



**Australian Government**  
**Civil Aviation Safety Authority**

LEGAL AFFAIRS, REGULATORY POLICY  
AND INTERNATIONAL STRATEGY

TRIM Ref: F16/5851

27 February 2017

Mr Rob Cumming

By email: Rob Cumming [<mailto:foi+request-2811-196c68e1@righttoknow.org.au>]

Dear Mr Cumming,

**CHARGES NOTICE MADE UNDER THE *FREEDOM OF INFORMATION ACT 1982***

I refer to your email dated 6 December 2016 seeking access to documents under the *Freedom of Information Act 1982* (Cth) (the Act). Your request was:

The following documents are being sought for the purposes of the Freedom of information Act.

In relation to the Removal/ revocation of the E&EC – Ethics and Conduct Committee:

This committee was revoked/ abolished on/about 21st September 2016 in a meeting attended by Mr. Skidmore, Mr. Carmody and others of the senior management group of CASA.

I require:

1. All information relating to the reasoning for the decision; 2. The terms of reference for the decision; 3. The basis for the governance and effects on CASA by the removal; 4. How the decision made will affect the ethical conduct of CASA into the future; 5. How the committee functioned in the past.

All documents including but not limited to:

- Correspondence;
- File Notes;
- Meeting Notes;
- Internal Memo's;
- Diary/ calendar entries;
- Telephone records;
- All data electronically collected, being by mobile phone, Dictaphone, tape recorder or mp3/4 recorder or other means · E-mails; · All database entries including entries into Sky Sentinel and AIRS; · All supervisory staff records relating to the matter; · If referred to the CASA Board, all related Board minutes, discussions and recommendations made to advise CASA as to direction for the Board in relation to this request.

On 13 January 2017 you agreed to narrow the scope of your request as follows:

(1) all documents regarding why the Committee was abolished; and

(2) documentation stating the purpose and functioning of the Committee when it was functioning.

On 7 February 2017 I made a decision to impose charges in the amount of \$61.88 in relation to your application. On 27 February 2017 you agreed to these charges.

### **What you must do now**

Payment of \$61.88 (GST free) can be made by credit card by completing the attached form and sending back for processing.

Alternatively, if you wish to pay by direct deposit (see attached form for details), please ensure that you quote 'FOI F16/5851' when making the payment so we can clearly identify it. Once the payment has been made, please email [accounts.receivable@casa.gov.au](mailto:accounts.receivable@casa.gov.au) and copy me into the email so I am aware what date the payment was made so I can continue processing your request.

Under section 31 of the Act, the time limit for processing your request will resume on the day you pay the charge (or when the cheque has cleared).

### **Your rights of review**

If you disagree with CASA's decision to impose a charge or the amount of \$61.88, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision, namely internal review by CASA or external review by the Office of the Australian Information Commissioner (OAIC).

#### **Internal review**

You can ask CASA to review its decision to impose a charge and/or the preliminary assessment of the charge. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless CASA extends the application time. You should contact CASA if you wish to seek an extension. CASA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by another CASA delegate. An application for review should be addressed to the Freedom of Information Coordinator at the address below:

Freedom of Information  
Legal Services Division  
Civil Aviation Safety Authority  
GPO Box 2005, Canberra ACT 2601

#### **Review by the Australian Information Commissioner**

You can ask the OAIC to review CASA's decision to impose a charge. The Information Commissioner is an independent office holder who can review the decisions of agencies and ministers under the Act. You do not need to seek an internal review from CASA before seeking a review by the Information Commissioner.

The Information Commissioner's review is free. You must apply to the Information Commissioner within 60 days of being given notice of the decision. You can ask the Information Commissioner for an extension of time to apply, and this may be granted if the Information Commissioner considers it is reasonable in the circumstances.

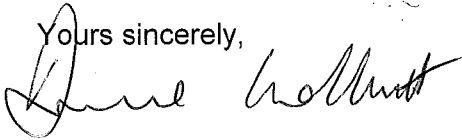
You must apply in writing and you can lodge your application in one of the following ways:

online: <http://www.oaic.gov.au/freedom-of-information/requesting-a-review>  
email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)  
post: GPO Box 2999, Canberra ACT 2601

More information about Information Commissioner Review is available from  
<http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

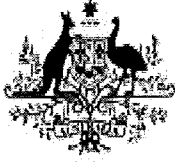
Please do not hesitate to contact me if you have any questions in relation to your request.

Yours sincerely,



David Gobbitt  
A/g Freedom of Information Coordinator  
Legal Affairs, Regulatory Policy and International Strategy Branch

Email address: [david.gobbitt@casa.gov.au](mailto:david.gobbitt@casa.gov.au)



# Freedom of Information Remittance Advice

**Name: Rob Cumming**

**FOI Reference: F16/5851**

**General Ledger Codes: 7000-100001-1181**

**Amount: \$61.88**

**For payment by Cheque:**

BSB:  
Cheque Number:  
Account Number:  
Cheque Name:

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**For payment by Credit Card:**

Please debit my:     MasterCard  
                               Visa

Card Number:                        

Expiry Date:    \_\_\_\_/\_\_\_\_

.....  
Card Holder Name (Please Print)

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Card Holder signature