

Our reference: CIT FOI 2025–011

By email: [REDACTED]

DECISION ON YOUR ACCESS APPLICATION – CIT FOI 2025-011

I refer to your access application made under the *Freedom of Information Act 2016* (FOI Act) received by Canberra Institute of Technology (CIT) on 31 October 2025.

In your application you requested access to the following information that may be held by CIT:

“All information in relation to meetings and discussions involving CIT Board Chair Craig Sloan and CIT Minister Chris Steel regarding Think Garden's sixth contract with CIT between June 1 and July 30 2022, including but not limited to a meeting held on or around 13, 14 or 15 June.”

Please be advised this request has also been partially transferred to Minister Steel's Office who is no longer the Minister responsible for CIT. Minister Steel's Office will respond to you separately.

Authority

I am a Senior Executive officer appointed as a CIT Information Officer to make decisions about access to government information, in accordance with Section 18 of the FOI Act.

Timeframes

In accordance with Section 40 of the FOI Act, CIT is required to provide a decision on your access application within 30 days. Accordingly, CIT was required to respond to your application by 12 December 2025.

Document Search and Material Considered

A search of email records held by CIT were undertaken by the ACT Government Digital Data and Technology Solutions on behalf of CIT to identify and locate emails within scope of your access request.

In addition, comprehensive searches were undertaken within CIT's records management system (TRIM) and hardcopy documents to identify and locate any documents within the scope of your request.

Decision

CIT's searches of records have failed to identify any documents in relation to your request. The searches were conducted using the information you provided.

I am satisfied that reasonable and thorough searches have been carried out and that CIT does not hold any information relevant to your request.

Charges

You have not been charged for this request.

Disclosure Log

Section 28 of the FOI Act requires publication of access applications and any information subsequently released on CIT's disclosure log at:

<https://cit.edu.au/about/freedom-of-information/disclosure-log>.

Review Rights

You may apply to the ACT Ombudsman to review my decision under Section 73 of the FOI Act. An application for review must be made in writing within 20 days of the date of my decision.

You may submit a request for review of my decision to the ACT Ombudsman by writing in one of the following ways:

Email (preferred): actfoi@ombudsman.gov.au

Post: The ACT Ombudsman

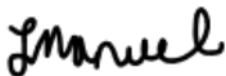
GPO Box 442

CANBERRA ACT 2601

More information about ACT Ombudsman review is available on the ACT Ombudsman website at:

<http://www.ombudsman.act.gov.au/improving-the-act/freedom-of-information>.

Yours sincerely

**Tania Manuel**

Executive Branch Manager, Policy and Governance

Canberra Institute of Technology

12 December 2025