



CSIRO  
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 ABN 41 687 119 230

5 December 2022

**Our ref: FOI2022/59**

s 22 - Excluded from scope by applicant  
 (personal information of FOI applicant)

### Freedom of Information request - Processing Update and Notice of Charge

I refer to your request under the *Freedom of Information Act 1982* ("FOI Act") on 10 November 2022 for access to:

*"a copy of the Commonwealth Scientific and Industrial Research Organisation's estimates briefing pack, including back pocket briefs, for the 2022 October and November Budget Estimates."*

Thank you for your email on 24 November 2022 confirming that –

1. You are *"not interested in duplicate copies of documents or documents that have already been publicly released on media releases, media articles or media statements"* and
2. You are *"also happy to have the names of all junior departmental officials, and external third parties and any personal contact details to be redacted."*

I am writing to provide you with an update and 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.

### Update

Following consultation with relevant CSIRO staff, CSIRO's FOI team have collated relevant documents and commenced reviewing them to assess whether information can be released to you under the FOI Act. We shortly plan to commence necessary consultation with several parties in order to obtain all relevant information that will assist in decision-making in accordance with the FOI Act and relevant FOI guidelines provided by the Office of the Australian Information Commissioner (OAIC).

### Decision

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 \$913.50.

CSIRO  
 Australia's National Science Agency

### Basis for my preliminary assessment of the charge

We have assessed the work that CSIRO would need to do to process your request and have calculated the following breakdown of charges:

Document estimate		
Number of relevant pages (or other size descriptor)		285
PROCESSING CHARGES		
Search and retrieval		
Task	Time	Cost @ \$15/hr
Search and retrieval of relevant electronic and registry files & Search and retrieval of relevant pages in file and preparation of schedule of documents	4.70	\$70.50
<b>A. Search and retrieval subtotal</b>	<b>4.70</b>	<b>\$70.50</b>
Decision making		
Task	Time	Cost @ \$20/hr
Examination of documents (5 mins per page)	23.75	\$475.00
Consultation with third parties	10.00	\$200.00
Preparation of documents for release (5 mins per page for redactions)	14.25	\$285.00
Preparation of notice of access decision (3 hours for decision)	2.68	\$53.50
<i>Decision making subtotal (before deduction of 5 hours)</i>	<i>50.68</i>	<i>\$1,013.50</i>
<b>B. Decision making subtotal (after deduction of first 5 hours free)</b>	<b>45.68</b>	<b>\$913.50</b>

I note that since I will provide the documents relevant to your request, electronically, there will be no delivery/postage fee.

ESTIMATED TOTALS AND DEPOSIT	
ESTIMATED TOTAL (total of A and B)	\$984.00
REQUIRED DEPOSIT	\$246.00

### 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, CSIRO's FOI decision maker must take into account:

- i. whether payment of the charge, or part of it, would cause you financial hardship;
- ii. whether giving access to the document[s] is in the general public interest or in the interest of a substantial section of the public; and
- iii. any other relevant matter.

### Payment of a deposit

As the charge exceeds \$100, a 25% deposit, namely, **\$246.00** will be sought if the charge is imposed.

The deposit is not refundable except in some limited circumstances or may be refundable in part if the final charge is less than the deposit paid.

**Your electronic payment should be made to:**

Acc Name: CSIRO Collectors Receipts  
Acc Number: 53-221-1423  
BSB: 082-902  
Description/Reference: FOI2022/59 - Charges

Please also send an email to [foi@csiro.au](mailto:foi@csiro.au) and a copy to [csiro-accountsreceivable@csiro.au](mailto:csiro-accountsreceivable@csiro.au) to confirm a transfer of funds has been made. Please note in your correspondence that the payment was for your FOI request and note my name - *Annabel Kent*.

**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 **4 January 2023**. 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 (other than any inspection charge) is paid);
- contend that the charge has been wrongly assessed, or should be reduced or not imposed and explain your reasons; or
- withdraw your request.

Please send your response to:

Att: Annabel Kent  
[FOI@csiro.au](mailto:FOI@csiro.au)

If you do not provide us with a written response by 4 January 2023, your request will be taken to have been withdrawn.

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 CSIRO makes a decision not to impose a charge.

**Questions about this notice**

If you have any questions or wish to discuss this notice with us, please contact me.

More information about charges under the FOI Act is available in Fact Sheet 7 on the Office of the Australian Information Commissioner's website and in part 4 of the Australian Information Commissioner's FOI guidelines: [www.oaic.gov.au/publications/guidelines.html#foi\\_guidelines](http://www.oaic.gov.au/publications/guidelines.html#foi_guidelines).

Yours sincerely,



Annabel Kent  
Legal Counsel  
CSIRO

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Australia's National Science Agency