

RIGHTtoKNOW

By email: foi+request-6521-b9a6908f@righttoknow.org.au

Dear Sir/Madam,

Freedom of Information (FOI) Request – 23 July 2020

I refer to your application received by Canberra Institute of Technology (CIT) on 23 July in which you sought access to information under the Freedom of Information Act 2016 (the Act).

Your application indicates that you seek copies of the following documents to be provided:

“details on students enrolled in various sectors at your institute. Kindly provide with a number of international students enrolled at your institute in various courses with their nationality.”

In order to process your application we firstly require clarification from you regarding the scope of your request. Please provide further advice in response to the clarification questions below:

1. What are the ‘details’ of students you are seeking?
2. What are the ‘sectors at your institute’ you are referring to?
3. What are the ‘various courses’ you are referring to?
4. What date/or dates are you seeking the requested information to relate to?

In accordance with section 34(4) of the Act, processing of this request has been suspended until the requested information above is provided.

In accordance with section 36 (6) of the Act we must decide on your application if you respond to the clarification request within 3 months after the request was made however we need not deal further with your application if it is suspended under subsection (4) for 3 months or longer.

Third Party Consultation

In considering your application, consultation with relevant third parties may be required. If this is the case you will be notified to this effect and advised of a revised decision due date in respect of your application. In line with the Act, if third party consultation is required, the due date may be extended by 15 working days.

Charges

Please be aware that processing charges may be payable in relation to your request. Should you be liable to pay a processing charge, you will be notified in writing of the preliminary assessment and given the opportunity to make an application that the charge should be remitted in whole or in part. This may affect the time within which your application is processed.

Open Access information

The FOI Act requires that details regarding your request such as your application, decision notices, and information released to you, must be recorded in the agency disclosure log and be made publically available three working days after a decision on access has been given to you. Please be aware that while no personal information will be included in the published information all other information will be published on:

https://cit.edu.au/about/freedom_of_information/disclosure_log

Yours sincerely



Alice Clements

Ag Executive Director, Corporate Services &
Information Officer

14 August 2020