



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Disclosure Log Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

Application Details	
Ref. No.	CMTEDDFOI 2026-268
Date of Application	15 September 2026
Date of Decision	18 September 2026
Processing time (in working days)	3
Fees	N/A
Decision on Access	No Information Found
Information Requested (summary)	Records relating to the meeting recorded in Minister Chris Steel MLA's Ministerial Diary on 28 November 2024, described as "MEETING: Canberra Airport & Jega".
Publication Details	
Original application	☒ Published ☐ N/A
Decision notice	☒ Published ☐ N/A
Documents and schedule	☐ Published ☒ N/A
Decision made by Ombudsman	N/A
Additional information identified by Ombudsman	N/A
Decision made by ACAT	N/A
Additional information identified by ACAT	N/A



Freedom of Information (FOI) request - Submission confirmation

Your submission has been successful. Please keep a copy of this receipt for your records.

Date and time

15 Sep 2026 8:58:08 AM

Reference code

T9F6B9LF

Chief Minister, Treasury and Economic Development Directorate (CMTEDD)

GPO Box 158
Canberra City, ACT 2601

Phone: 6207 7754
CMTEDDFOI@act.gov.au

Applicant information

☐ I want to submit this request anonymously

Assistance

Do you need assistance with preparing your request?

- ☐ Yes
- ☐ No

Do you need an interpreter?

- ☐ Yes
- ☐ No

Applicant details

Title

▼

First name*

.

Last name

Pronouns

Chosen name

Business/Organisation

Contact details

Please provide at least one method of contact. We use this information to confirm details of the request and deliver information to you once your request is completed.

Phone number

Email address

Address line 1

Address line 2

Suburb

State

Postcode

Help us direct your request

The following information helps us send your request to the most appropriate team who will coordinate and respond to your request.

What type of information are you requesting? *

There are two types of information commonly asked for: personal information and non-personal or general information.

- Personal information refers to your own or another's personal affairs. If you wish to access personal information, you will need to provide proof of identity.

- Non-personal or general information is all the information held by government about how the government undertakes its functions and roles.

- ☐ Personal information
- ☒ Non-personal (General) information

What do you know about the information you are requesting?*

- ☒ I know the Directorate or agency
- ☐ I know the topic
- ☐ I am not sure

Directorate or agency*

- ☐ Canberra Health Services
- ☒ Chief Minister, Treasury and Economic Development Directorate
- ☐ City and Environment Directorate
- ☐ Digital Canberra
- ☐ Education Directorate
- ☐ Health and Community Services Directorate
- ☐ Infrastructure Canberra
- ☐ Justice and Community Safety Directorate
- ☐ Multiple Directorate request

Request for

To help us process your request:

- Include enough detail in your application so we can identify what government information you want.
- As an alternative to using fields within the form, you may choose to attach documents or audio recordings.
- You may wish to include a statement on how the release of this information is in the public interest.

Scope of your request

What information are you requesting access to?*

FOI Request – Ministerial Diary Meeting: Canberra Airport & Jega

I seek access under the Freedom of Information Act 2016 (ACT) to records relating to the meeting recorded in Minister Chris Steel MLA’s Ministerial Diary on 28 November 2024, described as “MEETING: Canberra Airport & Jega”.

Specifically, I seek:

1. The calendar or Outlook appointment for the meeting, including the meeting title, date, time, location, invitees, attendees, description, notes and attachments.
2. Any emails, correspondence or other records arranging, requesting, accepting, declining, rescheduling or confirming the meeting.
3. Any record identifying the persons who attended or were expected to attend the meeting, including representatives of the Minister, ACT Government, Canberra Airport and Jega.
4. Any diary, calendar, visitor, attendance or other administrative record evidencing that the meeting occurred.
5. Any record used, relied upon or consulted to prepare, verify or approve the inclusion of the meeting in Minister Steel’s published Ministerial Diary.
6. Any correspondence between Minister Steel’s office and CMTEDD concerning the recording, reporting or publication of this meeting in the Ministerial Diary.

For clarity, this request includes administrative, scheduling and logistical records, including records previously excluded from the scope of FOI CMTEDDFOI 2026-228.

This request does not seek documents already determined to be within the scope of CMTEDDFOI 2026-228, for which CMTEDD advised on 14 September 2026 that no relevant documents were identified.

Attach additional documents to support your application

Submit application

Timeframes

The Directorate responsible for your application must:

- inform you in writing within 10 working days that it has received your application
- communicate to you about any difficulties/ delays in processing your request
- provide you with a decision on access to the information within 30 working days or less

Requests may take longer than 30 days in situations where an extension has been granted.

If the Directorate must consult a third party, the deadline for providing a decision is extended by 15 working days. The Directorate will notify you if consultation is required.

After you submit your request, the information you supply will be provided to:

- **Chief Minister, Treasury and Economic Development Directorate**
- **cmteddFOI@act.gov.au**



ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2026-268



FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 15 September 2026. Specifically, you have sought access to the following information:

"I seek access under the Freedom of Information Act 2016 (ACT) to records relating to the meeting recorded in Minister Chris Steel MLA's Ministerial Diary on 28 November 2024, described as "MEETING: Canberra Airport & Jega". Specifically, I seek:

- 1. The calendar or Outlook appointment for the meeting, including the meeting title, date, time, location, invitees, attendees, description, notes and attachments.*
- 2. Any emails, correspondence or other records arranging, requesting, accepting, declining, rescheduling or confirming the meeting.*
- 3. Any record identifying the persons who attended or were expected to attend the meeting, including representatives of the Minister, ACT Government, Canberra Airport and Jega.*
- 4. Any diary, calendar, visitor, attendance or other administrative record evidencing that the meeting occurred.*
- 5. Any record used, relied upon or consulted to prepare, verify or approve the inclusion of the meeting in Minister Steel's published Ministerial Diary.*
- 6. Any correspondence between Minister Steel's office and CMTEDD concerning the recording, reporting or publication of this meeting in the Ministerial Diary.*

For clarity, this request includes administrative, scheduling and logistical records, including records previously excluded from the scope of FOI CMTEDDFOI 2026-228. This request does not seek documents already determined to be within the scope of CMTEDDFOI 2026-228, for which CMTEDD advised on 14 September 2026 that no relevant documents were identified."

Authority

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

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application within 30 days. Therefore, a decision is due by **28 October 2026**.

Decision on access

A search of CMTEDD records has failed to identify any documentation in relation to your request. I am satisfied that appropriate searches were completed and that no documents relevant to the scope of your request are held by CMTEDD.

We have also reviewed the information published on the ACT Government's *Ministerial Diaries Disclosure* webpage and have been unable to identify a meeting involving Minister Chris Steel MLA on the date in question. However, we note that the diary of Chief Minister, Andrew Barr MLA records a meeting on that date with Canberra Airport and Jega.

Charges

Under section 107(2)(e) of the Act, a fee must be waived if the applicant is a member of the Legislative Assembly.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a [disclosure log](#).

Your original access application and my decision will be published on the CMTEDD disclosure log. Your personal contact details will not be published.

Ombudsman Review

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

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the 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:

ACT Civil and Administrative Tribunal
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact the CMTEDD FOI Team by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to be the initials 'EH'.

Emma Hotham
Information Officer
Chief Minister, Treasury and Economic Development Directorate

18 September 2026