

Our reference: CIT FOI 2025–010(2)

By email: [REDACTED]

DECISION ON YOUR ACCESS APPLICATION – CIT FOI 2025-010(2)

I refer to your access application made under the *Freedom of Information Act 2016* (FOI Act) received by Canberra Institute of Technology (CIT) on 15 October 2025.

In your application you requested access to the following information that may be held by CIT:

“All written references or notes of discussions to the evaluation panel provided by CIT staff and board members nominated as referees by Think Garden in relation to Think Garden's tender response to the RFQ that led to Think Garden's sixth contract with CIT.”

Authority

I am a Senior Executive officer appointed as a CIT Information Officer to make decisions about access to government information, in accordance with Section 18 of the FOI Act.

Timeframes

In accordance with Section 40 of the FOI Act, CIT is required to provide a decision on your access application within 30 days. Accordingly, CIT was required to respond to your application by 25 November 2025.

Document Search and Material Considered

A search of email records held by CIT were undertaken by the ACT Government Digital Data and Technology Solutions on behalf of CIT to identify and locate emails within scope of your access request. The search covered the period from January 2018 to October 2025.

In addition, comprehensive searches were undertaken within CIT's records management system (TRIM) and hardcopy documents to identify and locate any documents within the scope of your request.

Decision

CIT's search of electronic and hardcopy documents has failed to identify any documents in relation to your request. The searches were conducted using the information you provided.

I am satisfied that reasonable and thorough searches have been carried out and that CIT does not hold any information relevant to your request.

Charges

You have not been charged for this request.

Disclosure Log

Section 28 of the FOI Act requires publication of access applications and any information subsequently released on CIT's disclosure log at:

[https://cit.edu.au/about/freedom of information/disclosure log](https://cit.edu.au/about/freedom-of-information/disclosure-log).

Review Rights

You may apply to the ACT Ombudsman to review my decision under Section 73 of the FOI Act.

An application for review must be made in writing within 20 days of the date of my decision.

You may submit a request for review of my decision to the ACT Ombudsman by writing in one of the following ways:

Email (preferred): actfoi@ombudsman.gov.au

Post: The ACT Ombudsman

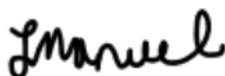
GPO Box 442

CANBERRA ACT 2601

More information about ACT Ombudsman review is available on the ACT Ombudsman website at:

<http://www.ombudsman.act.gov.au/improving-the-act/freedom-of-information>.

Yours sincerely

**Tania Manuel**

Executive Branch Manager, Policy and Governance

Canberra Institute of Technology

24 November 2025