

5 October 2018

David Brumby
FOI Coordinator
University Records
The Australian National University
10A East Road
Canberra ACT 2601

Ms Sarah Wright
Sent by email: foi+request-4850-b74973fc@righttoknow.org.au

+61 2 6125 4237
foi@anu.edu.au

CRICOS Provider No. 00120C

Dear Ms Wright

Freedom of Information Request No. 201800066

On 28 September 2018, The Australian National University (ANU) received your request for access to documents under the *Freedom of Information Act 1982*.

You have requested access to the following documents:

1. *All agreements, such as Memorandums of Understanding, agreed between the Australian National University Crawford School of Public Policy and the ANU Law School, and the Commonwealth Parliamentary Library in the last two years.*
2. *All documents related to the negotiation and concluding of those agreements.*
3. *All documents related to the interactions between the Parliamentary Library and each of the Crawford School of Public Policy and the ANU Law School since those agreements came into effect.*
4. *All documents related to requests from the Parliamentary Library for work or services (however described) under those agreements*
5. *All work performed under those agreements.*

I am an officer authorised under section 23 of the FOI Act to make decisions in respect of requests to access documents. The statutory timeframe for processing a request is 30 days from the date upon which your application was received by the ANU. Should a third party consultation be required, your request may be extended by an additional 30 days. We will advise you if this happens.

Charges

I am also writing to advise you 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 **\$400**.

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	22 hours	\$330
Preparation of schedule of documents	2 hour	\$30
A. Search and retrieval subtotal	30 hours	\$360
Decision making		
Task	Time	Cost @ \$20/hr
Examination of documents and consultation with third parties	3 hours	\$60
Preparation of documents for release	3 hours	\$60
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)	2 hours	\$40

ESTIMATED TOTALS AND DEPOSIT	
ESTIMATED TOTAL	\$400
REQUIRED DEPOSIT	\$80

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 \$100, a deposit of \$80 (25%) is required.

Please be advised that 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

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.

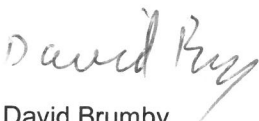
If you do not provide us with a written response by **3 November 2018** your request will be taken to have been withdrawn.

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>

Where documents are released to you in response to your request, the ANU may be required to publish these documents on its website within 10 working days in accordance with section 11C of the FOI Act. Publication will not be required where the documents contain personal or business affairs information.

Should you wish to discuss your request, please contact the Freedom of Information Coordinator on +61 2 6125 4237 or email at foi@anu.edu.au.

Yours sincerely



David Brumby
FOI Coordinator
University Records