

24 September 2019

ZF

Via email: ZF <foi+request-5569-576ac6b0@righttoknow.org.au>

David Brumby
FOI Coordinator
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CRICOS Provider No. 00120C

Dear ZF

Freedom of Information Request No 201900044

I refer to your correspondence received on 10 August 2019 seeking access to documents held by The Australian National University under the *Freedom of Information Act 1982* (the FOI Act).

I have taken your request to be for access to copies of the following documents:

- *current internal process of handling students' appeals received on [assoc.dean.edu.cecs](mailto:assoc.dean.edu.cecs@anu.edu.au) at anu.edu.au*
- *who have the access to this email account, who are supposed to monitor the email account daily and how they are supposed to act after receiving emails*
- *the guidelines/processes according to which he/she should work*

I, David Brumby, being an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests. I am writing to tell you that I believe that your request does not adequately identify the desired documents you are requesting access to under section 24AA(1)(b) of the FOI Act.

On this basis, I intend to refuse access to the documents you requested. However, before I make a final decision to do this, you have an opportunity to revise your request. This is called a 'request consultation process' as set out under section 24AB of the FOI Act. You have 14 days to respond to this notice in one of the ways set out below.

Why I intend to refuse your request

In your email request of 10 August 2019, I took your request for access to copies of the following documents:

- *current internal process of handling students' appeals received on [assoc.dean.edu.cecs](mailto:assoc.dean.edu.cecs@anu.edu.au) at anu.edu.au*
- *who have the access to this email account, who are supposed to monitor the email account daily and how they are supposed to act after receiving emails.*
- *the guidelines/processes according to which he/she should work.*

On 16 August 2019, you were emailed asking for you clarify the scope of your request by identifying:

- *clarify what documents you are seeking that may contain this information.*

- Provide sufficient information to enable us to identify the documents you are seeking; for example- correspondence, procedures.
- Specify a particular date range for the documents you are seeking.

On 10 September 2019, you were sent a reminder again asking for clarification regarding the scope of your request.

I note that you have not responded to the email messages sent to you on 16 August 2019 and 10 September 2019.

I have decided that a practical refusal reason exists because previous consultation with you under section 15(3) has failed to clarify the scope of the request and provide such information as is reasonably necessary to enable a responsible officer to identify the document(s) requested, as is required by section 15(2)(b) of the FOI Act.

Request consultation process

You now have an opportunity to revise your request to enable it to proceed.

Revising your request can mean providing more details concerning the documents you wish to access. For example, by providing more specific information so that our agency will be able to pinpoint the documents you are seeking access to.

Before the end of the consultation period, you must do one of the following, in writing:

- Withdraw your request,
- Make a revised request, or
- Tell us that you do not wish to revise your request.


The consultation period runs for 14 days and starts on the day after you receive this notice.

During this period, you are welcome to seek assistance from me. If you revise your request in a way that adequately addresses the practical refusal grounds outlined above, we will recommence processing it. (Please note that the time taken to consult you regarding the scope of your request is not taken into account for the purposes of the 30-day time limit for processing your request.)

If you do not do one of the three things listed above during the consultation period, your request will be taken to have been withdrawn.

Should you have any questions regarding this notice please feel free to contact me using the details below.

Yours sincerely



David Brumby
FOI Coordinator