

**2018**

**THE LEGISLATIVE ASSEMBLY  
FOR THE AUSTRALIAN CAPITAL TERRITORY**

**Canberra Institute of Technology**

**Notice provided to the Ombudsman under Section 39 of the *Freedom  
of Information Act 2016***

**Presented by  
Meegan Fitzharris MLA  
Minister for Higher Education, Training and Research**

ACT Ombudsman  
GPO Box 442  
Canberra ACT 2601  
[ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Dear Ombudsman

## **FREEDOM OF INFORMATION REQUEST – DECISION NOT MADE IN TIME**

I refer to an access application received by the Canberra Institute of Technology (CIT) on 3 January 2018 made under the *Freedom of Information Act 2016* (the Act), to a range of policy documents used in processing recognition of prior learning (RPL) applications and particular documentation in relation to the processing of an RPL application made by the applicant.

I am writing to inform you that a decision in regard to the release of the requested information was not made in the time allowed under section 40 or extended under section 41 or section 42 of the Act.

Unfortunately, this was an administrative oversight by CIT as the request was received in a central email box that was managed by an officer who was on leave at the time. On their return the email was opened, but was not provided to the Freedom of Information Coordinator.

The application was subsequently emailed to the Executive Director, Industry and Business Engagement, as an attachment on 22 January 2018. This was inadvertently overlooked by the Executive Director at that time, expecting this was being managed through the FOI process, as he was dealing with a range of other complaints and FOI applications made by the applicant and was trying to organise a face to face meeting with the applicant to resolve the applicant's issues.

CIT was made aware of this oversight in an email sent by the applicant on 20 February 2018 advising that CIT had not provided a decision on the application in the time allowed.

Despite the time to decide having expired, CIT will now deal with the application as soon as practically possible.

Yours sincerely

Grace Concannon  
FOI Coordinator  
Canberra Institute of Technology  
28 February 2018