ACT Government
Transport Canberra and City Services

FREEDOM OF INFORMATION COVERSHEET

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI reference: TCCSFOI 19-123

Information to be published	Status
1. Access application	Published
2. Decision notice and schedule	Published
3. Documents	Pubilshed
4. Additional information identified	n/a
5. Fees	n/a
6. Processing time (in working days)	55 days
7. Decision made by Ombudsman	n/a
8. Additional information identified by Ombudsman	n/a
9. Decision made by ACAT	n/a
10. Additional information identified by ACAT	n/a

From: [redacted]
To: JCCS_FreedomOfInformation
Cc: [redacted]
Subject: FOI Request - Panel to oversee zero-emissions bus fleet
Date: Tuesday, 19 November 2019 4:41:35 PM

Good afternoon
I write to request under the *Freedom of Information Act 2016* documents related to the new expert panel to oversee a plan to transition to a zero-emissions bus fleet by 2040.
These documents may include, but are not limited to, briefs, internal working documents, selection criteria, selection assessments, procurements, invoices, correspondence, meeting requests, meeting requests, meeting agendas, meeting notes, meeting minutes, budgets, remuneration documents, consultation, media and communications plans, and any other relevant documents.
I ask that my request be transferred to other entities that may hold relevant documents.
If you have any questions about my request, please contact my office on [redacted].
Kind regards,

[redacted]
ACT Legislative Assembly
[redacted]
E: [redacted]@parliament.act.gov.au

ACT Government
Transport Canberra and City Services

[redacted]
ACT Legislative Assembly
[redacted].act.gov.au

Dear [redacted]

Freedom of information request: Reference – 19-123

I refer to your application made on 19 November 2019 2019 under the *Freedom of Information Act 2016* (the Act) to Transport Canberra and City Services Directorate in which you sought access to documents related to the new expert panel to oversee a plan to transition to a zero-emissions bus fleet by 2040.

Thank you for agreeing to an extension until 13 February 2020.

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

Decision on access
Searches were completed for relevant documents and fourteen documents were identified to fall within the scope of your request.

Some of the documents, namely emails, were found to originate from the same email thread. This resulted in duplication of information. To improve readability, duplicated pages have been removed. Page 21 of folio 1 partially includes information which is provided to you on pages 15 and 16. The duplication has been marked 'duplicate information'.

Several documents containing information in scope of your request includes other subject matters. You will note a significant portion of information redacted on pages 2-11 and 28-29. This includes the exclusion of an email attachment on page 16, titled "draft list of Objectives". This is due to the information being found outside of the scope of your request.

In addition, information which has been identified as personal information has been redacted. This includes the phone numbers and mobile numbers of persons which is not currently available to the public. However, personal information which is publicly available, including email addresses and phone numbers, has not been redacted.

In consideration of the type of information I propose to withhold from release, I am satisfied that the factors in favour of release can still be met. Deletions have been applied to information, which is not on balance, in the public interest to disclose.

A schedule of documents is at Attachment A, and the documents at Attachment B.

In reviewing information relevant to your request, TCCS also identified information which eventuated after the date of your application. This information provides additional clarity to the establishment of the steering committee. For this reason, I have decided to provide you with the documents listed in the schedule at Attachment C. The documents are at Attachment D.

> *Please note, as this information provided to you outside of the Freedom of Information Act 2016, the statement of reasons, public interest test and review processes are not applicable to this decision.*

Statement of Reasons

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

- the content of the documents that fall within the scope your request;
- Schedule 2 of the *Freedom of Information Act 2016.*

As an Information Officer, I am required to decide where, on balance, public interest lies. As part of this process I must consider factors favouring disclosure and non-disclosure.

Factors favouring disclosure (Schedule 2)

- Section 2.1 (a)(i) – promote open discussion of public affairs and enhance the government's accountability;
- Section 2.1 (a)(iii) – inform the community of the government's operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community; and
- Section 2.1 (a)(viii) – reveal the reason for a government decision and any background or contextual information that informed the decision.

Factors favouring non-disclosure (Schedule 2)

- Section 2.2 (a)(ii) – prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2004*.

I consider that it is in the public interest to release most of this information.
The factors I consider favouring non-disclosure is where the disclosure of the information which is likely to prejudice the protection of personal information or an individual's right to privacy.

In this instance, I have decided on balance that the non-disclosure of personal information which was not publicly available at the time of application is, on balance, paramount. This includes the phone numbers and mobile numbers of both ACT Government public servants, as well as other persons.

I am satisfied that the factors in favour of release can still be met while protecting the personal information of individuals involved.

Charges
I am required to waive fees under section 107 of the Act as you are a Member of the Legislative Assembly.

Online publishing – disclosure log
Under section 28 of the Act, TCCS maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents will be published in the TCCS disclosure log 3 - 10 days after the date of this decision.

Your personal information will not be published. You may view the TCCS' disclosure log at http://www.tccs.act.gov.au/about-us/freedom_of_information.

Ombudsman review
My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in TCCS' disclosure log, 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
Via email: ombudsman@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) review
Under section 84 of the 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
Level 4, 1 Moore Street
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
www.acat.act.gov.au

If you have any queries concerning the directorate's processing of your request, or would like further information, please contact the TCCS FOI team on (02) 620 72987 or email tccs.foi@act.gov.au.

Yours sincerely

Cherie Hughes
Information Officer

14 February 2020

FREEDOM OF INFORMATION REQUEST SCHEDULE: **DOCUMENTS IN SCOPE OF APPLICATION**

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at www.tccs.act.gov.au/about-us/freedom_of_information

Factors favouring non-disclosure:

- Schedule 2.2 (a)(ii), prejudice the protection of an individual's right to privacy.
- Out of scope

File No	WHAT ARE THE PARAMETERS OF THE REQUEST
19-123	**Documents related to the new expert panel to oversee a plan to transition to a zero-emissions bus fleet by 2040.**

Document number	Page number	Description	Date	Status	Reason for non-release or deferral	Open Access release status
1	1	20190910 - Email - Minutes and revised SoR for review	10 September 2019	Full access	N/A	Documents will be published with personal information removed
2	2 - 3	20190910 - Email Attachment (2) - Minutes and revised SoR for review - TCCS Meeting Minutes ZEB SC Meeting 1	10 September 2019	Partial Access	Information is out of scope	
3	4 - 5	20190911 - Email - Fwd Minutes and revised SoR for review	11 September 2019	Partial Access	Information is out of scope Schedule 2.2 (a)(ii)	
4	6 - 11	20190911 - Email - RE_ Scope for Pathway to Zero Emissions DRAFT	11 September 2019	Partial Access	Information is out of scope	

					Schedule 2.2 (a)(ii)	
5	12	20190911 - Email Attachment 1 - Fwd Minutes and revised SoR for reviewSOR - Blackall Bio	11 September 2019	Full access	N/A	
6	13	20190911 - Email Attachment 2 - Fwd Minutes and revised SoR for reviewSOR - SHORT CV PETER NEWMAN 2019SOAC	11 September 2019	Full access	N/A	
7	14	20191021 - Email - RE_ Minutes and revised SoR for review [SEC=UNCLASSIFIED, DLM=Sensitive_ Legal]	21 October 2019	Full access	N/A	
8	15 - 16	20191028 - Email - ACT Government Request for Expert Advice	28 October 2019	Partial access	Schedule 2.2 (a)(ii)	
9	17 - 19	20191028 - Meeting Invite - ACT Government Request for Expert Advice - Zero Emissions	28 October 2019	Partial access		
10	20 - 21	20191029 - Email - RE_ ACT Government Request for Expert Advice - Zero Emissions	29 October 2019	Full access	N/A	
11	22	20191106 - Meeting Invite - Transport Canberra Zero Emissions Transition Plan - Meet and greet discussion	6 November 2019	Full access	N/A	
12	23 - 24	20191106 - Agenda Zero Emissions Transition Plan Transport Canberra Meeting 1 - Inception	6 November 2019	Full access	N/A	
13	25 - 27	20191107 - Email - RE_ Australian Capital Territory ZEB Transition Plan, Canberra, Australia - Request for input	7 November 2019	Partial access	Schedule 2.2 (a)(ii)	
14	28 - 29	20191108 - Email - MO meeting notes	8 November 2019	Partial access	Information is out of scope	
Total No of Documents: 14						

From: Barnett, Vanessa
Sent: Tuesday, 10 September 2019 6:51 PM
To: Mitcherson, Bernadette; Sturman, Judith; McGlynn, Gene; Dougall, Glenn
Subject: Minutes and revised SoR for review
Attachments: SOR - Pathway to Zero Emissions 10 September 2019 - shortened scope.doc; TCCS Meeting Minutes ZEB SC Meeting 1.doc

UNCLASSIFIED Sensitive: Legal

Dear All

Please find a revised version of the SoR and minutes from yesterday's meeting attached.

I have incorporated those items raised in our discussion as well as comments on the previous draft.

Further changes will be required in response to the Minister's feedback. Judith if you could kindly reforward me the feedback that would be greatly appreciated as it may have been tripped up in an email filter.

Once you are happy with the content I'll progress the Panel arrangements and provide an update on the process thereon in.

Kind regards

Vanessa

Vanessa Barnett | Director, Public Transport Policy and Planning | Transport Canberra
Transport Canberra and City Services Directorate | ACT Government

Phone: +61 2 6207 0166 | Mobile: [redacted] | vanessa.barnett@act.gov.au
496 Northbourne Avenue Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Minutes

Meeting 1 - Inception			
Date	9 September 2019		
Time	4.30pm		
Venue	Meeting Room 2, Level 2, 496 Northbourne Avenue, Dickson		
Chair	Bernadette Mitcherson		
Members			
Bernadette Mitcherson	BM	Chair	
Gene McGlynn	GM	Member	
Judith Sturman	JS	Member	
Glenn Dougall	GD	Member	
Attendees			
Vanessa Barnett	VB	Secretariat	

Decisions and actions

No.	Item
NOTES	[redacted] [redacted] [redacted] • BM noted the Minister's preference for a SC member (as required) from ANU. • GM confirmed he will enquire as to who may be suitable representative noting it may be an option to look at other universities. • The Minister is also seeking engagement with international colleagues. SC to discuss the best way to add value through this process at subsequent meetings. • SC agreed to the current SC structure noting this may need to be expanded as the work progresses and / or project control groups may be established with SME's for certain streams such as the electricity network requirements, economic analysis and environmental benefits. [redacted]

ACTIONS	[redacted] 3. GM to identify a suitable University representative and provide suggestions at next meeting. 4. VB to reissue Project Plan and Terms of Reference for next meeting. 5. Next meeting is scheduled on Tuesday 15 October.

DRAFT

From: Sturman, Judith
Sent: Wednesday, 11 September 2019 7:16 PM
To: Mitcherson, Bernadette; Dougall, Glenn; Barnett, Vanessa
Subject: Fwd: Minutes and revised SoR for review [SEC=UNCLASSIFIED, DLM=Sensitive: Legal]
Attachments: SOR - Pathway to Zero Emissions 10 September 2019 - shortened scope (003).doc; SHORT CV PETER NEWMAN 2019SOAC.docx; Blackall Bio.docx

Lots to digest!!!

But I guess we should meet and review

Judith

Judith Sturman
Executive Group Manager Public Transport Operations
Transport Canberra
[redacted]

From: McGlynn, Gene <Gene.McGlynn@act.gov.au>
Sent: Wednesday, September 11, 2019 6:30:42 PM
To: Barnett, Vanessa <Vanessa.Barnett@act.gov.au>
Cc: Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>; Sturman, Judith <Judith.Sturman@act.gov.au>; Dougall, Glenn <Glenn.Dougall@act.gov.au>; Temby, Hugo <Hugo.Temby@act.gov.au>
Subject: FW: Minutes and revised SoR for review [SEC=UNCLASSIFIED, DLM=Sensitive: Legal]

UNCLASSIFIED Sensitive: Legal

Hi Vanessa

[redacted]

On the issues of an academic to joint the steering committee, we have not had a lot of time to consider this. One option would be Peter Newman, who you probably know but if not his short CV is attached. While Peter is not a specific technology expert per se, he has lots of experience with change management and introducing new technologies and systems, especially in transport, and is very well connected in the transport area both domestically

and internationally (including in cities which are trialling ZEBs). He is also a co-lead author of a forthcoming report on reducing emissions in the transport sector for the Intergovernmental Panel on Climate Change, so has international standing and can help to sell any ACT project. While he is based in Perth, he travels east quite often and we could use teleconferencing as needed. I suspect he would be keen to be involved.

On a quick review, we're not sure there are many academic experts in the broad field of zero emissions buses. People tend to specialise more. So, a possibility closer to home is Lachlan Blackall at the ANU who is head of their battery program. His expertise is in innovative solutions to energy issues (he was the key thinker in Reposit Power) and battery technologies and markets. So, clearly focused on electricity but he is a very creative thinker. I don't know if he would be available, but we work closely with him on a number of things so we could pursue this if desired.

As an outsider idea, I will note that Mike Smith in our team is an adjunct professor!

Thanks again for all your work on this, and please let me know if you have any questions.

Gene

From: Barnett, Vanessa <Vanessa.Barnett@act.gov.au>
Sent: Tuesday, 10 September 2019 6:51 PM
To: Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>; Sturman, Judith <Judith.Sturman@act.gov.au>; McGlynn, Gene <Gene.McGlynn@act.gov.au>; Dougall, Glenn <Glenn.Dougall@act.gov.au>
Subject: Minutes and revised SoR for review

UNCLASSIFIED Sensitive: Legal

Dear All

Please find [redacted] minutes from yesterday's meeting attached.

I have incorporated those items raised in our discussion as well as comments on the previous draft.

[redacted]

Kind regards

Vanessa

Vanessa Barnett | Director, Public Transport Policy and Planning | Transport Canberra
Transport Canberra and City Services Directorate | ACT Government

Phone: +61 2 6207 0166 | Mobile: [redacted] | vanessa.barnett@act.gov.au
496 Northbourne Avenue Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

[redacted]

UNCLASSIFIED

[redacted]

UNCLASSIFIED

[redacted]

From: Sturman, Judith <Judith.Sturman@act.gov.au>
Sent: Wednesday, 11 September 2019 9:27 AM
To: Barnett, Vanessa <Vanessa.Barnett@act.gov.au>; Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>
Cc: Gambale, Imogen <Imogen.Gambale@act.gov.au>
Subject: FW: Scope for Pathway to Zero Emissions DRAFT

UNCLASSIFIED

Here is the email re Zero Emission from MO

From: Niall, Sarah <Sarah.Niall@act.gov.au>
Sent: Thursday, 5 September 2019 1:24 PM
To: Sturman, Judith <Judith.Sturman@act.gov.au>
Cc: Greenwood, Martin <Martin.Greenwood@act.gov.au>; TCCS_DLO <TCCS.DLO@act.gov.au>
Subject: RE: Scope for Pathway to Zero Emissions DRAFT

Hi Judith

Thanks for sending it through.

The Minister would like to make the following comments:

1. In relation to ZEB Transition Steering Committee – could outsiders please be added. For example: experts from potentially the ANU, EPSDD (Climate Change/Zero emission bus area), also organise a consultant from the Centre for Transport and the Environment in the USA?

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Cheers
Sarah

From: Sturman, Judith <Judith.Sturman@act.gov.au>

[redacted]

From: Sturman, Judith
Sent: Friday, 30 August 2019 1:34 PM
To: Niall, Sarah <Sarah.Niall@act.gov.au>
Subject: Scope for Pathway to Zero Emissions DRAFT

UNCLASSIFIED

[redacted]

From: Barnett, Vanessa <Vanessa.Barnett@act.gov.au>
Sent: Friday, 30 August 2019 10:27 AM
To: Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>; Sturman, Judith <Judith.Sturman@act.gov.au>; Dougall, Glenn <Glenn.Dougall@act.gov.au>
Subject: Re: Speech - Study Tour - ZE

Dear All

Please find the Zero Emissions Draft documents attached including:

- [redacted]
- [redacted]
- A Draft Terms of Reference for the Steering Committee comprising Bernie, Judith, Gene and Glenn.

[redacted]

Bernie/Judith, please advise if you would like any amendments and if you require a Cover Brief for the Minister. I am available on [redacted]

Kind regards
Vanessa

From: Barnett, Vanessa
Sent: Tuesday, 27 August 2019 12:52
To: Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>; Sturman, Judith <Judith.Sturman@act.gov.au>; Dougall, Glenn <Glenn.Dougall@act.gov.au>
Subject: Speech - Study Tour - ZE

UNCLASSIFIED

Dear All

Please see the Minister's Statement from last week attached. California has also committed to zero emissions buses by 2040 with key challenges identified including, scaling up, entry level burden issues, redundancy and resiliency of the fleet, managing the transport network footprint, refuelling times, and energy infrastructure. The Centre for Transport and Environment (not for profit) is in the processes of developing a Zero Emissions Bus (ZEB) plan for transit agencies like AC Transit, SolTrans, LA Metro, San Diego MTS, and Spokane Transit. Which the Minister notes will consider:

- Bus and service requirements
- Fleet procurement timelines
- Required infrastructure upgrades
- Bus and facilities capital costs
- Possible ZEB deployment approaches
- Operating and maintenance cost impacts
- Emission benefits

Following our discussion I expect to have the following items available for your review tomorrow and will commence scheduling accordingly.

- [redacted]
- [redacted]
- A Draft Terms of Reference for the Steering Committee comprising Bernie, Judith, Gene and Glenn.

[redacted]

[redacted]

Best regards
Vanessa

Dr Lachlan Blackall

The Australian National University (ANU) has announced the appointment of Dr Lachlan Blackhall to lead an international research program to improve ways to integrate battery storage with the electricity grid.

In this newly created position, Dr Blackhall will lead the $8 million Battery Storage and Grid Integration program jointly funded by the ACT Government and ANU.

Dr Blackhall holds a BE, BSc and a PhD in engineering and applied mathematics and was the co-founder and former Chief Technical Officer of Reposit Power.

At Reposit, he pioneered the development of distributed control systems to monitor, optimise and control grid-connected energy storage, as well as the development of virtual power plant technology to aggregate distributed energy storage to deliver services and capabilities to energy networks, markets and utilities.

Dr Blackhall has been heavily involved in the entrepreneurship, innovation, technology and investment domains for almost two decades. This involvement has included starting a number of companies, being involved in the mentoring and development of entrepreneurs and their ideas, and working to advise or invest in a number of companies.

As an educator, Dr Blackhall has been designing, implementing and delivering primary, secondary and tertiary education and outreach programs globally for over a decade. He is a Senior Member of the Institute of Electrical and Electronics Engineers and a fellow of the Australian Academy of Technology and Engineering.

SHORT CV PETER NEWMAN

Peter Newman is the Professor of Sustainability at Curtin University in Perth, Australia. He has written 20 books and over 340 papers on sustainable cities. Peter's book with Jeff Kenworthy 'Cities and Automobile Dependence (1989) has been described as 'one of the most influential planning books of all time' by Reid Ewing Professor of City and Metropolitan Planning at the University of Utah. In 2014 he was awarded an Order of Australia for his contributions to urban design and sustainable transport. Peter has worked in local government as an elected councilor, in state government as an advisor to three Premiers and in the Australian Government on the Board of Infrastructure Australia and the Prime Minister's Cities Reference Group. He is a Fellow of the Planning Institute of Australia, is a Lead Author for the IPCC on a new study for accelerating a zero carbon future and his latest book is Resilient Cities: Overcoming Fossil Fuel Dependence. He is the 2018/19 WA Scientist of the Year.

From: Barnett, Vanessa
To: McGlynn, Gene
Subject: RE: Minutes and revised SoR for review [SEC=UNCLASSIFIED, DLM=Sensitive: Legal]
Date: Monday, 21 October 2019 3:36:00 PM
Importance: High

UNCLASSIFIED Sensitive: Legal

Hello Gene

Just touching base upon my return to work last week to discuss your email below.

I have a quick query regarding contacting Peter and Lachlan. I am happy to touch base with them but did not have contact details and was unsure if you had already briefed them at all or whether I'll be cold calling.

If you could kindly pass on their details I'll get to organising.

Thank you in advance.

Kind regards
Vanessa

From: McGlynn, Gene <Gene.McGlynn@act.gov.au>
Sent: Wednesday, 11 September 2019 6:31 PM
To: Barnett, Vanessa <Vanessa.Barnett@act.gov.au>
Cc: Mitcherson, Bernadette <Bernadette.Mitcherson@act.gov.au>; Sturman, Judith <Judith.Sturman@act.gov.au>; Dougall, Glenn <Glenn.Dougall@act.gov.au>; Temby, Hugo <Hugo.Temby@act.gov.au>
Subject: FW: Minutes and revised SoR for review [SEC=UNCLASSIFIED, DLM=Sensitive: Legal]

UNCLASSIFIED Sensitive: Legal

Hi Vanessa

[redacted]

From: Barnett, Vanessa
Sent: Monday, 28 October 2019 2:16 PM
To: p.newman@curtin.edu.au
Subject: ACT Government Request for Expert Advice - Zero Emissions
Attachments: Draft ZEB Objectives for discussion.docx

UNCLASSIFIED Sensitive: Legal

Dear Peter

Just following up on our discussion last week. I am planning on scheduling a meeting with our currently confirmed Steering Committee members (all ACT Government officers) this Friday between 3.30 and 5pm (AEDST).

I wondered if you might be available over the phone (or in person if you are over this way) to join us in discussing at a high level the work, governance, expectations and other items. This may assist you in determining how you may wish to be involved.

Following from this, and subject to your interest, I can arrange for the appropriate paperwork to be executed and formal arrangements approved.

If you have any questions or hesitations please contact me.

Kind regards

Vanessa Barnett

[redacted]

From: Barnett, Vanessa
Sent: Thursday, 24 October 2019 5:58 PM
To: 'p.newman@curtin.edu.au' <p.newman@curtin.edu.au>
Subject: ACT Government Request for Expert Advice - Zero Emissions

UNCLASSIFIED Sensitive: Legal

Dear Peter

Thank you for your time earlier this week to outline our upcoming investigations into the Transport Canberra bus fleet. [redacted]

As further detail, the ACT Government, through TCCS, is preparing a Zero Emissions Bus Transition Plan to transition our current bus fleet to zero emissions fuels by 2040.

We will be engaging the services of a suitability qualified consultant to prepare the Plan which we expect to complete by the end of this financial year.

The Plan will be of sufficient detail with regard to costs, risks, opportunities, service impacts and benefits to enable informed decision-making and to progress implementation of the Plan. Accordingly, it will consider the requisite changes across all aspects of the bus business including infrastructure, fleet, policy, service principles, funding and

strategic fit, to identify a suitable pathway to a ZEB future which simultaneously maintains our operational and economic performance, customer experience and broader public transport objectives for the Territory.

I have attached a *Draft List of Objectives* for your reference.

The project will be overseen by a Project Steering Committee as part of broader governance structure comprised of expert advisors, project team, ACT officer and the ACT Minister for Transport. While we are yet to determine the final governance arrangements, our objective is to optimise our outcomes by ensuring that any decision making and investment is supported by sound evidence, robust analysis and advice from leaders in the zero emissions/ alternative energy and transport fields.

As such, we wondered if you would be willing to lend your knowledge and skills in this area and form part of our project in either the capacity of a industry/ technical advisor, Steering Committee member and / or peer reviewer. Depending on your preferences and capacity, the commitment is likely to include monthly steering committee or project meetings, peer review of documents and reports (scoping, governance, RFQ, Draft Report, Final Report and technical appendices) as well other ad hoc input/review. I expect this may total 10-15 hours per month over the life of the project (6-9 months).

We have a meeting scheduled next week with our Standing Steering Committee at which we will discuss the governance, participation, scoping and timeframes. This will provide an opportunity to openly discuss commitments/expectations and your interests. I do plan to circulate further information early next week prior to the discussion. Please feel free to either dial in.

I should also add from a housekeeping perspective, at this stage we have not made a formal announcement of the Plan and would therefore appreciate it if you could keep these discussions in confidence. Similarly, and as a matter of probity process for future commercial arrangements, we would require a declaration of interests and signing of a confidentiality agreement should you do decide to lend your services to the project. Once we have confirmed your interests and the governance arrangements I will have these items prepared for your review.

And lastly, for your reference, other invitees include Lachlan Blackall (ANU), John Stewart (AMWU), The Centre for Transport and Economics US (CTE), as well as my colleagues from TCCS, Judith Sturman, Bernie Mitcherson, Glenn Dougall and Gene McGlynn from EPSDD.

If you have any questions or concerns please don't hesitate to call. I can be best contacted on [redacted]

Thank you again and I look forward to the prospect of working with you in the near future.

Kind regards

Vanessa

Vanessa Barnett | Director, Public Transport Policy and Planning | Transport Canberra
Transport Canberra and City Services Directorate | ACT Government

Phone: +61 2 6207 0166 | Mobile: [redacted] | vanessa.barnett@act.gov.au
496 Northbourne Avenue Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Barnett, Vanessa
To: lachlan.blackhall@anu.edu.au
Subject: ACT Government Request for Expert Advice - Zero Emissions
Date: Monday, 28 October 2019 2:13:00 PM

UNCLASSIFIED Sensitive: Legal

Dear Lachlan

Just following up on our discussion last week. I am planning on scheduling a meeting with our currently confirmed Steering Committee members (all ACT Government officers) this Friday between 3.30 and 5pm.

I wondered if you may be available either in person or over the phone to join us in discussing at a high level the work, governance, expectations and other items. This may assist you in determining how you may wish to be involved.

Following from this, and subject to your interest, I can arrange for the appropriate paperwork to be executed and formal arrangements approved.

If you have any questions or hesitations please contact me.

Kind regards

Vanessa Barnett

[redacted]

From: Barnett, Vanessa
Sent: Thursday, 24 October 2019 5:51 PM
To: lachlan.blackhall@anu.edu.au
Subject: ACT Government Request for Expert Advice - Zero Emissions

UNCLASSIFIED Sensitive: Legal

Dear Lachlan

Thank you for your time earlier this week to outline our upcoming investigations into the Transport Canberra bus fleet. As further detail, the ACT Government, through TCCS, is preparing a Zero Emissions Bus Transition Plan to transition our current bus fleet to zero emissions fuels by 2040.

We will be engaging the services of a suitability qualified consultant to prepare the Plan which we expect to complete by the end of this financial year.

The Plan will be of sufficient detail with regard to costs, risks, opportunities, service impacts and benefits to enable informed decision-making and to progress implementation of the Plan. Accordingly, it will consider the requisite changes across all aspects of the bus business including infrastructure, fleet, policy, service principles, funding and strategic fit, to identify a suitable

pathway to a ZEB future which simultaneously maintains our operational and economic performance, customer experience and broader public transport objectives for the Territory.

I have attached a Draft List of Objectives for your reference.

The project will be overseen by a Project Steering Committee as part of broader governance structure comprised of expert advisors, project team, ACT officer and the ACT Minister for Transport. While we are yet to determine the final governance arrangements, our objective is to optimise our outcomes by ensuring that any decision making and investment is supported by sound evidence, robust analysis and advice from leaders in the zero emissions/ alternative energy and transport fields.

As such, we wondered if you would be willing to lend your knowledge and skills in this area and form part of our project in either the capacity of a industry/ technical advisor, Steering Committee member and / or peer reviewer. Depending on your preferences and capacity, the commitment is likely to include monthly steering committee or project meetings, peer review of documents and reports (scoping, governance, RFQ, Draft Report, Final Report and technical appendices) as well other ad hoc input/review. I expect this may total 10-15 hours per month over the life of the project (6-9 months).

We have a meeting scheduled next week with our Standing Steering Committee at which we will discuss the governance, participation, scoping and timeframes. This will provide an opportunity to openly discuss commitments/expectations and your interests. I do plan to circulate further information early next week prior to the discussion. Please feel free to either dial in or come in person.

I should also add from a housekeeping perspective, at this stage we have not made a formal announcement of the Plan and would therefore appreciate it if you could keep these discussions in confidence. Similarly, and as a matter of probity process for future commercial arrangements, we would require a declaration of interests and signing of a confidentiality agreement should you do decide to lend your services to the project. Once we have confirmed your interests and the governance arrangements I will have these items prepared for your review.

And lastly, for your reference, other invitees include Peter Newman (Curtin Uni), John Stewart (AMWU), The Centre for Transport and Economics US (CTE), as well as my colleagues from TCCS, Judith Sturman, Bernie Mitcherson, Glenn Dougall and Gene McGlynn from EPSDD.

If you have any questions or concerns please don't hesitate to call. I can be best contacted on [redacted]

Thank you again and I look forward to the prospect of working with you in the near future.

Kind regards

Vanessa

Vanessa Barnett | Director, Public Transport Policy and Planning | Transport Canberra

Transport Canberra and City Services Directorate | ACT Government

Phone: +61 2 6207 0166 | Mobile: [redacted] | vanessa.barnett@act.gov.au
496 Northbourne Avenue Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Barnett, Vanessa
To: Peter Newman
Subject: RE: ACT Government Request for Expert Advice - Zero Emissions
Date: Tuesday, 29 October 2019 10:18:00 AM
Attachments: image001.png

UNOFFICIAL

Morning Peter

Thank you for your reply and sorry to bother your while away on business. If it would suit your arrangements better, as I imagine you have a very full schedule, I have found a slot for the Committee members next Thursday 7 November between anywhere between 3-5pm AEDST.

Thank you again

Vanessa

From: Peter Newman <P.Newman@curtin.edu.au>
Sent: Tuesday, 29 October 2019 2:41 AM
To: Barnett, Vanessa <Vanessa.Barnett@act.gov.au>
Subject: Re: ACT Government Request for Expert Advice - Zero Emissions

I am in Hanoi at a UN workshop but could take a call on Wednesday if that suits. I arrive in Melbourne on Thursday morning and could be available at around 1pm that day but it does depend on planes being on schedule so maybe Friday may be better. I am doing a workshop in the morning and could be available for a call from 1.15pm and 1.45pm? Could that work?

Professor Peter Newman AO

John Curtin Distinguished Professor of Sustainability, Curtin University Sustainability Policy (CUSP) Institute,
School of Design and the Built Environment

Curtin University
Tel | [redacted]
Fax | +61 8 9266 9031
Mobile [redacted]

Email [redacted]@curtin.edu.au
Web | www.sustainability.curtin.edu.au
Profile | researchgate.net/ Peter_Newman3

CRICOS Provider Code 00301J

From: "Barnett, Vanessa" <Vanessa.Barnett@act.gov.au>
Date: Monday, October 28, 2019 at 10:16 AM
To: Peter Newman <P.Newman@curtin.edu.au>
Subject: ACT Government Request for Expert Advice - Zero Emissions

UNCLASSIFIED Sensitive: Legal

Dear Peter

Just following up on our discussion last week. I am planning on scheduling a meeting with our currently confirmed Steering Committee members (all ACT Government officers) this Friday between 3.30 and 5pm (AEDST).

I wondered if you might be available over the phone (or in person if you are over this way) to join us in discussing at a high level the work, governance, expectations and other items. This may assist you in determining how you may wish to be involved.

Following from this, and subject to your interest, I can arrange for the appropriate paperwork to be executed and formal arrangements approved.

If you have any questions or hesitations please contact me.

Kind regards

Vanessa Barnett

[redacted]

From: Barnett, Vanessa
Sent: Thursday, 24 October 2019 5:58 PM
To: 'p.newman@curtin.edu.au' <p.newman@curtin.edu.au>
Subject: ACT Government Request for Expert Advice - Zero Emissions

UNCLASSIFIED Sensitive: Legal

Dear Peter

Thank you for your time earlier this week to outline our upcoming investigations into the Transport Canberra bus fleet. I do hope you and your granddaughter managed to alight safely from the train.

From:	Barnett, Vanessa
To:	McGlynn, Gene; Sturman, Judith; Mitcherson, Bernadette; Dougall, Glenn; lachlan.blackhall@anu.edu.au; p.newman@curtin.edu.au; John.Stewart@amwu.asn.au; dan@cte.tv
Cc:	John Stewart
Subject:	Transport Canberra Zero Emissions Transition Plan - Meet and greet discussion
Attachments:	Agenda Zero Emissions Transition Plan Transport Canberra Meeting 1 - Inception.pdf

Dear All

Thank you for your interest in contributing to the development of a Zero Emission Transition Plan for Transport Canberra, ACT Government

This will be an initial meeting to introduce ourselves to other prospective members of the Steering Committee, to provide an overview of the anticipated work, and to gauge interest and input to the ongoing roles

Subject to the outcomes of this meeting, and your respective interest, Transport Canberra will formalise the Terms of Reference and arrange for execution of the appropriate paperwork

Please contact if you wish to discuss any items further

An Agenda and Dial-in details will be sent prior to the meeting

Dial-in details

WEBEX

Kind regards

Vanessa

Agenda

Zero Emissions Transition Plan for Transport Canberra Steering Committee

Meeting 1 - Inception		
Date	7 November 2019	
Time	3pm – 5pm AEDT	
Venue	Meeting Room 3, Level 1, 496 Northbourne Avenue, Dickson WEBEX: Details to be confirmed	
Chair	Bernadette Mitcherson	
Members		
Bernadette Mitcherson	BM	Chair (Deputy Director General, Transport Canberra and Business Services, ACT Government)
Gene McGlynn	GM	Member (ACT Environment, Planning and Sustainability Directorate, ACT Government)
Judith Sturman	JS	Member (Executive Group Manager, Transport Canberra Operations, ACT Government)
Glenn Dougall	GD	Member (Director Procurement Assets, Transport Canberra, ACT Government)
Prof. Peter Newman AO	PN	Prospective member (Curtin University)
Lachlan Blackhall	LB	Prospective member (Australian National University)
John Stewart	JS	Prospective member (Australian Manufacturers Workers Union)
Dan Raudebaugh	DR	Prospective member (Executive Director, Center for Transportation and Environment, USA)
Attendees		
Vanessa Barnett	VB	Secretariat

Item No.	Time	Agenda Item	Action Officer	Requested Action
1	10 min	Welcome and introductions	BM	
2	5 min	Background	BM	For discussion
3	15 min	Scope, objectives and timeframes of work	VB	For approval
4	10 min	Proposed governance **Papers** *4.1 Scope and objectives*	VB	For discussion

Item No.	Time	Agenda Item	Action Officer	Requested Action
5	10 min	Resourcing and expectations **Papers** *5.1 Draft Terms of Reference*	VB	For endorsement
6	10 min	Actions and next steps	VB	
7	10 min	Other business	All	

Attachments

- 4.1 Draft Project Scope and Objectives
- 5.1 Draft Terms of Reference

Next meetings

No.	Date
2	Late November 2019

From: Barnett, Vanessa
To: Dan Raudebaugh
Cc: jason@cte.tv
Subject: RE: Australian Capital Territory ZEB Transition Plan, Canberra, Australia - Request for input
Date: Thursday, 7 November 2019 1:10:00 PM

UNOFFICIAL

Hello Dan

Thank you for your response and interest in participating. I hope you have now received the meeting details including papers for this afternoon's meeting.

I have just sent through the WEBEX dial in details which I am hoping will make it easy for all attendees to join in.

Pending your commitments I hope to spoke with you in a couple of hours and if we have any difficulties I will touch base subsequently to catch up.

Thank you again for your interest and speak soon.

Kind regards
Vanessa

From: Dan Raudebaugh <dan@cte.tv>
Sent: Wednesday, 6 November 2019 2:42 AM
To: Barnett, Vanessa <Vanessa.Barnett@act.gov.au>
Cc: jason@cte.tv
Subject: Re: Australian Capital Territory ZEB Transition Plan, Canberra, Australia - Request for input

Vanessa,

Thank you for your note. Yes, we are interested in participating and helping in any way we can. CTE is a mission driven non-profit and we would love to lend our expertise to this work as it aligns perfectly with our mission.

I firmly believe CTE is the foremost expert in the world regarding the deployment of zero emission buses, including the development and implementation of transition plans to convert entire fleets.

I am interested in having a seat on the steering committee. We are also happy to support you by providing technical oversight and our in-house experts are available to provide the peer review work you need.

Let me know what the best next steps are. I am happy to provide you with our billable rates as necessary.

If I did my math correctly, your call will be taking place at 11:00pm on the 6th in Atlanta, GA. I can make that time work if you think it is important.

Thank you again for thinking of CTE. We look forward to working with you.

_____

Dan Raudebaugh
Executive Director
Center for Transportation and the Environment
730 Peachtree Street, Suite 450, Atlanta, GA 30308
[redacted]

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On November 3, 2019 at 5:50:48 PM, Barnett, Vanessa (vanessa.barnett@act.gov.au) wrote:

UNCLASSIFIED Sensitive: Cabinet

Dear Dan

I work for the Australian Capital Territory (ACT) Government in Canberra Australia and were given your details from our Minster for Transport, MLA Chris Steel who I believe you met on his recent study tour to the United States.

Following his tour, Minster Steel has identified the need for the ACT Government to prepare a Zero Emissions Bus Transition Plan. This work would build on our current progress and investigations in this space in relation to electric vehicles, fleet procurement and our climate strategy initiatives and with an aim of transitioning our entire PT bus fleet to ZEB by 2040.

The Minister has requested we contact you to seek your interest in being involved in our preparatory and subsequent activities. By way of background, the preparation and implementation of the Transition Plan will be governed by a Government-headed Steering Committee in our Transport Directorate with representation from our Environment and Planning Directorate as well as academics from the transport, planning, renewable and alternate energy fields in varying capacities. We will be engaging the services of a suitability qualified consultant to prepare the Plan which we expect to complete by the end of this financial year.

The Plan will be of sufficient detail with regard to costs, risks, opportunities, service impacts and benefits to enable informed decision-making and to progress implementation of the Plan. Accordingly, it will consider the requisite changes across all aspects of the bus business including infrastructure, fleet, policy, service principles, funding and strategic fit, to identify a suitable pathway to a ZEB future which simultaneously maintains our operational and economic performance, customer experience and broader public transport objectives for the Territory.

We wondered if you would be willing to lend your knowledge and skills in this area and form part of our project in either the capacity of an industry/ technical advisor, Steering Committee member and / or peer reviewer. Subject to your interest, and depending on your preferences and capacity, the commitment is likely to include monthly steering committee or project meetings, peer review of documents and reports (scoping, governance, RFQ, Draft Report, Final Report and technical appendices) as well other ad hoc input/review. I expect this may total 10-15 hours per month over the life of the project (6-9 months).

We have an initial Steering Committee meeting scheduled this Thursday 7 November 3pm AEDT, at which we will discuss the governance, participation, scoping and timeframes. This will provide an opportunity to openly discuss commitments/expectations and your interests. As this is I imagine a difficult time for you to make given the time zone difference, I suggest we

exchange emails in the interim and I provide a copy of the meeting minutes of the group's discussion from which to form your position.

I should also add from a housekeeping perspective, at this stage we have not made a formal announcement of the Plan and would therefore appreciate it if you could keep these discussions in confidence. Similarly, and as a matter of probity process for future commercial arrangements, we would require a declaration of interests and signing of a confidentiality agreement should you do decide to lend your services to the project. Once we have confirmed your interests and the governance arrangements I will have these items prepared for your review.

In the first instance, if you kindly advise whether you'd be interested in providing support in this capacity that would be greatly appreciated. We could then perhaps organise a meet and greet phone chat to introduce ourselves and our work.

We look forward to hearing from you and to the prospect of working with in the near future.

Kind regards

Vanessa

Vanessa Barnett | Director, Public Transport Policy and Planning | Transport Canberra
Transport Canberra and City Services Directorate | ACT Government

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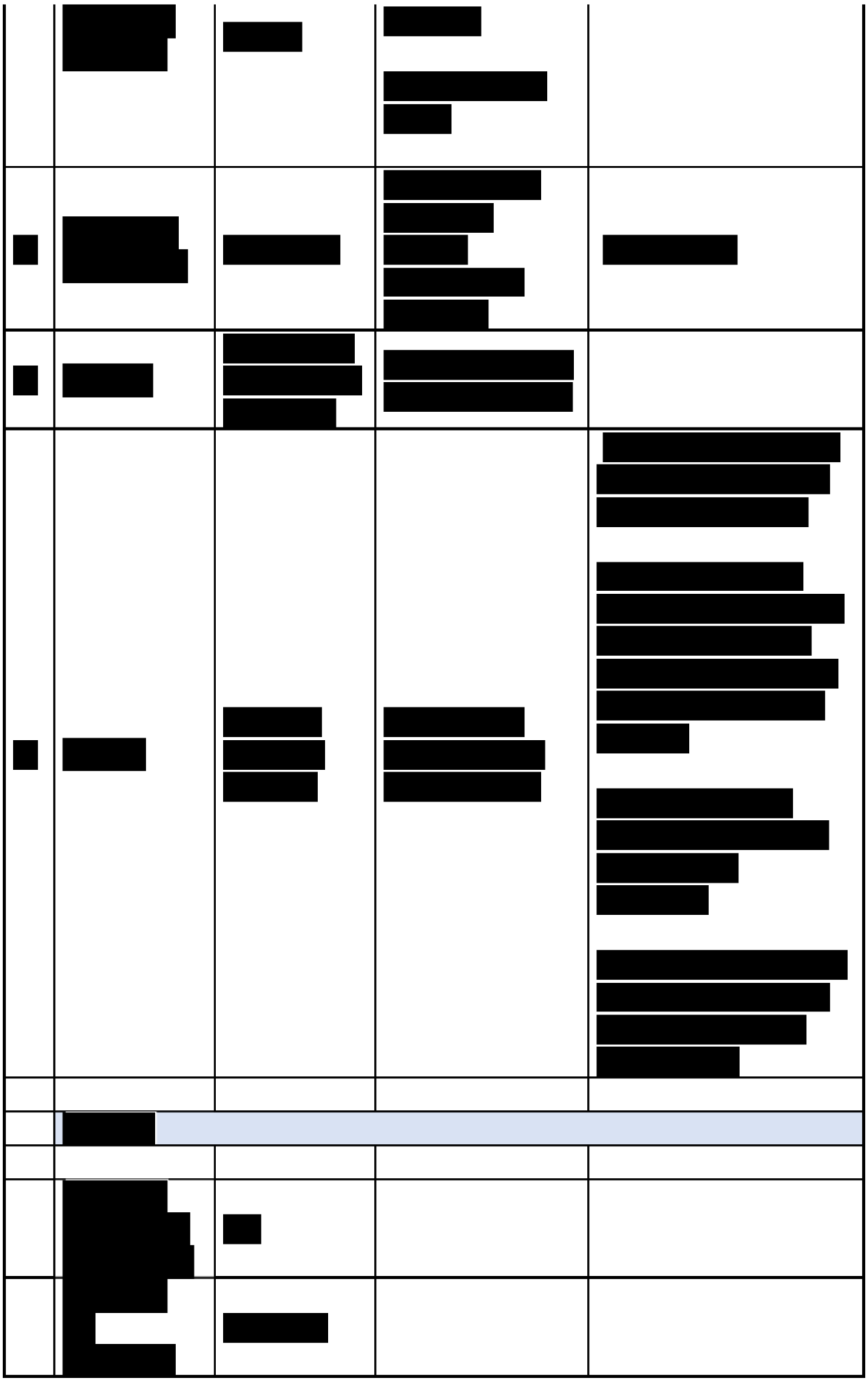
From: Barnett, Vanessa
To: Sturman, Judith
Subject: MO meeting notes
Date: Friday, 8 November 2019 9:29:57 AM

HI Judith

I a unable to make it to the meeting with Sarah this morning but here is an update and some questions - happy to call in if needed.

Key issues for confirmation with Sarah are highlighted in red.

Regards
Vanessa

#	Area	Current status	Next steps	Issues/Comments
2	**Zero Emissions Transition Plan for Transport Canberra** [redacted] [redacted]	[redacted] First full Steering Committee meeting held. [redacted] [redacted]	Vanessa to book subsequent sessions and organise formal teleconference facilities, COI and confidentiality deeds, ToRs. Announcement of program and steering committee members by Minister at BIC – speech with EGM. ZEB Brief on governance and progress proposal [redacted]	Confirm whether we can offer sitting fees for members. Will need to await confirmation of SC members and titles before announcement. Brief to MO to be finalised once confirmed. [redacted]