

[REDACTED]

Email: [REDACTED]

Dear [REDACTED]

## **FREEDOM OF INFORMATION (FOI) REQUEST**

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the FOI Act), received by the Education Directorate (the Directorate) on 25 June 2026, [REDACTED], in which you sought access to:

- [REDACTED]
2. *Policy and procedures relied upon by school staff when managing the incident and response*

I am an Information Officer appointed by the Director-General under section 18 of the FOI Act to deal with access applications made under Part 5 of the FOI Act.

In accordance with section 40 of the FOI Act, the Directorate was required to provide a decision on your access application within 30 working days of receipt, being 6 August 2026. On that date, the Directorate advised you that we were still following up information in relation to point 2 of your request. Thank you for your patience while we completed these enquiries and finalised your application.

This letter provides the decision for Stage 2.

### **Decision on access**

Searches were completed for relevant records and six records were identified that fall within the scope of point 2 of your request.

I have included as Attachment A to this decision the schedule of relevant records. This provides a description of each record that falls within the scope of your request and the access decision for each of those records.

In summary, my decision is to provide full access to all records, with deletions applied to information that is outside of scope. The records released to you are provided as Attachment B to this letter.

### **Charges**

As your request is for personal and related information about [REDACTED], processing charges do not apply to your request.

### **Online publishing – disclosure log**

Under section 28 of the FOI Act, the Directorate maintains an online record of access applications called a disclosure log. As your request sought [REDACTED] personal information, section 28(6) of the FOI Act provides that your access application will not be published in the Directorate's disclosure log.

### **Review of decision**

#### Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the FOI Act. You have the right to seek Ombudsman review of this outcome under section 73 of the FOI Act within 20 working days from the day my decision is provided to you, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Email: [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

#### ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the FOI Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

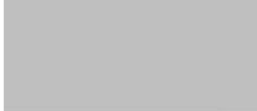
Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal  
Allara House, 15 Constitution Ave  
GPO Box 370  
Canberra City ACT 2601

Telephone: (02) 6207 1740  
<http://www.acat.act.gov.au/>

If you have any questions concerning the Directorate's processing of your request, please contact the Directorate's FOI team on 02 6205 0720 or email [EducationFOI@act.gov.au](mailto:EducationFOI@act.gov.au).

Yours sincerely



Novi Lewis  
Information Officer

12 August 2026