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9 December 2020

Dear ██████████

**Access Application Under the *Freedom of Information Act 2016 (ACT)*  
Our Reference 200483**

I refer to your access application under the [Freedom of Information Act 2016 \(ACT\)](#) (the Act), received by the University of Canberra (University) on Friday 16 October 2020 and Monday 23 November 2020 for access to the following information:

*the position descriptions for teaching staff (including staff acting) in the position of course convenor of the Master of Teaching (secondary), from January 2018 to date.*

**Authority**

I am authorised under section 18 of the Act to make decisions in respect of FOI applications.

**Decision**

I have identified one document containing information within the scope of your access application. This document is outlined in the attached Schedule of Documents at **Attachment A**. I have decided to give you partial access to this information with minor redactions made to protect the privacy of an individual. An assessment of the information I have considered in scope of your application is at **Attachment A**, and the information released to you is at **Attachment B**.

**Your rights of review**

Pursuant to section 73 of the Act, you may apply to the ACT Ombudsman for a review of a decision not to release information to you, within 20 working days of that decision.

If you are not satisfied with the University's administration of your application, you may submit a complaint to the ACT Ombudsman in accordance with section 69 of the Act. You can access the Act and the Ombudsman's website via the University's FOI webpage at <http://www.canberra.edu.au/about-uc/policy-and-legislation/freedom-of-information>.

If you have any questions, please email [FOI@canberra.edu.au](mailto:FOI@canberra.edu.au).

Kind regards



**Mr Eric Wells**  
FOI Information Officer  
General Counsel and University Secretary  
University of Canberra

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[canberra.edu.au](http://canberra.edu.au)

## Attachment A

### Schedule of Documents

Attachment	Description of Information	Decision	Reasons
1	Position description of the staff member acting in the role of course convenor for the Master of Teaching (secondary) course, from January 2018 to date.	Partial Release	<p>Release without redaction would, on balance, be contrary to the public interest as the document contains personal information of an individual who may be identified.</p> <p>There are no relevant factors <u>favouring disclosure</u>.</p> <p>Relevant factors <u>favouring nondisclosure</u> include the reasonable expectation that disclosure of the information could prejudice the protection of an individual's right to privacy.</p>