



ACT
Government

City and Environment

OFFICIAL

Our ref: CED FOI 26-108

Dear [REDACTED]

Freedom of Information – Notice of Decision

I refer to your application under section 30 of the Freedom of Information Act 2016 (the FOI Act), received by the City and Environment Directorate (CED) on 28 April 2026. It is my understanding that you sought access to the following information:

“...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”.*

The information requested is not held in a form that combines the total cost of ‘*flights, accommodation, allowances and other per diems, conference or registration fees, and any other travel-related costs*’. The information is held in various systems and processing your application in its original form would require an unreasonable and substantial diversion of resources.

We appreciate that you have been agreeable to work with CED regarding the level of information we can collate. As discussed with the CED Information Access team and mentioned in our email dated 9 July 2026, the team has undertaken a range of enquiries to determine how this information is held and how it can be collated. This has been a time-consuming process as files within the directorate are in transition to become centralised and each area handled records slightly differently. After several different approaches, we became aware of a centralised avenue where data is held on CED’s behalf by a whole of government service team. The data was obtained and contained some of the information relevant to your application. In our email dated 9 July 2026, we sought your agreement to revise the scope of your application.

In an email dated 9 July 2026, you agreed to amend the scope of your application to 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*

Timeframes

In accordance with section 40 of the FOI Act, CED was initially required to provide a decision on your access application within 30 working days. Under section 41 of the FOI Act, you agreed an additional amount of time to decide your application. Therefore, a decision is now due on or by **14 July 2026**.

Authority

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

Decision on access

A search for records held by CED has been completed and one record within the scope of your application has been identified. The record is an Excel spreadsheet that contains 7,400 entries relating to interstate and overseas flights and accommodation undertaken between 1 November 2020 and 1 May 2025 by staff employed by CED or its predecessors. I have decided to grant **full** access to this record.

The reasons for my decision are detailed in the *Statement of reasons* section below. The record being released to you is provided at **Attachment A**.

Statement of reasons

The FOI Act has a pro-disclosure bias, which requires information to be disclosed unless doing so would be contrary to the public interest. As an Information Officer, I am responsible for determining whether disclosure of the information within the scope of your application would be contrary to the public interest.

My assessment begins with Schedule 1 of the FOI Act, which outlines categories of information that are taken to be contrary to the public interest to disclose. If the information does not fall within any of these categories, I must then apply the public interest test under section 17 of the FOI Act. This test involves weighing the factors favouring disclosure against those favouring nondisclosure, as set out in Schedule 2.

In reaching my access decisions, I have taken the following into account:

- the FOI Act
- the information that falls within the scope of your application
- the ACT Ombudsman FOI Guidelines

I confirm that I have not considered any of the factors listed in section 17(2) of the FOI Act, which outlines a list of considerations that must not be taken into account when applying the public interest test.

Schedule 1 – Information taken to be contrary to the public interest

- *No relevant categories identified.*

Schedule 2 – Public interest test

Factors favouring disclosure (Schedule 2.1)

- *Section 2.1(a)(i) - promote open discussion of public affairs and enhance the government's accountability.*
- *Section 2.1(a)(iv) - ensure effective oversight of expenditure of public funds.*

In reviewing the information within the scope of your application, I recognise that the expenditure of public funds is a matter of public interest. I also acknowledge that disclosure may promote open discussion of public affairs and enhance government accountability generally. I have placed moderate weight on these factors.

Factors favouring nondisclosure (Schedule 2.2)

- *No relevant factors have been identified.*

Having applied the public interest test outlined in section 17 of the FOI Act, I have concluded that the information contained in the records is in the public interest to disclose. Accordingly, I have decided to provide you with full access.

Charges

Processing charges are not applicable for this application because the number of pages released to you is below the charging threshold of 50 pages.

Online publishing – Disclosure Log

Under section 28 of the FOI Act, CED maintains a disclosure log, which is a public record of access applications and decisions. Your original access application and my decision will be published on the CED disclosure log. Your personal contact details will not be published.

ACT Ombudsman Review

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

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 FOI 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 at:

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

Please contact the CED Information Access team if you have any queries in relation to your application via 6207 2987 or CEDFOI@act.gov.au.

Yours sincerely

Signed electronically

Craig Weller
Information Officer
City and Environment Directorate
14 July 2026