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

31 May 2023



Australian Government
Department of Education

Your Ref
Our Ref LEX 638

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge decision

I refer to your request, received by the Department of Education (department) on 17 April 2023, for access under the *Freedom of Information Act 1982* (Cth) (FOI Act) to the following documents:

S 22

s 22

Scope of your request

s 22

S 22

My decision

I have decided to affirm the imposition of the charge. However, I have recalculated the charge and the adjusted charge is \$290.00 (adjusted charge).

The reasons for my decision, including relevant sections of the FOI Act, are set out at **Attachment A**.

Payment details

If you would like the department to continue processing your request, you must respond to the department within 30 days after receiving this notice. If you do not respond within 30 days, your request will be taken to have been withdrawn and no further action will be taken by the department.

As the adjusted charge exceeds \$25, you are required to pay a deposit of \$72.50, which is 25% of the total adjusted charge amount, within 30 days of receiving this notice. You may, of course, elect to pay the adjusted charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request was suspended from the day you received the department's preliminary assessment of the charge. As I have decided to affirm the imposition of the charge, the time limit for processing your request remains suspended until the day following payment of the adjusted charge (in full or the required deposit) or, if applicable, the day following a decision not to impose the adjusted charge.

You can ask for a review of my decision

If you disagree with any part of the decision, you can ask for a review. There are two ways you can do this. You can ask for an internal review by the department or an external review by the Australian Information Commissioner.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at **Attachment B**.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

27 June 2023

REASONS FOR DECISION

Preliminary matters

S 22

As previously advised, under section 29 of the FOI Act, an agency may impose a charge in respect of a request for access to a document or for providing access to a document. The charge must be assessed in accordance with the *Freedom of Information (Charges) Regulations 2019* (Charges Regulations).

As summarised in the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines), section 29(1) of the FOI Act provides that an applicant must be given a notice in writing when an agency decides the applicant is liable to pay a charge set out in Schedule 1 of the Charges Regulations. Section 29(1) of the FOI Act provides as follows:

(1) Where, under the regulations, an agency or Minister decides that an applicant is liable to pay a charge in respect of a request for access to a document, or the provision of access to a document, the agency or Minister must give to the applicant a written notice stating:

(a) that the applicant is liable to pay a charge; and

- (b) the agency's or Minister's preliminary assessment of the amount of the charge, and the basis on which the assessment is made; and
- (c) that the applicant may contend that the charge has been wrongly assessed, or should be reduced or not imposed; and
- (d) the matters that the agency or Minister must take into account under subsection (5) in deciding whether or not to reduce, or not impose, the charge; and
- (e) the amount of any deposit that the agency or Minister has determined, under the regulations, that the applicant will be required to pay if the charge is imposed; and
- (f) that the applicant must, within the period of 30 days, or such further period as the agency or Minister allows, after the notice was given, notify the agency or Minister in writing:
 - (i) of the applicant's agreement to pay the charge; or
 - (ii) if the applicant contends that the charge has been wrongly assessed, or should be reduced or not imposed, or both--that the applicant so contends, giving the applicant's reasons for so contending; or
 - (iii) that the applicant withdraws the request for access to the document concerned; and
- (g) that if the applicant fails to give the agency or Minister such a notice within that period or further period, the request for access to the document will be taken to have been withdrawn.

The charge notice issued to you on 1 May 2023 addressed each of the matters listed above and included a table on page 3 setting out the preliminary assessment of the charge as well as the basis on which the assessment was made. This table stated that the charge was calculated using an estimate of 6 hours search and retrieval time at a rate of \$15.00 per hour (totalling \$90.00) and 11.5 hours decision-making time including consultation with relevant third parties, after the deduction of 5 hours at a rate of \$20.00 per hour (totalling \$230.00). Further, beneath the table, you were advised as follows:

On the basis that duplicate documents are excluded from the scope of your request and only final email chains are included in the scope of your request (as discussed above), I am advised that the department has in its possession approximately 20 documents with approximately 155 pages relevant to your request.

Accordingly, the charge notice set out both the preliminary assessment of the charge and the basis for the calculation, consistent with the relevant requirements of the FOI Act and was, thus, issued in accordance with the FOI Act. On this basis, the statutory timeframe was validly suspended from the day the charge notice was issued such that there was no 'deemed refusal' of your FOI request to void the issuing of a charge.

s 22

As noted above, the charge notice issued to you on 1 May 2023 addressed each of the matters set out in section 29(1) of the FOI Act and included a break down of how the charge was calculated. Section 29(1) of the FOI Act does not require any further justifications for the

imposition of the charge and, as previously advised, the decision to impose a charge is discretionary. On this basis, the charge was validly issued under the FOI Act.

What you requested

S 22

s 22

s 22

On 1 May 2023, the department sent you a preliminary assessment of the charge payable to process your request. On the same day, you asked for further information about how the charge was calculated.

On 2 May 2023, the department advised you that the charge is not calculated based on individual parts of your FOI request and provided you with a further explanation about the basis on which the preliminary assessment of the charge payable for the processing of your request was calculated. The department also responded to your question about whether one part of your request accounted for the majority of the pages captured by the scope of your request by advising you that the majority of pages fall within the scope of **s 22**

As noted previously in this letter, on 2 May 2023, you asked whether **s 22** would be 'sufficient to fall under the charge threshold and/or for DoE to voluntarily waive the charge.'

The department provided you with further information about the basis on which charges are calculated, including that there is no 'charge threshold' in the manner you described in your 2 May 2023 email. The department also advised you that it would recalculate the charge if you were to revise the terms of your request **s 22**

On 4 May 2023, you provided commentary about the FOI process and asked whether the department 'intends to continue requiring a processing charge.'

On 8 May 2023, the department advised you that the processing charge has been imposed consistent with the charges regime provided under the FOI Act and the Charges Regulations. The department also referred you to the options available to you in responding to the charge notice as set out in the letter sent to you on 1 May 2023, including your option to seek reduction or non-imposition of the charge.

On 28 May 2023, you sought waiver of the charge on the basis that **s 22**

What I took into account

In reaching my decision, I took into account:

- your original request dated 17 April 2023
- other correspondence with you, including your request for waiver of the charge dated 28 May 2023
- the documents that fall within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the FOI Guidelines
- the Charges Regulations
- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided to affirm the imposition of the charge. I have recalculated the charge and the adjusted charge is \$290.00. My findings of fact and reasons for this decision, as well as how the adjusted charge was calculated, are discussed below.

Preliminary assessment of charge

On 1 May 2023, I wrote to you to advise you that I had decided to impose a charge of \$320.00 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: 6 hours, at \$15.00 per hour

\$90.00

Decision-making time (*after deduction of 5 hours): 11.5 hours, at \$20.00 per hour	\$230.00
TOTAL	\$320.00

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

As a preliminary matter, I have reviewed my calculation of the charge.

On review, I have noted that some publicly available information was included in the calculation of the preliminary assessment of the charge. Accordingly, I have excluded this publicly available material from the calculation of the charge and have re-assessed the calculation of the charge as follows:

Search and retrieval time: 6 hours, at \$15.00 per hour	\$90.00
Decision-making time (*after deduction of 5 hours): 10 hours, at \$20.00 per hour	\$200.00
TOTAL	\$290.00

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

To assist you to understand how the adjusted charge was calculated, I note that the publicly available information is contained in attachments to email correspondence. Accordingly, the exclusion of this information does not affect the number of documents captured by the scope of the request, nor does it reduce the time taken to search for and retrieve these documents. As such, the difference between the preliminary assessment of the charge and the adjusted charge is a reduction in the decision-making time from 11.5 hours to 10 hours.

Your contentions

S 22

s 22

s 22

S 22

Other matters

Under section 29(5) of the FOI Act, I may take into account other matters in determine whether or not to impose the charge.

As set out above, I have reviewed the preliminary assessment of the charge and have recalculated the charge to exclude publicly available information from the calculation. The adjusted charge was calculated on the basis that it would take the department an estimated 6 hours to search for and retrieve documents within the scope of your request. The adjusted charge also included an estimate of 15 hours to make a decision on your request. For the purpose of calculating the adjusted charge, the decision-making time is reduced to 10 hours after the deduction of five hours free decision-making time.

The decision-making process will include examining each page captured by the scope of your request to make a decision on access, redacting pages, consulting with other Australian Government agencies, consulting with departmental officers and writing a statement of reasons of the decision.

The amount of a charge should reflect an appropriate contribution towards the time and effort involved in processing the request. I am satisfied that the adjusted charge represents a conservative contribution towards the cost of processing your FOI request, taking into account the above factors.

Conclusion

For the reasons set out above, I have decided not to alter the charge by reduction or non-imposition s 22 . However, I have recalculated the charge and the adjusted charge is \$290.00.

YOUR RIGHTS OF REVIEW

Asking for a formal review of an FOI decision

If you believe the decision is incorrect, the FOI Act gives you the right to apply for a review of the decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of an FOI decision by:

- an internal review officer in the department and/or
- the Australian Information Commissioner.

There are no fees for applying for a formal review.

Applying for an internal review by an internal review officer

If you apply for internal review, a different decision maker to the decision maker who made the original decision will review your request. The internal review decision maker will consider all aspects of the original decision afresh and decide whether the decision should change.

An application for internal review must be made in writing within 30 days of receiving this letter. You can lodge your application by email to foi@education.gov.au.

Applying for external review by the Australian Information Commissioner

If you do not agree with the original decision or the internal review decision, you can ask the Australian Information Commissioner to review the decision.

You will have 60 days to apply in writing for a review by the Australian Information Commissioner.

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: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Australian Information Commissioner must be made in writing and can be lodged in one of the following ways:

Online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001



Australian Government
Department of Education

Your Ref
Our Ref LEX 642

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge decision

I refer to your request, received by the Department of Education (department) on 20 April 2023, for access under the *Freedom of Information Act 1982* (Cth) (FOI Act) to the following documents:

s 22

s 22

My decision

As you revised the scope of your request and your request now captures a smaller number of documents, I have adjusted the charge payable to \$140.00 to reflect the revised scope of your request. My calculation of the adjusted charge is set out in Attachment A.

Further, I have decided **not to impose** the adjusted charge of \$140.00 s 22

The reasons for my decision, including relevant sections of FOI Act, are set out at **Attachment A**.

Deposit Refund

As you paid a deposit of \$55.00 on 11 May 2023 and I have decided not to impose a charge in relation to your request, the department will refund the deposit to you in the same way the deposit was paid (i.e. to your credit card). I have been advised by our finance area that your refund was processed on the 9 June 2023. Please note that it may take 3 to 5 business days to appear on your credit card statement but please let us know if the refund has not been received by late next week.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request was suspended from the day you received the department's preliminary assessment of the charge until the day following payment of the deposit. As I have decided not to impose the charge and the time for processing your request was extended by 30 days to allow the department time to consult with relevant third parties, a decision is now due to you under the FOI Act by 26 June 2023.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

9 June 2023

REASONS FOR DECISION

What you requested

s 22

s 22

What I took into account

In reaching my decision, I took into account:

- your original request dated 20 April 2023 and your revised request dated 17 May 2023
- other correspondence with you, including your email dated 11 May 2023 in which you sought waiver of the charge and your email dated 16 May 2023 in which s 22
- the documents that fall within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information (Charges) Regulations 2019*
- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided not to impose the adjusted charge of \$140.00. My findings of fact and reasons for this decision are discussed below.

Preliminary assessment of charge

On 5 May 2023, I wrote to you to advise you that I had decided to impose a charge of \$220.00 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: 6 hours, at \$15.00 per hour	\$ 90.00
Decision-making time (*after deduction of 5 hours): 6.5 hours, at \$20.00 per hour	\$130.00
TOTAL	\$ 220.00

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

As a preliminary matter, I have reviewed my calculation of the charge based on the revised scope of your FOI request. I am satisfied that the charge was calculated correctly. However, given that you have now revised the scope of your request, I have re-assessed the calculation of the charge as follows:

Search and retrieval time: 6 hours, at \$15.00 per hour	\$ 90.00
Decision-making time (*after deduction of 5 hours): 2.5 hours, at \$20.00 per hour	\$50.00
TOTAL	\$ 140.00

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

Your contentions

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Conclusion

s 22

As such, I have decided not to impose the adjusted charge.



Australian Government
Department of Education

Your Ref
Our Ref Lex 647

s 22

By email: **s 22**

Dear **s 22**

Your Freedom of Information request – charge decision

I refer to your request, received by the Department of Education (department) on 24 April 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

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s 22

Background

On 18 May 2023, the department notified you of the preliminary assessment of the amount of charge payable in respect of processing your request, being \$340.00 (the Charge).

On 19 May 2023, you asked if the department has the capacity to refund the Charge if you paid the Charge, but subsequently submitted a case for exemption from the Charge **s 22** **s 22**. On the same day, the department advised that it is open to you to pay the Charge and also seek a reduction or non-imposition of the Charge. The department advised that it would refund any charge or deposit paid in the event that an authorised decision maker subsequently decided not to impose the Charge.

On 22 May 2023, you paid a deposit of \$85.00.

On 31 May 2023, you contended that the Charge should be waived on the grounds that **s 22**.

Decision

I am authorised to make decisions under subsection 23(1) of the FOI Act.

I have decided to not impose the Charge of \$340.00.

The reasons for my decision, including relevant sections of the FOI Act, are set out at Attachment A.

Refund of deposit

As I have decided not to impose the Charge, the department will arrange for a refund of the deposit of \$85.00 to be paid to you in accordance with subsection 12(3) of the *Freedom of Information (Charges) Regulations 2019*.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

27 June 2023

REASONS FOR DECISION

What you requested

I refer to your request, received by the Department of Education (department) on 24 April 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

S 22

s 22

Background

On 18 May 2023, the department notified you of the preliminary assessment of the amount of charge payable in respect of processing your request, being \$340.00 (the Charge).

On 19 May 2023, you asked if the department has the capacity to refund the Charge if you paid the Charge, but subsequently submitted a case for exemption from the Charge [s 22](#)

[s 22](#) On the same day, the department advised that it is open to you to pay the Charge and also seek a reduction or non-imposition of the Charge. The department advised that it would refund any charge or deposit paid in the event that an authorised decision maker subsequently decided not to impose the Charge.

On 22 May 2023, you paid a deposit of \$85.00.

On 31 May 2023, you contended that the Charge should be waived [s 22](#)
[s 22](#)

Decision

I am authorised to make decisions under subsection 23(1) of the FOI Act.

What I took into account

In reaching my decision, I took into account:

- your original request dated 24 April 2023
- other correspondence with you
- the documents that fall within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information (Charges) Regulations 2019*
- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided not to impose the Charge of \$340.00. My findings of fact and reasons for this decision are discussed below.

Preliminary assessment of charge

On 18 May 2023, I wrote to you to advise you that I had decided to impose a charge of \$340.00 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: 16 hours, at \$15.00 per hour	\$240.00
Decision-making time (*after deduction of 5 hours): five hours, at \$20.00 per hour	\$100.00
TOTAL	\$ 340.00

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

As a preliminary matter, I have reviewed my calculation of the Charge. I am satisfied that the Charge has been calculated correctly.

Your contentions

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Other matters

Under subsection 29(5) of the FOI Act, I may take into account other matters in determining whether or not to impose the Charge.

Paragraph 4.99 of the FOI Guidelines provides as follows:

An agency or minister is also entitled to consider matters that weigh against those relied on by an applicant. For example, an agency may decide it is appropriate to impose an FOI charge where:

- ...
- *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.*

s 22

Conclusion

s 22

s 22

not to impose the Charge on this occasion.

I have decided

The department will notify you of the decision on your FOI request within the statutory timeframes of the FOI Act.



Australian Government
Department of Education

Your Ref
Our Ref Lex 757

s 22

By email: s 22

Dear s 22

Your Freedom of Information request - charge decision

I refer to your request, received by the Department of Education (department) on 17 August 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

My decision

I have decided to reduce the charge of \$117.50 to \$87.50 (the revised charge). The reasons for my decision, including relevant sections of the FOI Act, are set out at **Attachment A**.

Payment details

If you would like the department to continue processing your request, you must respond to the department within 30 days after receiving this notice. If you do not respond within 30 days, your request will be taken to have been withdrawn and no further action will be taken by the department.

As the revised charge exceeds \$25.00 but is less than \$100.00, you are required to pay a deposit of \$20.00 within 30 days of receiving this notice. You may, of course, elect to pay the charge in full at this point. Payment can be made by credit card by completing the attached credit card authorisation (**Attachment B**) and sending a scanned copy to foi@education.gov.au. If you are unable to pay by credit card, please contact us on the above email. In particular, please contact us if you wish to pay by telephone or BPay and we will arrange for an invoice to be provided to you.

Time limits for processing your request

Under the FOI Act, the time limit for processing your request remains suspended from the day you received the department's preliminary assessment of the charge until the day following payment of the deposit or the day following the payment of the revised charge in full.

You can ask for a review of my decision

If you disagree with any part of the decision, you can ask for a review. There are two ways you can do this. You can ask for an internal review by the department or an external review by the Australian Information Commissioner.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at **Attachment C**.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

s 22

Authorised decision maker
Freedom of Information Team
Department of Education
11 October 2023

REASONS FOR DECISION**What you requested****s 22****s 22****What I took into account**

In reaching my decision, I took into account:

- your original request dated 17 August 2023 as revised on 7 September 2023 and 6 October 2023

- other correspondence with you
- the documents falling within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information (Charges) Regulations 2019* (Charges Regulations)
- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided to reduce the charge of \$117.50 to \$87.50 (revised charge). My findings of fact and reasons for this decision are discussed below.

Preliminary assessment of charge

On 8 September 2023, I wrote to you to advise you that I had decided to impose a charge of \$117.50 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: 30 minutes, at \$15.00 per hour	\$ 7.50
Decision-making time after deduction of 5 hours*: 5.5 hours, at \$20.00 per hour	\$110.00
TOTAL	\$117.50

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

Your contentions

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Revised calculation of charge

Consistent with schedule 1 of the Charges Regulations, the estimated decision-making time of 5.5 hours in the preliminary estimate of the charge (after the deduction of the first 5 hours of decision-making time) included examining documents, consulting other parties, making deletions and notifying any interim or final decision on the request. The preliminary estimate of the decision making time was calculated, in part, using an estimate of 2 minutes per page to examine the documents and 2 minutes per page to make a copy of the documents with deletions.

In response to your request for reduction or non-imposition of the charge, the department conducted a sampling exercise to verify the estimated times to examine and redact the documents. An experienced departmental officer examined, and where appropriate redacted, a sample of the documents falling within the scope of the request.

Based on the sampling exercise, I have reduced the decision making time using revised estimates of:

- 1 minute per page for examination of each document
- 1.5 minutes per page to make a copy with exempt or irrelevant material redacted.

I am satisfied that the estimate of 1 minute to examine each page and 1.5 minutes to redact relevant pages is a reasonable estimate in the circumstances of this case and is supported by the sampling exercise.

The preliminary estimate of the charge was also calculated upon an estimate of approximately 50 pages being relevant to your request. Following your revision to the scope of your request on 6 October 2023, for the purposes of calculating the revised charge I have estimated that approximately 45 pages are relevant to your revised request.

Using the revised estimates set out above, I have recalculated the charge as follows:

Search and retrieval time: 30 minutes, at \$15.00 per hour	\$ 7.50
Decision-making time after deduction of 5 hours*: 4 hours, at \$20.00 per hour	\$80.00

TOTAL	\$87.50
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*The FOI Act provides that the first five hours of decision-making time are free of charge and this is reflected in the calculation.

I am satisfied that the cost of processing the request is not insubstantial and exceeds the amount of the revised charge. In these circumstances, I am satisfied that it is appropriate to exercise my discretion to impose a charge.

Charges Regulations Schedule 1

The charges that may be imposed by an agency or minister with respect to a request for access to a document are specified in schedule 1 of the Charges Regulations. These charges include:

Charge applicable in respect of a request for access to a document		
Item	Charge	Amount or rate of charge
1	If the request relates to a document of an agency, or an official document of a Minister, other than a document in relation to which a charge under item 2 of this table applies—a charge in respect of the time spent by the relevant agency or the relevant Minister in searching for, or retrieving, the document	\$15.00 per hour
4	A charge in respect of the time that is spent by the relevant agency or relevant Minister in deciding whether to grant, refuse or defer access to the document or to grant access to a copy of the document with deletions, including time spent: (a) in examining the document; or (b) in consultation with any person or body; or (c) in making a copy with deletions; or (d) in notifying any interim or final decision on the request	\$20 for each hour after the first 5 hours

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Your request dated 17 August 2023 is a fresh request to the department. The department was required to undertake searches to identify any additional documents created in the period since searches were conducted in response to your previous request. I am advised by relevant departmental officers that these searches took several hours, however I discounted this search time to 30 minutes for the purpose of estimating the preliminary estimate of the charge and the revised charge.

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Other matters

Paragraph 4.112 of the FOI Guidelines specifies that an agency should consider whether imposing the charge would be at odds with the 'lowest reasonable cost' objective in section 3 of the FOI Act. I am satisfied that the revised charge represents a reasonable cost, given the departmental resources required to process the request. The calculation of the revised charge is supported by the sampling exercise undertaken by the department.

Paragraph 4.99 of the FOI Guidelines provides that an agency may decide it is appropriate to impose an FOI charge in several circumstances, including where 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.

s 22

Paragraph 4.97 of the FOI Guidelines provides that an agency or minister should always consider whether disclosure of a document will advance the objects of the FOI Act, even if the applicant has not expressly framed a submission on that basis. The objects of the FOI Act include promoting better informed decision making, and increasing scrutiny, discussion, comment and review of the Government's activities (section 3). While disclosure of the documents may advance the objects of the FOI Act to a small extent, I have also had regard to other factors weighing against the reduction or non-imposition of the charge as set out above.

Conclusion

I have decided to reduce the charge to \$87.50.

I have decided not to reduce or waive the revised charge of \$87.50 s 22

s 22

Credit Card Authorisation

Use this form to pay a Freedom of Information charge by credit card

Applicant's details			
Name		Phone number	
Credit card details			
Credit card type			
Card holder's name			
Credit card number			
Expiry date		CCV number	
Amount			
Signature			
Date			

Privacy statement

Your personal information is collected by the Department of Education for the purposes of processing the payment of a charge imposed under the *Freedom of Information Act 1982* and related purposes. If you do not provide some or all of the information requested, the department may be unable to process your credit card payment. Your personal information may be disclosed to other parties where you have agreed, or where it is otherwise permitted by law. The department's Privacy Policy, including information about how to make a complaint and access to and correction of your personal information, can be found at <https://www.education.gov.au/privacy>.

YOUR RIGHTS OF REVIEW

Asking for a formal review of an FOI decision

If you believe the decision is incorrect, the FOI Act gives you the right to apply for a review of the decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of an FOI decision by:

- an internal review officer in the department and/or
- the Australian Information Commissioner.

There are no fees for applying for a formal review.

Applying for an internal review by an internal review officer

If you apply for internal review, a different decision maker to the decision maker who made the original decision will review your request. The internal review decision maker will consider all aspects of the original decision afresh and decide whether the decision should change.

An application for internal review must be made in writing within 30 days of receiving this letter. You can lodge your application by email to foi@education.gov.au.

Applying for external review by the Australian Information Commissioner

If you do not agree with the original decision or the internal review decision, you can ask the Australian Information Commissioner to review the decision.

You will have 60 days to apply in writing for a review by the Australian Information Commissioner.

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: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Australian Information Commissioner must be made in writing and can be lodged in one of the following ways:

Online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001



Australian Government
Department of Education

Your Ref
Our Ref Lex 816

s 22

By email: s 22

Dear s 22

Your Freedom of Information request – substituted charge decision

I refer to your request, received by the Department of Education (department) on 17 August 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

s 22

My decision

I am authorised to make decisions under section 23(1) of the FOI Act.

In accordance with section 55G(1)(b) of the FOI Act, I have decided to set aside the charge decision dated 11 October 2023 and substitute a decision not to impose the charge.

The reasons for my decision, including relevant sections of the FOI Act, are set out at Attachment A.

Information Commissioner review

The department will notify the Office of the Australian Information Commissioner of this decision as required by section 55G(2)(a) of the FOI Act. In accordance with section 55G(2)(b) of the FOI Act, the Information Commissioner (IC) will deal with your request for review (MR23/01254) as if it were an IC review application for the review of this decision.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at Attachment B.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

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Authorised decision maker
Freedom of Information Team
Department of Education

9 November 2023

REASONS FOR DECISION

What you requested

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Background

On 8 September 2023, the department notified you of the preliminary assessment of the charge payable in respect of processing your request, being \$117.50.

On 11 September 2023, you contended that the charge for processing your request should be reduced or not imposed, [s 22](#)

On 11 October 2023, the department notified you of the authorised decision maker's decision to reduce the charge of \$117.50 to \$87.50.

You did not seek an internal review of the charge decision.

On 20 October 2023, the Office of the Australian Information Commissioner notified the department that you had requested Information Commissioner review of the department's decision dated 11 October 2023.

What I took into account

In reaching my decision, I took into account:

- your original request dated 17 August 2023 as revised on 7 September 2023 and 6 October 2023
- other correspondence with you
- the documents falling within the scope of your request
- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the department's charge decision dated 11 October 2023
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information Act 1982* (FOI Act)
- the *Freedom of Information (Charges) Regulations 2019* (Charges Regulations).

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

In accordance with section 55G(1)(b) of the FOI Act, I have decided to set aside the charge decision dated 11 October 2023 and substitute a decision not to impose the charge.

My findings of fact and reasons for this decision are discussed below.

Assessment of charge

On 8 September 2023, the department notified you of the preliminary assessment of the charge payable in respect of processing your request, being \$117.50.

As set out in the decision dated 11 October 2023, in response to your request for reduction or non-imposition of the charge, the department conducted a sampling exercise to verify the estimated times required to examine and redact the documents falling within the scope of your request. Following the sampling exercise, the charge of \$117.50 was recalculated to \$87.50 as follows:

Search and retrieval time: 30 minutes, at \$15.00 per hour	\$ 7.50
Decision-making time after deduction of 5 hours*: 4 hours, at \$20.00 per hour	\$80.00
TOTAL	\$87.50

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

As a preliminary matter, I have reviewed the calculation of the charge of \$87.50. I am satisfied that the charge of \$87.50 has been calculated correctly.

Your contentions

s 22

Section 55G —revocation or variation of access refusal decision

Section 55G of the FOI Act provides as follows:

- (1) *An agency or Minister may vary (or set aside and substitute) an access refusal decision (the original decision) in relation to a request or an application under section 48 at any time during an IC review of the access refusal decision if the variation or substitution (the revised decision) would have an effect of:*
 - (a) *giving access to a document in accordance with the request; or*
 - (b) *relieving the IC review applicant from liability to pay a charge; or*
 - (c) *requiring a record of personal information to be amended or annotated in accordance with the application.*

Note: When making the revised decision, a consultation requirement under section 26A (documents affecting Commonwealth-State relations etc.), 27 (business documents) or 27A (documents affecting personal privacy) may apply.

- (2) *If an agency or Minister varies (or sets aside and substitutes) an access refusal decision under subsection (1):*

- (a) *the agency or Minister must, in writing, notify the Information Commissioner as soon as practicable after the agency or Minister makes the variation or substitution; and*
- (b) *the Information Commissioner must deal with the IC review application for review of the original decision as if it were an IC review application for the review of the varied or substituted decision, subject otherwise to this Part.*

s 22

Other matters

Paragraph 4.3 of the FOI Guidelines provides that an agency or Minister has a discretion to impose or not impose a charge, or to impose a lower charge.

While I consider that there are grounds for the charge of \$87.50 to be imposed for the processing of your FOI request, on this occasion I have decided to exercise my discretion not to impose a charge.

Conclusion

I have decided to set aside the charge decision dated 11 October 2023 and substitute a decision not to impose the charge.

The department will notify you of the decision on your FOI request within the statutory timeframes of the FOI Act.

Attachment B**YOUR RIGHTS OF REVIEW****Information Commissioner Review**

After an application is made to the Information Commissioner (IC) for IC review, an agency or minister may (at any time during the IC review) revoke or vary an access refusal decision to favour the applicant by, among other things, relieving the IC review applicant from liability to pay a charge (section 55G(1)(b) of the FOI Act).

The agency or minister must notify the IC in writing of the new decision (section 55G(2)(a) of the FOI Act).

The revised decision will become the decision under IC review (section 55G(2)(b) of the FOI Act).

In accordance with section 55G(2)(b) of the FOI Act, the Information Commissioner (IC) will deal with your request for review (MR23/01254) as if it were an IC review application for the review of the attached decision.

Complaints to the Australian Information Commissioner

You may complain to the IC about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the IC must be made in writing and can be lodged in one of the following ways:

Online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001



Australian Government
Department of Education

Your Ref
Our Ref LEX 782

s 22

By email: s 22

Dear s 22

Your Freedom of Information request – charge decision

I refer to your request, received by the Department of Education (department) on 1 September 2023, and revised on 18 September 2023, for access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

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On 14 September 2023, I advised you that I had decided that you are liable to pay a charge for the processing of your request. The preliminary assessment of the charge, based on the terms of your request of 1 September 2023, was \$860.00.

On 18 September 2023, you revised your request of 1 September 2023, and requested waiver of the charges. On 14 October 2023, you provided further submissions in support of your request for a reduction or waiver of the charges.

My decision

I have decided to reduce the charge of \$860.00 to \$782.00, to reflect the scope of your revised request of 18 September 2023 and to exclude a publicly available document from the charge.

I have decided not to reduce or waive the charge of \$782.00 **s 22**

The reasons for my decision, including relevant sections of the FOI Act, are set out at **Attachment A**.

Payment details

If you would like the department to continue processing your request, you must respond to the department within 30 days after receiving this notice. If you do not respond within 30 days, your request will be taken to have been withdrawn and no further action will be taken by the department.

As the charge exceeds \$25, you are required to pay a deposit of \$195.50 within 30 days of receiving this notice. You may, of course, elect to pay the charge in full at this point.

Payment can be made by credit card by completing the attached credit card authorisation and sending a scanned copy to foi@education.gov.au.

If you are unable to pay by credit card, please contact us on the above email.

Time limits for processing your request

As I have decided to impose the charge, under the FOI Act, the time limit for processing your request remains suspended until the day following payment of the deposit or the day following the payment of the charge in full.

You can ask for a review of my decision

If you disagree with any part of the decision, you can ask for a review. There are two ways you can do this. You can ask for an internal review by the department or an external review by the Australian Information Commissioner.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at **Attachment B**.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

Authorised decision maker
Freedom of Information Team
Department of Education

17 October 2023

REASONS FOR DECISION

What you requested

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What I took into account

In reaching my decision, I took into account:

- your request dated 1 September 2023 and your revised request dated 18 September 2023
- the documents that fall within the scope of your request dated 1 September 2023 and your revised request dated 18 September 2023
- correspondence with you, including my preliminary assessment dated 14 September 2023 of the charge for processing your request of 1 September 2023, and your

submissions dated 18 September 2023 and 14 October 2023 seeking waiver of the charge

- consultations with departmental officers about the nature of the documents and the operating environment and functions of the department
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the *Freedom of Information (Charges) Regulations 2019*
- the FOI Act.

Reasons for my decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have decided to reduce the charge of \$860.00 to \$782.00. My findings of fact and reasons for this decision are discussed below.

Preliminary assessment of charge

On 14 September 2023, I wrote to you to advise you that I had decided to impose a charge of \$860.00 for processing your request.

My preliminary assessment of that charge was calculated as follows:

Search and retrieval time: 20 hours, at \$15.00 per hour	\$ 300.00
Decision-making time (*after deduction of 5 hours): 28 hours, at \$20.00 per hour	
	\$ 560.00
TOTAL	\$ 860.00

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

I have re-assessed the calculation of the charge as follows, having regard to the scope of your revised request. I note the terms of your revised request did not significantly reduce the volume of the request (this reduced the scope of the request by less than 10 pages).

In re-assessing the calculation of the charge, I have also excluded a document in scope of your request that is publicly available **s 22**

s 22

This document was inadvertently included in my preliminary assessment of charge dated 14 September 2023. Excluding this document has reduced the charge in respect of an additional 40 pages. I note that **s 22**

s 22

Search and retrieval time: 18 hours, at \$15.00 per hour \$ 270.00

Decision-making time (*after deduction of 5 hours): 25.62 hours, at \$20.00 per hour (rounded down from \$512.40 to \$512.00) \$ 512.00

TOTAL \$ 782.00

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

I am satisfied that the cost of processing the request is not insubstantial and exceeds the amount of the charge. In these circumstances, I am satisfied that it is appropriate to exercise my discretion to impose a charge.

Your contentions

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Other matters

Under section 29(5) of the FOI Act, I may take other matters into account in determining whether or not to impose the charge.

Paragraph 4.97 of the FOI Guidelines provides that an agency or minister should always consider whether disclosure of a document will advance the objects of the FOI Act, even if the applicant has not expressly framed a submission on that basis. The objects of the FOI Act include promoting better informed decision making, and increasing scrutiny, discussion, comment and review of the Government's activities (section 3). s 22

s 22

Paragraph 4.99 of the FOI Guidelines provides that an agency may decide it is appropriate to impose an FOI charge in several circumstances, including where the applicant has requested access to a substantial volume of documents and significant work will be required to process the request.

Your request as revised on 18 September 2023 still captures approximately 300 pages of material and will require significant work to process.

The estimates of how long the decision-making process would take that were used to estimate the charge are conservative. The decision-making process includes examining each page captured by the scope of your request to make a decision on access, redacting pages, consulting with several external third parties, consulting with departmental officers and writing a statement of reasons for the decision.

Paragraph 4.112 of the FOI Guidelines specifies that an agency should consider whether imposing the charge would be at odds with the 'lowest reasonable cost' objective in section 3 of the FOI Act. I am satisfied that the revised charge represents a reasonable cost, given the departmental resources required to process the request.

The amount charged should reflect an appropriate contribution towards the time and effort involved in processing the request. I am satisfied that the reduced charge of \$782.00 represents a conservative contribution towards the cost of processing your FOI request, taking into account the above factors.

Conclusion

I have decided to reduce the charge of \$860.00 to \$782.00, to reflect the scope of your revised request of 18 September 2023 and to exclude a publicly available document from the charge calculation.

For the reasons set out above, I have decided not to reduce or waive the charge of \$782.00
s 22

YOUR RIGHTS OF REVIEW

Asking for a formal review of an FOI decision

If you believe the decision is incorrect, the FOI Act gives you the right to apply for a review of the decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of an FOI decision by:

- an internal review officer in the department and/or
- the Australian Information Commissioner.

There are no fees for applying for a formal review.

Applying for an internal review by an internal review officer

If you apply for internal review, a different decision maker to the decision maker who made the original decision will review your request. The internal review decision maker will consider all aspects of the original decision afresh and decide whether the decision should change.

An application for internal review must be made in writing within 30 days of receiving this letter. You can lodge your application by email to foi@education.gov.au.

Applying for external review by the Australian Information Commissioner

If you do not agree with the original decision or the internal review decision, you can ask the Australian Information Commissioner to review the decision.

You will have 60 days to apply in writing for a review by the Australian Information Commissioner.

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: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Australian Information Commissioner must be made in writing and can be lodged in one of the following ways:

Online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001



Australian Government
Department of Education

Your Ref
Our Ref Lex 483

s 22

By email: s 22

Dear s 22

Your Freedom of Information request – internal review decision re processing charge

I refer to your revised request, received by the Department of Education (the department) on 9 November 2022 and revised on 14 November 2022, for access under the *Freedom of Information Act 1982* (the FOI Act) to the following documents:

s 22

Background

On 30 November 2022, the department advised you of the preliminary estimate of the charge for processing your request, being \$410 (the Charge). On 30 November 2022, you contended that the Charge should not be imposed s 22 On 23 December 2022, an authorised decision maker advised you that they had decided to affirm the charge of \$410.

On 17 January 2023, you requested internal review of the decision not to waive the Charge.

Decision

I am authorised to make decisions under section 23(1) of the FOI Act.

Subsection 29(5) of the FOI Act provides that, without limiting the matters that an agency may take into account when making a decision about whether to reduce, or not impose, a processing charge, the decision maker must consider:

- whether payment of a charge, or part of it, would cause financial hardship to an applicant; and
- 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.

In addition to these two matters, paragraph 4.3 of the FOI Guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act provide that an agency has a discretion to impose or not impose a charge, or to impose a lower charge.

As noted in the charge decision dated 23 December 2022, your FOI request captures a substantial volume of documents and will require considerable departmental resources to process. I consider the Charge reflects an appropriate conservative contribution towards the time and effort involved in processing your request. However, while I consider there are grounds for a processing charge to be imposed for the processing of your FOI request, on this occasion, I have decided to exercise my discretion to not impose the Charge. The department will notify you of the decision on your FOI request within the statutory timeframes of the FOI Act.

Further assistance

If you have any questions, please email foi@education.gov.au.

Yours sincerely

s 22

Authorised decision maker
Freedom of Information Team

16 February 2023



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

Page 1 of 1

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 21/10/2022
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$142.50
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22 s 22 LEX423	20.10.2022	AUD	142.50
		Total	AUD	\$142.50

AUTHORITY

This is an Electronic document generated by s 22 on 21/10/2022 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

s 22

Date of Issue:	29/09/2022
Receipt No:	s 22
Customer Account No:	s 22
s 22	

Dear Sir/Madam

Thank you for your recent payment of \$81.55 for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22 LEX427	28.09.2022	AUD	81.55
Total			AUD	\$81.55

AUTHORITY

This is an Electronic document generated by s 22 on 29/09/2022 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 04/11/2022
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$46.88
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22 s 22 LEX 464 s 22 s 22	03.11.2022	AUD	46.88
Total			AUD	\$46.88

AUTHORITY

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The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 05/01/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$140.62
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	04.01.2023	AUD	140.62
Total			AUD	\$140.62

AUTHORITY

This is an Electronic document generated by s 22 on 05/01/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 23/11/2022
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$132.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22 s 22 LEX470 s 22	21.11.2022	AUD	132.00
Total			AUD	\$132.00

AUTHORITY

This is an Electronic document generated by s 22 on 23/11/2022 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 05/01/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$395.50
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	04.01.2023	AUD	395.50
		Total	AUD	\$395.50

AUTHORITY

This is an Electronic document generated by s 22 on 05/01/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 30/01/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$125.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22 s 22 LEX 507 s 22	27.01.2023	AUD	125.00
Total			AUD	\$125.00

AUTHORITY

This is an Electronic document generated by s 22 on 30/01/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 14/02/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$125.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22 s 22 LEX 510	10.02.2023	AUD	125.00
Total			AUD	\$125.00

AUTHORITY

This is an Electronic document generated by s 22 on 14/02/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 17/01/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$79.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22 s 22 s 22 LEX 519	12.01.2023	AUD	79.00
Total			AUD	\$79.00

AUTHORITY

This is an Electronic document generated by s 22 on 17/01/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.

From: [Education - FOI](#)
To: s 22
Subject: s 22 FOI request - refund of charge
Date: Friday, 9 June 2023 9:36:00 AM

Dear s 22

Further to our previous correspondence, we have been advised by our finance area that the freedom of information processing charge of \$79 was refunded to s 22 credit card on 6 June 2023. We are advised that it may take 3-5 business days to appear on the credit card statement.

If the refund has not been received by late next week, please contact xxx@xxxxxxxxx.xxx.xx.

Kind regards

Freedom of Information Team
Department of Education

s 22

s 22



The Department of Education

s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 14/02/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$127.50
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22 LEX 541	10.02.2023	AUD	127.50
Total			AUD	\$127.50

AUTHORITY

This is an Electronic document generated by s 22 on 14/02/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 24/03/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$20.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	17.03.2023	AUD	20.00

Total	AUD	\$20.00
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AUTHORITY

This is an Electronic document generated by s 22 on 24/03/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 03/05/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$55.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	01.05.2023	AUD	55.00

Total	AUD	\$55.00
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AUTHORITY

This is an Electronic document generated by s 22 on 03/05/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 08/08/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$125.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	03.08.2023	AUD	125.00

Total AUD \$125.00

AUTHORITY

This is an Electronic document generated by s 22 on 08/08/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



The Department of Education
s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

Page 1 of 1

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 16/05/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$55.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	12.05.2023	AUD	55.00

Total AUD \$55.00

AUTHORITY

This is an Electronic document generated by s 22 on 16/05/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.

From: s 22
To: s 22
Subject: s 22 FOI - Payment of Charge Deposit - s 22 - LEX 642 [SEC=UNCLASSIFIED]
Date: Friday, 9 June 2023 10:58:42 AM

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning s 22

Please be advised that the refund has been processed.

Kind Regards,

s 22

From: s 22
Sent: June 09, 2023 08:38:37 AM
To: s 22
Subject: s 22 FOI - Payment of Charge Deposit - s 22 - LEX 642 [SEC=OFFICIAL:Sensitive, ACCESS=Personal-Privacy]

OFFICIAL: Sensitive//Personal Privacy

Good Morning,

I would like to request a refund in relation to invoice 1800032464 attached.

As the department will no longer be imposing an FOI charge s 22 the deposit of \$55.00 will need to be refunded to s 22 credit card (details also attached).

Please let me know if you need any further information. I would also be grateful if you could advise once the refund has been processed.

Kind regards,
s 22

Freedom of Information Team
Department of Education

s 22

s 22

s 22



The Department of Education

s 22

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 06/06/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$85.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	23.05.2023	AUD	85.00
Total			AUD	\$85.00

AUTHORITY

This is an Electronic document generated by s 22 on 06/06/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.

From: [Education - FOI](#)
To: s 22
Subject: Your FOI request - processing charge
Date: Tuesday, 27 June 2023 4:51:00 PM
Attachments: [Charge decision.pdf](#)
[receipt.pdf](#)

Dear s 22

We refer to your request for waiver of the processing charge associated with your FOI request.

Please find attached correspondence in relation to your request for waiver of the charge.

Please also find attached a receipt for your payment of the deposit of \$85. As the decision maker has decided not to impose the processing charge, the department will arrange for a refund of the \$85 deposit to be paid to you.

If you have any questions, please contact foi@education.gov.au.

Kind regards

Freedom of Information Team
Department of Education

From: s 22
To: s 22
Subject: s 22 CC Refund - Request for refund of FOI processing charge deposit [SEC=UNCLASSIFIED]
Date: Wednesday, 13 September 2023 9:57:20 AM

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning s 22

Apologies for the delay in having this resolved.

Please be advised that the refund has been processed this morning and should be back in their account within 3-5 business days.

Kind Regards,

s 22



Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 20/07/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$225.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	18.07.2023	AUD	225.00

Total	AUD	\$225.00
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AUTHORITY

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Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 13/11/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$365.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	03.11.2023	AUD	365.00
Total				AUD \$365.00

AUTHORITY

This is an Electronic document generated by s 22 on 13/11/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

Page 1 of 1

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 13/11/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$529.71
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	03.11.2023	AUD	529.71

Total AUD \$529.71

AUTHORITY

This is an Electronic document generated by s 22 on 13/11/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 12/10/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$83.80
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	10.10.2023	AUD	83.80

Total	AUD	\$83.80
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AUTHORITY

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Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

Page 1 of 1

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 18/10/2023
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$81.25
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	13.10.2023	AUD	81.25

Total AUD \$81.25

AUTHORITY

This is an Electronic document generated by s 22 on 18/10/2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 12/02/2024
Receipt No:
Customer Account No: **s 22**

s 22

Dear Sir/Madam

Thank you for your recent payment of \$243.75
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	08.02.2024	AUD	243.75

Total	AUD	\$243.75
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AUTHORITY

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Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 04/01/2024
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$330.62
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	22.12.2023	AUD	330.62
			Total	AUD \$330.62

AUTHORITY

This is an Electronic document generated by s 22 on 04/01/2024 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

Customer Receipt

Date of Issue: 20.12.2023
Receipt No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$157.50 in the form of Electronic funds transfer

Our Ref.	Description	Date	Currency	Amount
s 22	s 22	07.12.2023	AUD	157.50

Total	AUD	\$157.50
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AUTHORITY

This is an Electronic document generated by s 22 on 20.12.2023 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 12/02/2024
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$55.55
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	05.02.2024	AUD	55.55

Total AUD \$55.55

AUTHORITY

This is an Electronic document generated by s 22 on 12/02/2024 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 15/03/2024
Receipt No:
Customer Account No: **S 22**

S 22

Dear Sir/Madam

Thank you for your recent payment of \$287.50
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	S 22	08.03.2024	AUD	287.50

Total AUD \$287.50

AUTHORITY

This is an Electronic document generated by **s 22** on 15/03/2024 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 13/03/2024
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$75.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	05.03.2024	AUD	75.00
			Total	AUD \$75.00

AUTHORITY

This is an Electronic document generated by s 22 on 13/03/2024 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 08/04/2024
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$383.82
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	03.04.2024	AUD	383.82

Total AUD \$383.82

AUTHORITY

This is an Electronic document generated by s 22 on 08/04/2024 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.



Australian Government
Department of Education

GPO Box 9880
Canberra, ACT, 2601

ABN: 12 862 898 150

FREEDOM OF INFORMATION
GPO BOX 9880
CANBERRA ACT 2601

Date of Issue: 31/05/2024
Receipt No:
Customer Account No: **s 22**
s 22

Dear Sir/Madam

Thank you for your recent payment of \$166.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	24.05.2024	AUD	166.00
			Total	AUD \$166.00

AUTHORITY

This is an Electronic document generated by **s 22** on 31/05/2024 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.

From: s 22
To: s 22
Subject: s 22 Refund of Freedom of Information charge -s 22 -Lex 1000 -s 22
SEC=UNCLASSIFIED]
Date: Friday, 21 June 2024 3:29:55 PM

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon s 22

That refund has now been processed.

Kind Regards,

s 22

From: s 22
Sent: June 21, 2024 02:19:05 PM
To: s 22
Subject: Refund of Freedom of Information charge s 22 -Lex 1000 -s 22 [SEC=OFFICIAL:Sensitive, ACCESS=Personal-Privacy]

OFFICIAL: Sensitive//Personal Privacy

Good afternoon,

s 22 paid a freedom of information processing charge of \$166 on 24 May 2024 (our ref lex 1000).

I subsequently decided to not impose a charge and now request a refund of \$166 be issued to s 22 .

Please find **attached:**

- Original CPM Minute
- Credit card authorisation
- Payment receipt provided for full amount

Please let me know if you require any further information to be able to process the refund.

Please also let me know when the refund has been paid.

Kind regards,

S 22



Australian Government
Department of Education

GPO Box 9880
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Date of Issue: 11/06/2024
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$136.95
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	07.06.2024	AUD	136.95

Total AUD \$136.95

AUTHORITY

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Date of Issue: 28/06/2024
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$152.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	26.06.2024	AUD	152.00

Total	AUD	\$152.00
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AUTHORITY

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Date of Issue: 11/07/2024
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$84.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	09.07.2024	AUD	84.00
			Total	AUD \$84.00

AUTHORITY

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Date of Issue: 23/08/2024
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$182.50
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	22.08.2024	AUD	182.50

Total AUD \$182.50

AUTHORITY

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Date of Issue: 31/07/2024
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$171.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	26.07.2024	AUD	171.00

Total	AUD	\$171.00
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AUTHORITY

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Date of Issue: 11/09/2024
Receipt No:
Customer Account No: s 22

s 22

Dear Sir/Madam

Thank you for your recent payment of \$191.00
for the invoice(s) listed below.

Our Ref.	Description of Supply	Payment Date	Currency	Amount
s 22	s 22	10.09.2024	AUD	191.00

Total	AUD	\$191.00
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AUTHORITY

This is an Electronic document generated by s 22 on 11/09/2024 and as such does not require a physical signature. Please direct enquiries to the contact numbers shown above.

Part 6 – FOI requests for which charge notices were issued between 1 July 2022 and 5 November 2024 that were withdrawn by the applicant or taken to have been withdrawn through operation of section 29(2) of the *Freedom of Information Act 1982*

FOI Reference Number	Withdrawal of Request
272	Request taken to be withdrawn
339	Request taken to be withdrawn
422	Request taken to be withdrawn
429	Request taken to be withdrawn
433	Request taken to be withdrawn
454	Request taken to be withdrawn
532	Request taken to be withdrawn
539	Request withdrawn by applicant
570	Request taken to be withdrawn
571	Request taken to be withdrawn
631	Request taken to be withdrawn
632	Request taken to be withdrawn
782	Request taken to be withdrawn
788	Request withdrawn by applicant
805	Request taken to be withdrawn
892	Request taken to be withdrawn
910	Request taken to be withdrawn
933	Request taken to be withdrawn
957	Request taken to be withdrawn
1041	Request taken to be withdrawn
1059	Request taken to be withdrawn
1085	Request taken to be withdrawn