



**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 2026-228                                                         |
| Date of Application                            | 18 August 2026                                                             |
| Date of Decision                               | 14 September 2026                                                          |
| Processing time (in working days)              | 19                                                                         |
| Fees                                           | Waived                                                                     |
| Decision on Access                             | No Information Found                                                       |
| Information Requested<br>(summary)             | Meeting with Minister Steel MLA on 28 November 2024.                       |
| Publication Details                            |                                                                            |
| Original application                           | <input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A |
| Decision notice                                | <input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A |
| Documents and schedule                         | <input type="checkbox"/> Published <input checked="" type="checkbox"/> 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

18 Aug 2026 2:36:37 PM

Reference code

T85664QW

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

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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?\*

Freedom of Information Request

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

Specifically, I seek:

1. Any meeting brief, agenda, briefing note, talking points or meeting pack prepared for or provided to Minister Steel for the meeting.

2. Any minutes, file note, record of discussion, meeting summary or action items recording the substance or outcomes of the meeting.

3. Any documents, presentations or other written material provided by Canberra Airport and/or Jega to Minister Steel or his office in connection with the meeting.

4. The meeting invitation and any correspondence directly associated with the meeting that identifies its purpose, proposed agenda, subject matter or resulting actions.

For clarity, I do not seek routine administrative correspondence concerning scheduling or meeting logistics, duplicate records, or correspondence unrelated to the substance of the 28 November 2024 meeting.

Electronic copies are preferred.

Kind regards,

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 2026-228

## 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 18 August 2025.

Specifically, you have sought access to the following information:

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

*Specifically, I seek:*

- 1. Any meeting brief, agenda, briefing note, talking points or meeting pack prepared for or provided to Minister Steel for the meeting.*
- 2. Any minutes, file note, record of discussion, meeting summary or action items recording the substance or outcomes of the meeting.*
- 3. Any documents, presentations or other written material provided by Canberra Airport and/or Jega to Minister Steel or his office in connection with the meeting.*
- 4. The meeting invitation and any correspondence directly associated with the meeting that identifies its purpose, proposed agenda, subject matter or resulting actions.*

*For clarity, I do not seek routine administrative correspondence concerning scheduling or meeting logistics, duplicate records, or correspondence unrelated to the substance of the 28 November 2024 meeting."*

### 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 **29 September 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.

### **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](mailto: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](mailto:CMTEDDFOI@act.gov.au).

Yours sincerely



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

14 September 2026