

5 October 2018

Mr Abdul Hai  
Via email: [foi+request-4780-28e86423@righttoknow.org.au](mailto:foi+request-4780-28e86423@righttoknow.org.au)

David Brumby  
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CRICOS Provider No. 00120C

Dear Mr Hai

***Freedom of Information Request No. 201800062***

On 20 September 2018, The Australian National University (ANU) received your request for access to documents under the *Freedom of Information Act 1982*.

I have understood your request for access to documents to mean:

1. *The University's policies concerning Massive Open Online Courses (MOOCs)*
2. *Contracts the University has with third party platform providers in regards to MOOCs*

I am an officer authorised under section 23 of the FOI Act to make decisions in respect of requests to access documents.

With regard to your FOI request, please be advised that you are liable to pay a charge for the processing of your request. In accordance with section 29 of the FOI Act and the *Freedom of Information Charges Regulations 1982*, my preliminary assessment of total charges payable is **\$30**.

***Basis for my preliminary assessment of the charge***

I have assessed the work the ANU would need to undertake 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 hours	\$15
Preparation of schedule of documents	1 hours	\$15
<b>A. Search and retrieval subtotal</b>	<b>3 hours</b>	<b>\$30</b>
Decision making		
Task	Time	Cost @ \$20/hr
Examination of documents and consultation with third parties	3 hours	\$60
Preparation of documents for release	1 hours	\$20
Preparation of notice of access decision	1 hours	\$20

<b>Decision making subtotal (before deduction of 5 hours)</b>	<b>5 hours</b>	<b>\$100</b>
<b>B. Decision making subtotal (after deduction of first 5 hours free)</b>	<b>0 hours</b>	<b>\$0</b>

<b>ESTIMATED TOTALS AND DEPOSIT</b>	
<b>ESTIMATED TOTAL</b>	<b>\$30</b>
<b>REQUIRED DEPOSIT</b>	<b>\$20</b>

### ***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 a deposit***

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 Avenue, Civic Square  
 Australian Capital Territory (ACT), Australia 2601  
**BSB:** 082-902  
**Account No:** 674507553  
**Account Name:** The Australian National University General Account

### ***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 November 2018**. 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](mailto: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 November 2018** 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>

Should you have any queries, please contact the FOI Coordinator on +61 2 6125 4237 or email at [foi@anu.edu.au](mailto:foi@anu.edu.au).

Yours sincerely



David Brumby  
FOI Coordinator  
University Records