



17 January 2017

Mrs P Gale

Via email foi+request-2803-6b2e0068@righttoknow.org.au

Dear Mrs Gale,

Freedom of Information (FOI) request (ref 160787)

I refer to your application under the *Freedom of Information Act 1989* (ACT) (the Act) received by the University of Canberra on 14 December 2016 for access to:

A copy of the report of the research and development of the index [which was funded by the Commonwealth Department of Education, Higher Education Participation and Partnerships Program Project #14] (*how the research was done, what its findings were, what the index is, etc.*).

I am authorised under section 22 of the Act to make decisions in respect of FOI applications, and under section 80 of the Act can make a decision that an applicant is liable to pay a charge. I have assessed the work the University would need to do to process your request and have estimated the following fee based on the *Freedom of Information (Fees) Determination 2016* (the Determination).

PROCESSING CHARGES		
Search and Retrieval		
Task	Time	Cost \$25.00 per hour
Search	0.5 hours	\$12.50
Retrieval	0.5 hours	\$12.50
A. Search and retrieval total	1 hour	\$25.00
Decision making		
Task	Time	Cost \$33.00 per hour
Examination of document	5 hours	\$165.00
Consultation (internally and externally)	14 hours	\$462.00
Determination	5 hours	\$165.00
Preparation of document for release and notice of access decision	4 hours	\$132.00
Less first 10 hours in accordance with the Determination Item 400 (5)(e)	10 hours	- \$330.00
B. Decision making total	18 hours	\$594.00

ACCESS AND DELIVERY CHARGES		
Task	Pages	Cost \$0.34 per page
Electronic production less first 200 pages in accordance with the Determination Item 400 (5)(f)	100	\$0.00
C. Access and delivery charges total	100 pages	\$0.00
ESTIMATED TOTALS AND DEPOSIT		
ESTIMATED TOTAL (total of A, B and C)		\$619.00
REQUIRED DEPOSIT - 25%		\$155.00

Please note: This fee is an estimated fee based on the estimated time taken to complete your request. The actual fee you will be required to pay will be determined based on the actual time taken to process your request. You will be notified of the final fee on notification of the outcome of your FOI request.

Your right to contend the charge

Under the Act, you have the right to contend 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 FOI Officer 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; and
- any other relevant matter.

Payment of a deposit

As the charge exceeds \$100.00 a 25% deposit is required. The deposit is not refundable except in some limited circumstances (for example, if the University 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.

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

You have 30 days to respond to this letter in writing, therefore a response is required by 16 February 2017. By this date, you must do one of the following things:

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

Please email your response to foi@canberra.edu.au.

If you do not provide us with a written response by 16 February 2017 your request will be taken to have been withdrawn.

The period for processing your request is suspended from the day you receive this letter and resumes on either the day you pay the estimated charge (in-full or the required deposit) or the day on which the University makes a decision not to impose a charge. If you seek full or partial remission of the charge, the University will have 28 days to consider your request and make a decision.

Questions about this letter

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

Ms Kerry Lang
Legal Compliance Officer
Email: Kerry.Lang@canberra.edu.au
Phone: 02 6201 5569

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. O'Sullivan', with a stylized flourish at the end.

Ms Kathleen O'Sullivan
A/g Secretary to Council
University of Canberra