

3 November 2017

Mr Dan Monceau

Via email: foi+request-4176-dda26c3c@righttoknow.org.au

Maggie Shapley
Associate Director
Records & Archives
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CRICOS Provider No. 00120C

Dear Mr Monceau

Freedom of Information Request No. 201700043

I refer to your request, under the *Freedom of Information Act 1982*. I have taken your request to be for access to:

Electronic copies of documentation related to the Nuclear Fuel Cycle Symposium that was held by the ANU's Energy Change Institute in April 2017:

- 1) the event invitation/advertisement that was sent to prospective attendees*
- 2) list of all persons who participated in and/or attended the event.*
- 3) running sheet, schedule and/or agenda for the symposium*
- 4) any other documents (including powerpoint files, hand-outs etc.) that were presented or distributed during the event.*

We received your request on 27 October 2017 and the 30 day statutory period for processing your request commenced from the day after that date. The period of 30 days may be extended if we need to consult third parties or for other reasons. We will advise you if this happens.

Charges

I am also writing to advise you of my decision that you are liable to pay a charge in respect of the processing of your request. I 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 \$60.

Basis for my preliminary assessment of the charge

I have assessed the work The Australian National University (ANU) would need to do to process your request and have calculated the following breakdown of charges:

PROCESSING CHARGES		
Search and retrieval		
Task	Time	Cost @ \$15/hr
Search and retrieval of relevant documents	1 hour	\$15

Preparation of schedule of documents	1 hour	\$15
A. Search and retrieval subtotal	2 hours	\$30
Decision making		
Task	Time	Cost @ \$20/hr
Examination of documents	3 hours	\$60
Preparation of documents for release	2 hours	\$40
Preparation of notice of access decision	1 hour	\$20
Decision making subtotal (before deduction of 5 hours)	7 hours	\$140
B. Decision making subtotal (after deduction of first 5 hours free)	1 hours	\$30

ESTIMATED TOTALS AND DEPOSIT	
ESTIMATED TOTAL	\$60
REQUIRED DEPOSIT	\$20

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 documents is in the general public interest or in the interest of a substantial section of the public
- any other relevant matter.

Payment of charges

As the charge exceeds \$25, a deposit of \$20 will be sought.

The deposit is not refundable except in some limited circumstances (for example, if the ANU 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.

Payments to The Australian National University can be made by direct deposit to the following bank account:

Bank: NATIONAL AUSTRALIA BANK
Branch: CANBERRA CITY, LONDON CIRCUIT & AINSLIE AVE CIVIC SQUARE, AUSTRALIAN CAPITAL TERRITORY (ACT), AUSTRALIA. 2601
BSB: 082-902

Account Number: 674507553

Account Name: THE AUSTRALIAN NATIONAL UNIVERSITY GENERAL ACCOUNT

Reference: FREEDOM OF INFORMATION REQUEST

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

You have 30 days to respond in writing to this notice. We therefore expect a response from you by **3 December 2017**. 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 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: foi@anu.edu.au

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.

If you do not provide us with a written response by 3 December 2017 your request will be taken to have been withdrawn.

More information about charges under the FOI Act is available in Fact Sheet 7 on the Office of the Australian Information Commissioner's website: <http://www.oaic.gov.au/freedom-of-information/foi-resources/freedom-of-information-fact-sheets/foi-fact-sheet-7-freedom-of-information-charges> and the *Guidelines issued by the Australian Information Commissioner under s 93A of the Freedom of Information Act 1982, Part 4 (Charges for providing access)*: <https://www.oaic.gov.au/freedom-of-information/foi-guidelines/part-4-charges-for-providing-access>.

Please note that information released under the FOI Act may later be published online on our disclosure log http://foi.anu.edu.au/ips/disclosure_log/disclosure_log.php, subject to certain exceptions. (For example, personal information will not be published where this would be unreasonable.)

We will contact you using the email address and phone number you provided. Please advise if you would prefer us to use an alternative means of contact. If you have any questions regarding your request, please feel free to contact me.

Yours sincerely



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