

From: [Freedom of Information](#)
To: [Office of the Vice-Chancellor](#); [Vice-Chancellor EO](#)
Subject: FOI Request 202500276 - Search and Retrieval Process
Date: Tuesday, 25 November 2025 3:33:00 PM
Attachments: [1. Search and Retrieval Schedule.docx](#)
[2. Attestation of Search.docx](#)

Good afternoon

I am writing to you because the University has received a Freedom of Information (FOI) request that identifies documents likely held by you or someone within your portfolio.

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The request is as follows:

'I am requesting any documents and communications, including email, Signal, Teams or other messaging platforms, which document the decision to engage an external company, 'Shapeshifters Creative' to produce collateral in relation to the Nixon working groups. Specifically, I am requesting:

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If you have any questions about the scope of the request or in undertaking this search please contact me as soon as possible. Thank you for your assistance.

Kind regards,

s.47F Personal privacy

FOI Team
University Governance Office
The Australian National University

Email: foi@anu.edu.au

Web: <https://www.anu.edu.au/freedom-of-information>

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider Code:
00120C | ABN: 52 234 063 906

No.	Date	No. of pages	Description of document	Concerns relating to document or material therein.
1	11/11/2011	11	Report on the Number 11	I am concerned about the release of any information relating to Number 10, Number 12 who are private individuals that provided information to the University for the purpose of this report.

Please delete the **YELLOW highlighted text** – this is here solely to give you an example of how to fill this in.

If you require additional rows, please insert them as necessary.



Australian
National
University

XX XXX 202X

Attestation of Searches in relation to FOI Request XXXXXXXXXX

I, [Full Name], [Position/Title], hereby attest that:

1. I have conducted all reasonable searches for documents relevant to the FOI request [Request Number], in accordance with the *Freedom of Information Act 1982* (Cth).
2. The documents that I have provided in response to this request represent all documents that I reasonably believe to exist that are relevant to the scope of the request.
3. To the best of my knowledge, no further documents falling within the scope of the request exist or have been omitted.

Signed: _____

Name: _____

Position: _____

Area: _____

Date: _____

The Australian National University
Canberra 2600, ACT Australia

From: [Vice-Chancellor EO](#)
To: [Freedom of Information; Office of the Vice-Chancellor](#)
Cc: [Executive Officer to the Provost](#)
Subject: Re: FOI Request 202500276 - Search - Initial Response
Date: Tuesday, 25 November 2025 4:50:01 PM

Dear s.47F Personal privacy

I'm afraid we have to push back on this request because we need more clarity around scope.

Does the applicant provide a date range? With regards to points 1, 3 and 4, is the applicant referring to engagement of external consultants for the purpose of the Nixon Review or in general (*if the latter, it would most certainly be a practical refusal given the lack of proper scope*).

Let me know if you'd like to discuss.

Best regards,

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Office of the Interim Vice-Chancellor & Provost
The Australian National University
Chancery Building, 10 East Road Acton ACT 2601

T: 02 6125 7729 | E: eo.vc@anu.edu.au | W: www.anu.edu.au

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider: 00120C | ABN: 52 234 063 906

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From: Freedom of Information <foi@anu.edu.au>

Date: Tuesday, 25 November 2025 at 3:33 pm

To: Office of the Vice-Chancellor <ovc@anu.edu.au>, Vice-Chancellor EO
<eo.vc@anu.edu.au>

Subject: FOI Request 202500276 - Search and Retrieval Process

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University Governance Office

The Australian National University

Email: foi@anu.edu.au

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TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider Code:
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From: [Freedom of Information](#)
To: [Vice-Chancellor EO](#)
Subject: RE: FOI Request 202500276 - Search and Retrieval Process
Date: Tuesday, 25 November 2025 4:52:00 PM

Hi s.47F Personal privacy

If you can confirm that the current scope does not allow for all reasonable searches to be done, then I can do a Practical Refusal on that basis.

Regards

s.47F Personal privacy

From: Vice-Chancellor EO <eo.vc@anu.edu.au>
Sent: Tuesday, 25 November 2025 4:50 PM
To: Freedom of Information <foi@anu.edu.au>; Office of the Vice-Chancellor <ovc@anu.edu.au>
Cc: Executive Officer to the Provost <eo.provost@anu.edu.au>
Subject: Re: FOI Request 202500276 - Search and Retrieval Process

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00120C | ABN: 52 234 063 906

From: [Vice-Chancellor EO](#)
To: [Freedom of Information](#)
Subject: Re: FOI Request 202500276 - Search and Retrieval Process- Further response
Date: Tuesday, 25 November 2025 4:55:01 PM

Thanks, 

I can confirm that given the current scope of the request, we are unable to conduct all reasonable searches.

Best regards,





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T: 02 6125 7729 | E: eo.vc@anu.edu.au | W: www.anu.edu.au

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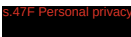
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To: Vice-Chancellor EO <eo.vc@anu.edu.au>

Subject: RE: FOI Request 202500276 - Search and Retrieval Process

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Subject: RE: FOI Request 202500276 - Search and Retrieval Process
Date: Tuesday, 25 November 2025 5:14:00 PM

Thank you. I will issue a Practical refusal on that basis

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- 3. Whether an exemption was sought for procurement of these external services; and who authorised the use of the consultant.*
- 4. Any emails, documents, Signal or other messaging platforms held by the IVC Office or the IVC about the decision to use a third party to complete work for ANU; and why this decision has not been communicated transparently to the broader ANU staff community.*

Given the subject of the request, we believe relevant documents will be held by you or your team, however, if you feel there is someone more appropriate for us to liaise with in relation to this request, please let us know at your earliest convenience.

Timeframe

So that we may respond to the request within the timeframes set out within FOI legislation, I would be grateful if you can provide us with any documents within scope of the request by **COB 2 December 2025**.

If it becomes apparent that there will a large number of documents (>100) or significant time needed to undertake searches (> 5 hours) please contact us to discuss.

Search and Retrieval Schedule

Please complete the attached document called 'Search and Retrieval Schedule'. You should include the following:

- **Number** the document You should number documents that you provide to the FOI team, these numbers should correspond to the 'Document Number' in the *Search and Retrieval Schedule*.
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included on the document

- **Any concerns you have** with material contained in the document – provide as much detail as possible, reference specific pages or information within the document and provide context to assist the FOI team in determining appropriate exemptions/redactions – this should be considered your sole opportunity to articulate any concerns you may have. For an idea of what kind of material can be redacted, please review the following link:
<https://www.oaic.gov.au/freedom-of-information/guidance-and-advice/exemptions-and-conditional-exemptions-under-the-freedom-of-information-act-1982>

Unmarked Documentation

You must provide unmarked/unredacted documents to the FOI team for them to process. It is the responsibility of the FOI team to assess and redact documents in accordance with the provisions of the FOI Act.

Charges

Charges may be able to be applied for this request. So that we can determine this and calculate any applicable charges, please provide information on:

- Time spent searching for and retrieving documents;
- Staff involved in search.

Attestation of Search

Once you have completed the Search and Retrieval Process and are ready to provide the documentation back to the FOI team, you must sign the '*Attestation of Search*' document that is attached to this email. This can be either wet inked and scanned or docusigned. The reason this document is used is to provide the regulatory body with assurance that the ANU is taking all reasonable and necessary steps to locate and process documentation that could be relevant to an FOI request. Please note that this document will be released to FOI applicants where required.

If you have any questions about the scope of the request or in undertaking this search please contact me as soon as possible. Thank you for your assistance.

Kind regards,

s.47F Personal privacy

FOI Team

University Governance Office

The Australian National University

Email: foi@anu.edu.au

Web: <https://www.anu.edu.au/freedom-of-information>

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider Code:
00120C | ABN: 52 234 063 906

From: [Freedom of Information](#)
To: [Vice-Chancellor EO](#)
Subject: RE: FOI Request 202500276 - Search and Retrieval Process- Further response
Date: Tuesday, 25 November 2025 6:52:00 PM

Hi s.47F Personal privacy,

I have now issued the Practical Refusal. I will get back to you if the applicant successfully revises the scope of the request.

Regards

s.47F Personal privacy

From: Vice-Chancellor EO <eo.vc@anu.edu.au>
Sent: Tuesday, 25 November 2025 4:55 PM
To: Freedom of Information <foi@anu.edu.au>
Subject: Re: FOI Request 202500276 - Search and Retrieval Process- Further response

Thanks, s.47F Personal privacy

I can confirm that given the current scope of the request, we are unable to conduct all reasonable searches.

Best regards,

s.47F Personal privacy

s.47F Personal privacy

Office of the Interim Vice-Chancellor & Provost
The Australian National University
Chancelry Building, 10 East Road Acton ACT 2601

T: 02 6125 7729 | E: eo.vc@anu.edu.au | W: www.anu.edu.au

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider: 00120C | ABN: 52 234 063 906

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

From: Freedom of Information <foi@anu.edu.au>
Date: Tuesday, 25 November 2025 at 4:52 pm
To: Vice-Chancellor EO <eo.vc@anu.edu.au>
Subject: RE: FOI Request 202500276 - Search and Retrieval Process

Hi s.47F Personal privacy

If you can confirm that the current scope does not allow for all reasonable searches to be done, then I can do a Practical Refusal on that basis.

Regards

s.47F Personal privacy

From: Vice-Chancellor EO <eo.vc@anu.edu.au>
Sent: Tuesday, 25 November 2025 4:50 PM
To: Freedom of Information <foi@anu.edu.au>; Office of the Vice-Chancellor <ovc@anu.edu.au>
Cc: Executive Officer to the Provost <eo.provost@anu.edu.au>
Subject: Re: FOI Request 202500276 - Search and Retrieval Process

Dear s.47F Personal privacy

I'm afraid we have to push back on this request because we need more clarity around scope.

Does the applicant provide a date range? With regards to points 1, 3 and 4, is the applicant referring to engagement of external consultants for the purpose of the Nixon Review or in general (*if the latter, it would most certainly be a practical refusal given the lack of proper scope*).

Let me know if you'd like to discuss.

Best regards,

s.47F Personal privacy

s.47F Personal privacy

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The Australian National University
Chancelry Building, 10 East Road Acton ACT 2601
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From: Freedom of Information <foi@anu.edu.au>
Date: Tuesday, 25 November 2025 at 3:33 pm
To: Office of the Vice-Chancellor <ovc@anu.edu.au>, Vice-Chancellor EO <eo.vc@anu.edu.au>
Subject: FOI Request 202500276 - Search and Retrieval Process

Good afternoon

I am writing to you because the University has received a Freedom of Information (FOI) request that identifies documents likely held by you or someone within your portfolio.

The Freedom of Information Act 1982 is Commonwealth legislation that allows the general public to seek access to documents held by any Commonwealth agency or authority. The Australian National University is a Commonwealth authority and is

subject to the Act (see following link for further information:

<https://www.anu.edu.au/freedom-of-information>) .

The request is as follows:

'I am requesting any documents and communications, including email, Signal, Teams or other messaging platforms, which document the decision to engage an external company, 'Shapeshifters Creative' to produce collateral in relation to the Nixon working groups. Specifically, I am requesting:

- 1. Any documents, or communications held by the University to engage an external consultant to provide a service already available through existing ANU staff areas; and copies of the due diligence undertaken to ensure there was no internal capability to complete this work, prior to the decision to engage an external consultant.*
- 2. The invoices, terms of reference and scope of work undertaken by 'Shapeshifters Creative' for the Nixon project, including date of engagement and services.*
- 3. Whether an exemption was sought for procurement of these external services; and who authorised the use of the consultant.*
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Given the subject of the request, we believe relevant documents will be held by you or your team, however, if you feel there is someone more appropriate for us to liaise with in relation to this request, please let us know at your earliest convenience.

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Kind regards,

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