

[REDACTED]

Via email: [REDACTED]

Dear [REDACTED],

**FREEDOM OF INFORMATION (FOI) REQUEST**

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the FOI Act), received by the Education Directorate (the Directorate) on 25 November 2025, in which you sought access to:

*Subject line of all final Ministerial briefs between 14 October and 22 November 2025, including, wherever possible, the date of the brief, the internal reference, and the position of authority it was written by.*

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

In accordance with section 40 of the FOI Act, the Directorate was required to provide a decision on your application within 30 working days of receipt, being 13 January 2026.

**Decision on access**

Searches were completed for relevant records and one record was identified that falls within the scope of your request. This record is an excerpt from a records management system which has been converted to PDF. However, metadata about the signatory and their position is not recorded in the system and therefore this information is not included. For your information, the briefs will have been reviewed at the Executive Group Manager level or above prior to submission to the Minister.

I have decided to provide full access to the record.

**Charges**

Processing charges do not apply to your request in accordance with [REDACTED] of the FOI Act.

**Online publishing – disclosure log**

Under section 28 of the FOI Act, the Directorate maintains an online record of access applications called a disclosure log. Information about your request, my decision and

records released to you in response to your access application will be published in the Directorate's disclosure log between three and 10 working days after a decision on access has been provided to you. Your personal information will not be published.

You may view the Directorate's disclosure log at [www.act.gov.au/open/foi-disclosure-logs/education-foi-disclosure-logs](http://www.act.gov.au/open/foi-disclosure-logs/education-foi-disclosure-logs).

### **Review of decision**

#### Ombudsman review

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

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Email: [actfoi@ombudsman.gov.au](mailto: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  
Allara House, 15 Constitution Ave  
GPO Box 370  
Canberra City ACT 2601

Telephone: (02) 6207 1740  
<http://www.acat.act.gov.au/>

If you have any questions concerning the Directorate's processing of your request, please contact the Directorate's FOI team on 02 6205 0720 or email [EducationFOI@act.gov.au](mailto:EducationFOI@act.gov.au).

Yours sincerely



Paula Murray  
Information Officer  
13 January 2026