



## Submissions in support of claim that the applicant is liable to pay a charge in response to a request for access to documents under s 29 of the *Freedom of Information Act 1982* (Cth)

Please provide the completed document to the OAIC with the information the agency is required to provide in accordance with the Direction as to certain procedures to be followed by agencies and ministers in Information Commissioner reviews at [3.14]. Completion of the following tables will be taken as the Respondent’s submissions in this IC review. The respondent must share these submissions with the applicant at the same time it provides the submissions to the OAIC [3.23].

For further guidance, please see Part 4 of the Guidelines issued under the *Freedom of Information Act 1982*.

Details of submission	
Agency reference	
OAIC reference	
Date submitted to OAIC	

Processing timeline	
Event	Date and further information
FOI request received	
Preliminary assessment of charges sent to the applicant	
Applicant’s response (date, and substance including whether the applicant contended the charge had been wrongly assessed, or should be reduced, or not imposed)	
Further contacts with applicant (if relevant)	
Applicant notified of decision	

Internal review request received (if relevant)	
Internal review decision made (if relevant)	
Charge or deposit paid (if relevant)	

<b>Breakdown of charges estimate (see Part 4 of the FOI Guidelines at [4.18])</b>			
<b>Total charge</b>		Photocopying	
Search and retrieval		Delivery	
Decision making (after a deduction of 5 hours)		Replaying a sound or film tape	
Preparing a transcript		Inspection	
Any relevant additional information related to the estimated charge			

<b>Sampling</b>	
Sample examined? (Yes or No)	
Sample size (as a %)	
Number of electronic documents	
Number of hardcopy documents	
Number of non-exempt documents	
Number of partially exempt documents	
Number of fully exempt documents	
Exemptions proposed applied	
Number of documents to which a consultation requirement applies (s 26A, 27 or 27A)	

Any relevant additional information related to sampling	
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<b>Whether charge should be reduced or waived</b>	
<p>Whether the discretion to impose the charge has been made with regards to ‘lowest reasonable cost objective’ in s 3(4) of the FOI Act – see ‘<i>ABX and Department of Veterans Affairs (Freedom of Information) [2022] AICmr 57</i>’ (‘<i>ABX</i>’) (please consider whether the cost of imposing the charge would exceed the amount the respondent will recover if the applicant’s liability is maintained.)</p> <p>Please provide reasons/submissions in support of the agency’s position.</p>	
Whether payment of a charge will cause financial hardship to an applicant	

**Whether charge should be reduced or waived**

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 (see FOI Guidelines [4.109]).