

Our reference: CIT FOI 2026-014

By email: [REDACTED]

DECISION ON YOUR ACCESS APPLICATION – CIT FOI 2026-014

Dear [REDACTED]

I refer to your access application made under the *Freedom of Information Act 2016* (FOI Act) on 25 June 2026. In your application, you sought access to the following information that may be held by CIT:

“CIT senior classes information for Fit & Well Fitness Centre.

1) the Review, and

*2) the Minutes of the associated meeting, where the decision to cut Fit & Well Fitness Centre hours and instruction classes
comprehensive internal review. “*

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

Your application was accepted by CIT on 25 June 2026. 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 is required to respond to your application by 6 August 2026.

Document Search

CIT undertook reasonable and thorough searches of records held by CIT to identify and locate any documents within the scope of your request. These searches included records held by the business areas responsible for the operation of the CIT Fit & Well Fitness Centre, and information held by officers involved in operational and financial management oversight of CIT.

Decision

In accordance with section 34(1) of the *Freedom of Information Act 2016*, I am satisfied that CIT undertook reasonable and comprehensive searches of the records and information it holds to identify

documents falling within the scope of your request. CIT was unable to identify any documents that fall within the scope of your access application.

Accordingly, I am satisfied that CIT does not hold the information sought and that all reasonable steps have been taken to locate any relevant records. The following additional information is provided to assist in explaining the outcome of CIT's searches.

Additional Information

The search process established that consideration of CIT Fit & Well Fitness Centre operations occurred progressively over an extended period through ordinary operational management processes, rather than through a single discrete review or a single decision making meeting. The matter was considered through operational reviews, budget discussions, strategic and business planning, workforce considerations, supported by ongoing discussions between relevant managers, staff and stakeholders across CIT. These broader operational planning processes informed adjustments to operating hours and the timetable for group fitness classes, having regard to CIT Fit & Well Fitness Centre's role as a simulated learning environment supporting the training of CIT students. As a result, the searches did not identify any formal internal review documentation, meeting minutes, briefing documents, or other records developed specifically to support a decision about these changes. The searches also did not identify any records corresponding with the specific "Review" or "associated meeting" referred to in your application.

Charges

In accordance with section 107(2)(e) as a member of the ACT Legislative Assembly 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](https://cit.edu.au/about/freedom-of-information/disclosure-log). This decision will be published on the CIT Disclosure log 3 – 10 days after the date of this letter.

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



Daniel Riley

Executive Branch Manager, Audit, Risk & Corporate Governance
CIT Information Officer
Canberra Institute of Technology

5 August 2026