

Mr Jackson Gothe-Snape
foi+request-2261-4935c9cd@righttoknow.org.au

Dear Mr Gothe-Snape

I refer to your request to the ACT Education and Training Directorate made under the ACT *Freedom of Information Act 1989* (the FOI Act) on 19 September 2016.

Your request

Your request advises that you are specifically seeking the following information:

Could you please provide a copy of diaries of the Minister or Ministers in your portfolio for Monday 5 September to Friday 9 September 2016 (inclusive).

For the definition of diary under this request please use the meaning of diary in the ACT Freedom of Information Act 2016.

My decision

I am an authorised officer under section 22 of the FOI Act to make a decision in relation to your request. Officers of the Education Directorate have conducted searches of electronic and paper files for documents that may pertain to your request. However, no relevant documents have been identified.

I am satisfied that no documents relevant to your request are held within the Education Directorate.

My advice that no documents exist constitutes a technical refusal under the FOI Act.

Your rights for review

Under section 59 of the FOI Act, you may request a review of my decision. You have 28 days from the date you were notified of the decision to request an internal review of my decision.

It is also appealable if, in your opinion, you do not believe that all the documents relevant to your request in the possession of the Directorate have been located.



An information sheet outlining the review and appeal process provided for in the FOI Act is attached to this letter.

Charges

I have decided under section 29 of the FOI Act not to impose processing charges for this request.

Yours sincerely

FOI Adviser

FOI Adviser
Governance and Legal Liaison

17 October 2016

Freedom of Information Act 1989

Review and Appeal Processes

Internal review

You may request a review of a decision made under the *Freedom of Information Act 1989* (ACT). Requests for review must be made in writing to the Education Directorate. Requests can be sent by fax (02 6205 9453) or by mail to:

The Director-General
C/- Governance Branch
ACT Education Directorate
PO Box 158
CANBERRA CITY ACT 2601

You have **28 days** from the date you were notified of the decision to request a review. This period may be extended by the Director-General.

ACT Civil and Administrative Tribunal

If you are not satisfied after the Directorate has conducted an internal review, you may seek an independent review of the decision by the ACT Civil and Administrative Tribunal. The Tribunal is an independent body which can affirm, change or reject the decision made by the Directorate and either substitute its own decision or send the matter back to the Directorate for reconsideration in accordance with the Tribunal's recommendations.

The Tribunal can be contacted by fax (02 6205 4855), email (tribunal@act.gov.au) or by mail to:

ACT Civil and Administrative Tribunal
DX5691
GPO Box 370
CANBERRA CITY ACT 2601

An appeal must be filed in the Tribunal within 28 days after the internal review decision is made although you may seek an extension of time in certain circumstances.

An application for a review may be made by writing to the Tribunal, or by completing the *Application for Review of a Decision* form (available on the Tribunal's website at www.acat.act.gov.au). There is a fee for lodging an appeal with the Tribunal. This fee may be remitted under certain circumstances.

ACT Ombudsman

You also have the right to complain to the ACT Ombudsman about the processing of your request. If you wish to lodge a complaint you should write to:

ACT Ombudsman
GPO Box 442
CANBERRA CITY ACT 2601

The ACT Ombudsman cannot override a decision made by the Directorate.