

From: [Freedom of Information](#)
To: [Vice-Chancellor EO](#)
Cc: [Freedom of Information](#)
Subject: Heads Up re 2 New FOIs Incoming - OIVC
Date: Tuesday, 25 November 2025 10:08:40 AM

Hi OIVC team,

Heads Up re FOIs Rec'd

A heads up that I am about to send through two new FOI search + retrieval requests that our team received yesterday.

Both involve other teams chipping into the search + retrieval.

-

Subject Matter

Their subject matters are as follows:

1. **202500298** – Docs (incl. correspondence) between ANU and the Canberra Symphony Orchestra
2. **s. 22 Irrelevant material** [REDACTED]

I will send through the search + retrieval emails shortly.

If you have any questions about them, please feel free to reach out.

Thank you,

s.47F Personal privacy [REDACTED]

Senior Information Governance & Access Officer
Legal, Governance & Risk Division

E: s.47F Personal privacy [REDACTED]

Freedom of Information

From: Freedom of Information <foi@anu.edu.au>
Sent: Tuesday, 25 November 2025 10:35 AM
To: s. 22 Irrelevant material; Vice-Chancellor EO; s.47F Personal privacy; s. 22 Irrelevant material
Cc: Freedom of Information; s. 22 Irrelevant material
Subject: FOI Multi-Team Search & Retrieval Ideally by COB Monday 1 Dec 2025 (Day 7) - 202500298 – Canberra Symphony Orchestra (Day 1 Today)
Attachments: 1. Search and Retrieval Schedule - 202500298.docx; 2. Attestation of Search - 202500298.docx

Hello s. 22 Irrelevant material OIVC, the Office of the Chancellor, s. 22 Irrelevant material

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:

“... documentation between ANU and the Canberra Symphony Orchestra. The date range is July 2023 to 23 November 2025.

... please include:

- 1. All documents, agreements or contracts between ANU and the Canberra Symphony Orchestra.***
- 2. Summary of meeting notes between ANU and the Canberra Symphony Orchestra.***
- 3. Any and all invoices between ANU and the Canberra Symphony Orchestra.***
- 4. Any and all emails, formal correspondence between ANU and the Minister for Education in regards to the Canberra Symphony Orchestra and ANU partnership.***
- 5. List of meetings between ANU Vice chancellor/Provost, chancellor or the Arts and Social Sciences Dean with the Canberra Symphony Orchestra”***

Let Us Know

- 1.** 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.
- 2.** Please also let us know if you think the **current request wording is unclear**. We can either help you interpret the current wording, or go back to the FOI applicant for clarification as soon as possible.
- 3.** If you **need more time** to find and retrieve the documents.

4. If it becomes apparent that there will be a **large number of documents** (>100 documents) or **significant time** needed to undertake searches (> 5 hours) please contact us to discuss.
5. You are welcome to ask us for a meeting or call if you have any questions.

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 Monday 1 December 2025 (Day 7 of 30)**.

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*.
 - o For example:
 - 1. Report on ABCD
 - 2. Email about report on ABCD.
- **Number of Pages** within the document
- **Date the document was created** or 'Not Ascertainable' if no dates are 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

Freedom of Information

From: Vice-Chancellor EO
Sent: Thursday, 11 December 2025 2:45 PM
To: Freedom of Information
Subject: RE: FOI Multi-Team Search & Retrieval Ideally by COB Monday 1 Dec 2025 (Day 7) - 202500298 – Canberra Symphony Orchestra (Day 1 Today)
Attachments: 202500298.zip
Categories: Search & Retrieval- Response

Dear s.47F Personal privacy

Following a search of the ovc@, vc@, eo.vc@, provost@, eo.provost@ inboxes, and the sharepoint site, I have found the following documents, correspondence, emails and am providing a list of meeting dates and times.

I note that s. 22 Irrelevant generated some of the documents (within the from s. 22 Irrelevant folder), and some emails I believe could be considered deliberative in nature to finalise the agenda and provided information for a meeting.

Once your team review please let me know what will be provided and what will be redacted.

Thanks,

s.47F Personal

s.47F Personal privacy

Office of the Interim Vice-Chancellor & President
Office of the Provost & Senior Vice-President

Level 3, Chancelry Building 10
The Australian National University
Canberra ACT 2600

E: eo.vc@anu.edu.au | s.47F Personal privacy

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider Code: 00120C

IMPORTANT: The contents of this email message and any document attached to it may be privileged and confidential. Any unauthorised use is strictly prohibited. If you receive this email in error, please accept my apologies and delete it. Thank you.

ANU is working towards making all our communication accessible.
Please let us know if you require this in an alternative format.

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Sent: Tuesday, 25 November 2025 10:35 AM

To: s. 22 Irrelevant material Vice-Chancellor EO <eo.vc@anu.edu.au> s.47F Personal privacy
s. 22 Irrelevant material

Cc: Freedom of Information <foi@anu.edu.au>; s. 22 Irrelevant material

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