

Section 22

From: Section 22
Sent: Friday, 21 November 2014 1:04 PM
To: Section 22
Cc:
Subject: RE: TRIM: FOI 1618 - Mr Blair Davies (Australian Taxi Industry Association - ER2014/05431 [SEC=UNCLASSIFIED])

Good afternoon

I am following up on this FOI as I have not had a response from you. Today is day 7 and we like to issue charges between now and day 10 – in this case that will be Monday.

Are you able to confirm the request is for your area and if it is, have you made any progress on locating any documents within scope?

Thanks

Section 22

From: Section 22
Sent: Monday, 17 November 2014 3:19 PM
To: Section 22
Cc:
Subject: TRIM: FOI 1618 - Mr Blair Davies (Australian Taxi Industry Association - ER2014/05431 [SEC=UNCLASSIFIED])

Good afternoon

We received a new FOI Request from Mr Blair Davies (Australian Taxi Industry Association), which I'd be grateful if you could confirm should be assigned to your area.

Next steps

The due date for the decision is around 12 December 2014.

We like to have the charges letter to the applicant in the **first 7-10** days of receipt of the application. For this to occur, you will need to arrange for a search for documents and complete the 'schedule of documents'.

To assist, I have **attached** the:

- Initial request;
- Document search checklist;
- Schedule of documents;
- Sample schedule of documents;
- Flow chart - steps
- Exemptions checklist.

As an alternative to preparing a schedule of documents, you can forward us an estimate of the following:

- Number of documents;
- Number of relevant pages;
- Number of fully exempt pages (estimate only);
- Number of pages released with deletions;
- Number of third parties to consult.

From these the FOI team will prepare a charges letter. (Exemption numbers are not required at the charges stage, an estimate of exempt pages is fine).

Cabinet documents

If you identify Cabinet Documents in the schedule, you will need to prepare a separate schedule of the Cabinet documents and notify the FOI team ASAP as these documents need to go to PM&C now (PM&C require up to **3 weeks** to provide advice on Cabinet exemptions).

- A PM&C schedule is **attached** for this purpose.

If the FOI Team can be of any assistance, please do not hesitate to call us.

Kind regards

Section 22

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