



THE PROCESS FOR ASSESSING AND DETERMINING CLAIMS FOR EXEMPTION

Agency Assessment Phase

Agency considers and prepares exemption application in accordance with the *Agency Exemptions Application Guide*



Application Phase

Applications are made in writing directly to the Commissioner



Agency sets out grounds for exemption

Assessment Phase

OPSSC assess application against guidelines for determining exemptions



OPSSC contacts agency, if required, to obtain further clarification or explanation regarding request



OPSSC conducts exemption assessment using the guidelines set out in the Application Policy Statement and provides a report with recommendations to the Commissioner



Decision Phase

Commissioner considers report and recommendations and makes a decision on the agency request for granting the decision under s25 and s21 of the PSMA



Letter written to agency communicating decision and explaining any conditions or expectations



If Commissioner decides to grant an exemption, a request is made for publishing the exemption in the Government Gazette