

Section 22

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**From:** Section 22  
**Sent:** Friday, 21 November 2014 2:32 PM  
**To:** Section 22  
**Subject:** FW: TRIM: FOI 1618 - Mr Blair Davies (Australian Taxi Industry Association - ER2014/05431 [SEC=UNCLASSIFIED]

Hi Section 22

I've come up with a schedule of documents for the FOI. I'll chat with you about it on Monday morning.

Thanks  
Section 22

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**From:** Section 22  
**Sent:** Friday, 21 November 2014 2:00 PM  
**To:** Section 22  
**Subject:** RE: TRIM: FOI 1618 - Mr Blair Davies (Australian Taxi Industry Association - ER2014/05431 [SEC=UNCLASSIFIED]

Thanks Section 22  
Monday will be fine.

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**From:** Section 22  
**Sent:** Friday, 21 November 2014 1:58 PM  
**To:** Section 22  
**Cc:**  
**Subject:** RE: TRIM: FOI 1618 - Mr Blair Davies (Australian Taxi Industry Association - ER2014/05431 [SEC=UNCLASSIFIED]

Hi Section 22

Yes, I am looking at that FOI. I've identified all the documents that I think are within scope, but I've yet to discuss them with Section 22

We should be able to give you a schedule of documents on Monday.

Let me know if you have any questions. I'll be leaving about 2:45pm today, and will be in on Monday morning.

Thanks

Section 22

Competition Policy Review Secretariat  
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**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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