

From: [REDACTED]
To: [CED, FOI](#)
Subject: RE: Re phone call - CED FOI 26-108 - CED Staff Travel expenses
Date: Thursday, 9 July 2026 10:16:16 AM
Attachments: image001.png

Hi Samantha,

Yes, we are happy with the refined scope, and happy to extend to Tuesday the 14th July.

Thank you for your work on this.

Kind regards,



From: CED, FOI <CEDFOI@act.gov.au>
Sent: Wednesday, 8 July 2026 6:16 PM
To: [REDACTED]
Subject: RE: Re phone call - CED FOI 26-108 - CED Staff Travel expenses

OFFICIAL

Hi [REDACTED]

I hope this email finds you well. I apologise for the late hour of my email, I was pulled away for an urgent family situation and had not realised my email was in draft until just now. Thank you

[REDACTED] for allowing additional time for us to work through this application. I apologise that this email comes on the current due date.

Following our conversation, our team has undertaken a range of enquiries to determine how this information is held and how it can be collated. This has been a timely process as files within the directorate in a transition of being centralised and each area handled records slightly differently. After several different approaches, we became aware of a centralised avenue where data is held on CEDs behalf in a whole of government service team. I obtained of some data relevant to this application yesterday afternoon.

We appreciate that [REDACTED] is agreeable to work with CED regarding the level of information we can collate. The following data types have been collated, which is not as granular as specified in [REDACTED] application. The collation of further information is a manual process and has been challenging to reliably identified for the reasons explained above. Can you please advise if [REDACTED] is agreeable to amending the scope of the following data types?

- Cost centre code (not the number but differentiate between directorates)
- Trip Type (i.e. Domestic, International)
- Booking date
- Class of travel
- Cabin class
- Departure Date
- Number of rooms
- Departure City
- Arrival city
- Itinerary summary
- Service type
- Policy code
- Total paid
- GST
- Travel type
- Reason for travel

If this level of data is agreeable, can you please advise if an extension of four business days, until Tuesday 14 July 2026, is agreeable?

Alternatively, CED will continue to conduct searches to collate further information, and kindly request an additional 15 business days extension.

Kind regards,

Sam

Samantha Irons | Director, Information Access (Coordination)

Phone: 02 6207 9242 | Email: CEDFOI@act.gov.au

Information Access | Procurement and Business Operations | City and Environment Directorate |

ACT Government

480 Northbourne Avenue, Dickson 2602 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

We value your right to disconnect and do not expect you to respond to contact outside of your ordinary working pattern unless it is an emergency, or contact is a recognised part of your role and responsibilities.

From: [REDACTED]**Sent:** Tuesday, 9 June 2026 1:29 PM**To:** CED, FOI <CEDFOI@act.gov.au>**Subject:** RE: Re phone call - CED FOI 26-108 - CED Staff Travel expenses

Hi Samantha,

Happy to grant the extension as discussed. Thank you for your work on this.

Kind regards,



From: CED, FOI <CEDFOI@act.gov.au>**Sent:** Tuesday, 9 June 2026 1:28 PM**To:** [REDACTED] >

Subject: Re phone call - CED FOI 26-108 - CED Staff Travel expenses

OFFICIAL

Hi [REDACTED]

Thank you again for your time over the phone this afternoon and for agreeing to an additional 20 business days to make a decision on this application. As discussed, I have reached out to the CED business areas responsible for the type of information being sought for guidance on refining the scope. I will reach out as soon as I have heard back.

We appreciate [REDACTED] and your engagement and understanding in this matter,

Kind regards,

Samantha | Director, Information Access (Coordination)

Phone: 6207 2987 | Email: CEDFOI@act.gov.au

Information Access | Procurement and Business Operations | City and Environment Directorate | ACT Government

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From: [REDACTED]

Sent: Tuesday, 28 April 2026 2:10 PM

To: CED, FOI <CEDFOI@act.gov.au>

Subject: FOI - CED Staff Travel expenses

OFFICIAL

Good afternoon,

RE: FREEDOM OF INFORMATION REQUEST – CED Staff Travel Expenses

[REDACTED] I request access under the Freedom of Information Act 2016 (ACT) to all documents held by the City and Environment Directorate (CED) relating to interstate and overseas travel undertaken between 1 November 2020 and 1 May 2025 by staff employed by CED or its predecessors, where the total cost of the trip exceeded \$5,000.

For the purposes of this request, total cost of the trip includes, but is not limited to, flights, accommodation, allowances and other per diems, conference or registration fees, and any other travel-related costs met by the Territory.

This request includes, but is not limited to:

- itemised expenditure for each trip, including destination and class of travel;
- documents identifying the purpose of the travel, including the name, location, and dates of any conference, meeting, event, or official engagement attended; and
- any approval documentation prepared for the travel.

Kind regards,

