

Dear Mr Smith

Freedom of information request no. FOI 15-06

I refer to your request for access to the following documents under the *Freedom of Information Act 1982* (FOI Act):

"1. Current social media policy of the department, which covers departmental use and/or private use by employees in an individual capacity.

2. Any current guidance material which is available for employees to make informed decisions about their private social media use".

I am writing to advise you of my decision that you are liable to pay a charge in respect of the processing of your request. I, Stephen Alchin, am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

In accordance with section 29 of the FOI Act and the *Freedom of Information Charges Regulations 1982*, my preliminary assessment of the charge you are liable to pay is \$280.

Basis for my preliminary assessment of the charge

I have assessed the work Infrastructure Australia would need to do to process your request and have calculated the following breakdown of charges:

Document estimate	
Number of relevant documents	8
Number of relevant pages (or other size descriptor)	120

PROCESSING CHARGES		
Search and retrieval		
Task	Time	Cost @ \$15/hr
Search and retrieval of relevant electronic and registry files	10	\$150
Search and retrieval of relevant pages in file	2	\$30
Preparation of schedule of documents	2	\$30
A. Search and retrieval subtotal	14	\$210
Decision making		
Task	Time	Cost @ \$20/hr
Examination of documents	10	\$200
Consultation with third parties	3	\$60
Preparation of documents for release	1	\$20
Preparation of notice of access decision	5	\$100

Decision making subtotal (before deduction of 5 hours)		\$380
B. Decision making subtotal (after deduction of first 5 hours free)		\$280

[Insert access and delivery charge items as necessary]

ACCESS AND DELIVERY CHARGES		
	No. of pages	Cost
Transcription (\$4.40/page)		
Photocopy (\$0.10/page)		
Other copies (\$4.40/page)		
		Cost
Electronic production (actual cost)		
Replay [replaying of sound or film] (actual cost)		
Delivery (actual cost)		
	Time	Cost
Inspection (@ \$6.25 per half hour)		
C. Access and delivery charges subtotal		Nil

ESTIMATED TOTALS AND DEPOSIT	
ESTIMATED TOTAL (total of A, B and C)	\$280
REQUIRED DEPOSIT	

Your right to contend the charge

Under the FOI Act, you have the right to contend that the charge:

- has been wrongly assessed, or
- should be reduced, or
- should not be imposed.

In deciding whether a charge should be reduced or not imposed, the decision maker in our agency must take into account:

- whether payment of the charge, or part of it, would cause you financial hardship
- whether giving access to the document is in the general public interest or in the interest of a substantial section of the public
- any other relevant matter.

Payment of a deposit

As the charge exceeds \$100, a 25 per cent deposit (\$70) will be sought if the charge is imposed.

The deposit is not refundable except in some limited circumstances (for example, if Infrastructure Australia fails to make a decision on your request within the statutory time limit), or may be refundable in part if the final charge is less than the deposit paid.

Please provide a cheque in the sum of \$70 in favour of Infrastructure Australia and post it to GPO Box 5417 Sydney NSW 2001.

The time you have to respond and what you need to do

You have 30 days to respond in writing to this notice. By that date, you must do one of the following things in writing:

- agree to pay the charge (this will mean that you will not be entitled to access the requested documents until the full charge of \$280 is paid)
- contend that the charge has been wrongly assessed, or should be reduced or not imposed and explain your reasons
- withdraw your request.

Please send your response to:

GPO Box 5417 Sydney NSW 2001

Or

IAFOI@infrastructure.gov.au

If you do not provide us with a written response by 17 June 2016 your request will be taken to have been withdrawn.

The period for processing your request is suspended from the day that you receive this notice and resumes on either the day you pay the charge (in full or the required deposit) or the day on which this agency makes a decision not to impose a charge.

Questions about this notice

If you have any questions or wish to discuss this notice with us, please contact the following officer:

FOI Coordinator

IAFOI@infrastructure.gov.au

8114 1900

Yours sincerely

Infrastructure Australia



Handwritten signature of Stephen Allen dated 18/5/16.