



**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 21-073

Information to be published	Status
1. Access application	Published
2. Decision notice and schedule	Published
3. Documents	Published
4. Additional information identified	n/a
5. Fees	waived
6. Processing time (in working days)	24 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:** [ACT Health FOI](#); [CMTEDD FOI](#); [CSD FOI](#); [EDU Legal Liaison](#); [EPSDFOI](#); [JACS FOI](#); [TCCS FreedomOfInformation](#); [MPC FOI](#)  
**Cc:** [REDACTED]  
**Subject:** FOI REQUEST – BRIEFS TO MINISTERS  
**Date:** Wednesday, 14 July 2021 2:48:09 PM

---

Good afternoon,

**RE: FOI REQUEST – BRIEFS TO MINISTERS**

I write to request under the *Freedom of Information Act 2016* the subject line of all final ministerial briefs since 14 June 2021, including dates, positions of authority it was written by and addressed to, generated for or directed to the below Ministers:

- Chief Minister
- Deputy Chief Minister
- Minister for Early Childhood Development
- Minister for Education and Youth Affairs
- Minister for Housing and Suburban Development
- Minister for Women
- Minister for the Prevention of Domestic and Family Violence
- Minister for Sport and Recreation
- Manager of Government Business
- Minister for Planning and Land Management
- Minister for Police and Emergency Services
- Minister for Corrections
- Minister for Industrial Relations and Workplace Safety
- Attorney-General
- Minister for Consumer Affairs
- Minister for Water, Energy and Emissions Reduction
- Minister for Gaming
- Minister for Health
- Minister for Families and Community Services
- Minister for Aboriginal and Torres Strait Islander Affairs
- Minister for Transport and City Services
- Minister for Skills
- Special Minister of State
- Minister for the Arts
- Minister for Business and Better Regulation
- Minister for Human Rights
- Minister for Multicultural Affairs
- Minister for the Environment
- Minister for Heritage
- Minister for Homelessness and Housing Services
- Minister for Sustainable Building and Construction
- Assistant Minister for Families and Community Services
- Minister for Disability
- Minister for Justice Health
- Minister for Mental Health

This request includes briefs prepared for Question Time, but not for Estimates or Annual Reports.

I ask that my request be transferred to other entities that may hold relevant information.





**ACT**  
Government

Transport Canberra and  
City Services



Dear 

### **Freedom of Information Request - Reference 21-073**

I refer to your application for access to government information received by Transport Canberra and City Services (TCCS) on 14 July 2021 under the *Freedom of Information Act 2016* (FOI Act). It is my understanding that you are seeking access to the following government information:

*"I write to request under the Freedom of Information Act 2016 the subject line of all final ministerial briefs since 14 June 2021, including dates, positions of authority it was written by and addressed to, generated for or directed to the below Ministers:*

- *Chief Minister*
- *Deputy Chief Minister*
- *Minister for Early Childhood Development*
- *Minister for Education and Youth Affairs*
- *Minister for Housing and Suburban Development*
- *Minister for Women*
- *Minister for the Prevention of Domestic and Family Violence*
- *Minister for Sport and Recreation*
- *Manager of Government Business*
- *Minister for Planning and Land Management*
- *Minister for Police and Emergency Services*
- *Minister for Corrections*
- *Minister for Industrial Relations and Workplace Safety*
- *Attorney-General*
- *Minister for Consumer Affairs*
- *Minister for Water, Energy and Emissions Reduction*
- *Minister for Gaming*
- *Minister for Health*
- *Minister for Families and Community Services*
- *Minister for Aboriginal and Torres Strait Islander Affairs*
- *Minister for Transport and City Services*
- *Minister for Skills*
- *Special Minister of State*
- *Minister for the Arts*
- *Minister for Business and Better Regulation*
- *Minister for Human Rights*

TCCS.FOI@act.gov.au | phone: (02) 620 72987 | [www.act.gov.au](http://www.act.gov.au)

- *Minister for Multicultural Affairs*
- *Minister for the Environment*
- *Minister for Heritage*
- *Minister for Homelessness and Housing Services*
- *Minister for Sustainable Building and Construction*
- *Assistant Minister for Families and Community Services*
- *Minister for Disability*
- *Minister for Justice Health*
- *Minister for Mental Health*

*This request includes briefs prepared for Question Time, but not for Estimates or Annual Reports.”*

I thank your office for clarifying the scope of your application on 23 July 2021 to exclude correspondence relating to individual constituents, but to include correspondence to industry groups.

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 FOI Act. A decision was due on your application by 11 August 2021. Thank you for agreeing to an extension until 18 August 2021.

#### **Decision on access**

In accordance with the FOI Act, a search was conducted of records held by TCCS. A list of Question Time Briefs from the June sitting week was identified. In addition, a list of subject lines relating to ministerial briefs within scope of your application has been compiled.

In reviewing the information within these documents, I have found, on balance, it is in the public interest to disclose part of the information to you. Where I have found it contrary to the public interest to disclose information, my decision is detailed in the below statement of reasons. Deletions have been applied to the documents enclosed at Attachment B, where disclosure is contrary to the public interest.

#### **Statement of Reasons**

In making my decision on disclosing government information, I must identify all relevant factors in schedule 2 of the FOI Act and determine, on balance, where the public interest lies. In reaching my access decision, I have taken the following into account:

##### ***Factors favouring disclosure in the public interest (Schedule 2, Section 2.1)***

- Schedule 2.1(a)(i) - promote open discussion of public affairs and enhance the government’s accountability;
- Schedule 2.1(a)(ii) - contribute to positive and informed debate on important issues or matters of public interest; and
- Schedule 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.

TCCS.FOI@act.gov.au | phone: (02) 620 72987 | [www.act.gov.au](http://www.act.gov.au)

**Factors favouring non-disclosure (Schedule 2, Section 2.2)**

- Schedule 2.2(a)(ii) - prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2016*.

I consider that it is in the public interest to release most of this information. However, in some instances, I have found disclosure of some information to be contrary to the public interest.

Personal information and privacy

Personal information means information or an opinion whether true or not about an individual whose identity is apparent or can be ascertained from the information or opinion. The *Information Privacy Act 2014* prescribes how government collects, uses, shares, and stores this information.

I have considered the reason that TCCS has come into the possession of the personal or sensitive information together with the Territory Privacy Principles. As a general rule, an agency that holds personal or sensitive information about an individual that has been collected for a particular purpose must not disclose the information to a third party without consent (*Information Privacy Act 2014* - Territory Privacy Principle 6). I have further found that disclosing this information is likely to prejudice an individual's right to privacy or any other right under the *Human Rights Act 2004*.

In this instance I have found that, on balance, the disclosure of the personal or sensitive information is contrary to the public interest.

A copy of the information, with deletions applied to information, which is contrary to the public interest, is enclosed at Attachment B.

**Charges**

Pursuant to *Freedom of Information (Fees) Determination 2018* no fee is applicable to this application as the total number of pages is within the fee-free threshold.

**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 between 3 – 10 business days from the date of this decision.

Your personal contact details will not be published. You may view the TCCS' disclosure log at [https://www.cityservices.act.gov.au/about-us/freedom\\_of\\_information/disclosure-log](https://www.cityservices.act.gov.au/about-us/freedom_of_information/disclosure-log) .

**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 an 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: [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

**ACT Civil and Administrative Tribunal (ACAT) review**

Under section 84 of the Act, if a decision is made under section 82 on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from 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](http://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) 6207 2987 or email to [tccs.foi@act.gov.au](mailto:tccs.foi@act.gov.au).

Yours sincerely



Kristine Scheul  
Information Officer

17 August 2021

## FREEDOM OF INFORMATION REQUEST SCHEDULE

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: <https://www.tccs.act.gov.au/about-us/freedom-of-information/disclosure-log>

### Factors favouring non-disclosure:

Schedule 2.2(a)(ii) - prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2016*.

File number		WHAT ARE THE PARAMETERS OF THE REQUEST				
FOI – 21-072		Subject Line of all Final Ministerial Briefs 14 June – 14 July 2021				
Ref No	Page numbers	Description	Date	Status	Reason for non-release or deferral	Open Access release status
1	1 - 8	Ministerial Briefs TCCS	Multiple	Partial access	Schedule 2.2(a)(ii)	Documents to be published on the <a href="https://www.tccs.act.gov.au/about-us/freedom-of-information/disclosure-log">TCCS Disclosure Log</a> .
2	9 – 10	QTB (TCCS) Index	Multiple	Full access	Not applicable	



Reference	Title	From	Provided to MO	Recipient
MIN S2021/00550	Proposed 2021-22 strategic and accountability Indicators - Minister Brief	CFO	15/06/2021	Minister Steel
MIN S2021/00517	Options for green waste drop-offs on the Northside in the context of CSG closing - Minister Brief	EBM - ACT NoWaste	15/06/2021	Minister Steel
MIN S2021/7449	Australian Packaging Covenant Organisation - consideration of regulatory approach - Minister Brief	EBM - ACT NoWaste	16/06/2021	Minister Steel
N/A	Minister Steel to meet with Friends of Yerrabi Pond		16/06/2021	Minister Steel
MIN S2021/00502	Meeting Brief - Minister Steel to Meet with [REDACTED] and [REDACTED] (Duffy Memorial)	EGM - Territory and Business Services	16/06/2021	Minister Steel
MIN S2021/6898	Outcomes and proposed next steps of recent feasibility studies - Tharwa Dr, Nudurr Dr, Sulwood Dr, Hume Circle. - Advisory Note	EBM - Roads	17/06/2021	Minister Steel
MIN S2021/00598	CSG Licence extension - Minister Brief	EBM - ACT NoWaste	17/06/2021	Minister Steel
MIN S2021/7313	ACT NoWaste - Development plan for circular economy policy - Minister Brief	EBM - ACT NoWaste	18/06/2021	Minister Steel

Reference	Title	From	Provided to MO	Recipient
MIN S2021/7447	Phasing out single-use plastics - implications of additional items agreed at MEM on ACT phase out and proposed approach - Advisory Note	EBM - ACT NoWaste	18/06/2021	Minister Steel
MIN S2021/00504	Road Transport Legislation Amendment Bill - Advisory Note	EBM - Strategic Policy and Customer	18/06/2021	Minister Steel
MIN S2021/00257	Auditor-Generals Report on CCTV	EBM - Governance and Ministerial Services	18/06/2021	Minister Steel
MIN S2021/00597	Capital works reprofiling - Minister Brief	CFO	18/06/2021	Minister Steel
MIN S2021/00594	Automatic Mutual Recognition Implementation - Minister Brief	EBM - Strategic Policy and Customer	18/06/2021	Minister Steel
MIN S2021/00331	Active travel expenditure	CFO	18/06/2021	Minister Steel
MIN S2021/00398	Minister Steel to Meet with Canberra Business Chamber: Traffic Congestion and Upcoming Infrastructure Projects	EBM - Infrastructure Delivery	18/06/2021	Minister Steel
MIN S2021/00397	Scrutiny Report No 5 - Road Transport (Safety and Traffic Management) Amendment Bill 2021	EBM - Strategic Policy and Customer	21/06/2021	Minister Steel
MIN S2021/00490	Electric vehicles policy and incentivisation matrix - Advisory Note	EBM - Strategic Policy and Customer	21/06/2021	Minister Steel

Reference	Title	From	Provided to MO	Recipient
MIN S2021/00554	Burns Club's proposed re-development of its Kambah site - Advisory Note	EBM - Development Coord	22/06/2021	Minister Steel
MIN S2021/00468	Taxi fare review 2021 - Minister Brief	EBM - Strategic Policy and Customer	22/06/2021	Minister Steel
MIN S2021/00371	2021 ACT Road Safety Camera Evaluation	EBM - Strategic Policy and Customer	22/06/2021	Minister Steel
MIN S2021/00213	IDC Report - April 2021 (Minister Steel)	EBM - Infrastructure Delivery	22/06/2021	Minister Steel
MIN S2021/00352	Monaro Highway SLJ Exemption Request	EBM - Infrastructure Delivery	22/06/2021	Minister Steel
MIN S2021/00348	Road Transport Legislation Amendment Bill 2021 - Dangerous driving proposals	EBM - Strategic Policy and Customer	23/06/2021	Minister Steel
MIN S2021/00402	Ride or Walk to School and It's Your Move Safe Cycle programs	EBM - Development Coord	23/06/2021	Minister Steel
MIN S2021/00592	Transfer of BIF to Pump House - Minister Brief	EBM - Infrastructure Delivery	23/06/2021	Minister Steel
MIN S2021/00519	Meeting Brief - Minister to Meet with MG Car Club Canberra	EBM - City Presentation	24/06/2021	Minister Steel

Reference	Title	From	Provided to MO	Recipient
MIN S2021/00375	Update on Magistrates Court proceeding against Southern State Waste Recycling Pty Ltd (SSWR)	EBM - ACT NoWaste	24/06/2021	Minister Steel
MIN S2021/00479	Regulations relating to the Plastic Reduction Act 2021 - Minister Brief	EBM - ACT NoWaste	24/06/2021	Minister Steel
MIN S2021/00128	Proposed Approach to FOGO Cabinet Check-in'	EBM - ACT NoWaste	25/06/2021	Minister Steel
MIN S2021/00495	Disallowable Instruments for notification under the Plastic Reduction Act 2021 - Minister Brief	EBM - ACT NoWaste	28/06/2021	Minister Steel
MIN S2021/00056	CIT Woden Transport Interchange Bus Operations Update and Transport Assessment Report	EGM - Transport Canberra	28/06/2021	Minister Steel
MIN S2021/7422	Scrutiny Report No 2 - DI 2020-287 Litter (Amenity Impact) Code of Practice 2020 (No 1) - Minister Brief	EBM - Strategic Policy and Customer	28/06/2021	Minister Steel
MIN S2021/7392	Operating costs in the out-years for electric buses - Advisory Note	EGM - Transport Canberra	28/06/2021	Minister Steel
MIN S2021/00572	ACT NoWaste community waste education pop up stalls - Advisory Note	EBM - ACT NoWaste	29/06/2021	Minister Steel
MIN S2021/00670	Minister Steel to meet with Minister for Public Transport and Roads and Roads Safety (Ben Carroll)	EGM - Transport Canberra	29/06/2021	Minister Steel

Reference	Title	From	Provided to MO	Recipient
MIN S2021/00570	Gas powered vehicle concession - Minister Brief	EBM - Strategic Policy and Customer	29/06/2021	Minister Steel
MIN S2021/00555	Digital Dogs Database - Minister Brief	EGM - Territory and Business Services	29/06/2021	Minister Steel
MIN S2021/7211	Recommendations for addressing rooster management - Minister Brief	EGM - Territory and Business Services	29/06/2021	Minister Steel
MIN S2021/00706	Commencement of 40km/hr Speed Zone Enforcement - Minister Brief	EBM - Strategic Policy and Customer	30/06/2021	Minister Steel
MIN S2021/00235	Minister Steel to attend the Weston Creek Community Council - Wednesday 30 June 2021	EBM - Infrastructure Delivery	30/06/2021	Minister Steel
MIN S2021/00701	Minister Steel to meet with Hon Eva Lawler - Wed, 7 Jul - Minister Brief	EGM - Transport Canberra	01/07/2021	Minister Steel
MIN S2021/00757	Updated Transport Canberra and City Services COVID Pause and Assess and Lockdown Plan 2021 - Minister Brief	COO	05/07/2021	Minister Steel
MIN S2021/00492	Food waste for healthy soils initiative - Minister Brief	EBM - ACT NoWaste	05/07/2021	Minister Steel

Reference	Title	From	Provided to MO	Recipient
MIN S2021/00684	2021-22 ACT Road Safety Calendar brief - Minister Brief	EBM - Strategic Policy and Customer	05/07/2021	Minister Steel
MIN S2021/00685	Light Rail Additional Services savings - Minister Brief	CFO	05/07/2021	Minister Steel
MIN S2021/00531	Accessibility Reference Group - Minister Brief	EGM - Transport Canberra	05/07/2021	Minister Steel
MIN S2021/00733	Options to respond to Ms Jo Clay's MLA private members bill - vulnerable road users - Minister Brief	EBM - Strategic Policy and Customer	05/07/2021	Minister Steel
MIN S2021/00683	Meeting Brief - Minister to Meet With CPSU Re: Government's Insourcing Agenda and Opportunities Within TCCS	COO	05/07/2021	Minister Steel
MIN S2021/00430	Vehicle Emissions Standards and Fuel Security - Minister Brief	EBM - Strategic Policy and Customer	05/07/2021	Minister Steel
MIN S2021/00719	National Cabinet Briefs - Infrastructure & Transport - Minister Brief	EBM - Strategic Policy and Customer	05/07/2021	Minister Steel
MIN S2021/00647	IDC Report - May 2021 (Minister Steel) - Advisory Note	EBM - Infrastructure Delivery	06/07/2021	Minister Steel
MIN S2021/00649	Final proposed audit report 'Procurement exemptions and value for money' - Minister Brief	EBM - Governance and Ministerial Services	06/07/2021	Minister Steel

Reference	Title	From	Provided to MO	Recipient
MIN S2021/00726	LRV Safety Wraps & Posters (Rail Safety Week 2021) - Minister Brief	EGM - Transport Canberra	08/07/2021	Minister Steel
MIN S2021/00652	Sandford Street Stop Operational Launch - Timeline and Communications - Minister Brief	EBM - Light Rail	08/07/2021	Minister Steel
MIN S2021/00728	Improving Tharwa Village Fire Fighting Water Supply - Minister Brief	EBM - Infrastructure Delivery	08/07/2021	Minister Steel
MIN S2021/00376	E-scooter review	EBM - Strategic Policy and Customer	08/07/2021	Minister Steel
MIN S2021/00474	Asset Condition Survey Landscaping and Tress - Minister Brief	EBM - Light Rail	08/07/2021	Minister Steel
MIN S2021/00477	Road Transport Offences Amendment Regulation 2021 - infringement penalty increases - Minister Brief	EBM - Strategic Policy and Customer	08/07/2021	Minister Steel
MIN S2021/00595	Road Transport (Vehicle Registration) Amendment Regulation 2021 (No 1) - Minister Brief	EBM - Strategic Policy and Customer	08/07/2021	Minister Steel
MIN S2021/00727	Transport Canberra Employee Milestone Certificates - Minister Brief	EGM - Transport Canberra	12/07/2021	Minister Steel

Reference	Title	From	Provided to MO	Recipient
MIN S2021/00664	Commencing pet business licensing and new codes of practice - Minister Brief	EGM - Territory and Business Services	13/07/2021	Minister Steel
MIN S2021/00817	Transfer of Appropriation - Transport Canberra and City Services (TCCS) Capital Works - Minister Brief	EBM - Infrastructure Delivery	13/07/2021	Minister Steel
MIN S2021/00692	Innate Motorsport Test Day on 15 July 2021 - Minister Brief	EBM - Strategic Policy and Customer	13/07/2021	Minister Steel
21/140	Tree Advisory Panel - Appointment 2021		Sent 06/07/2021	Cabinet
21/133	Veterinary Practitioners Board – 2 Members		Sent 06/07/2021	Cabinet
21/411	Urban Forest Discussion Paper		Sent 07/07/2021	Cabinet
21/250	Response to Petition Number 5-21 and 14-21 lodged by Michael Petterson MLA		Sent 21/06/2021	Cabinet
21/24	National Road Safety Strategy		Sent 21/06/2021	Cabinet
MIN S2021/00788	Fix My Street Refresh project - Advisory Note	COO		Minister Steel

MINISTER FOR TRANSPORT AND CITY SERVICES – QTBs - 22-24 June 2021

1 of 2

Hot Issues	
A.	Charnwood Shops (trees and pavers)
B.	Lawrence Wackett Crescent and Tharwa Drive Intersection
C.	Tharwa Drive
D.	GLS and Driving Instructors
E.	Street Forestry Program
F.	Auditor-General's report into CCTV cameras
Roads/Active Travel	
1.	Molonglo Valley Traffic
2.	Gungahlin Traffic
3.	Mortimer Lewis Drive Parking
4.	Reduction of Lanes on Kingsford Smith Drive
5.	Umbagog Park Bridge (north/west) Closures
6.	Footpath Maintenance, Prioritisation and Upgrades
7.	Black Spot Funding from the Commonwealth
8.	Local Area Traffic Management
9.	Potholes and Road Resurfacing
10.	Traffic Signals/ITS Maintenance and Management
11.	Stormwater including GPT's
12.	Streetlights (incl light pollution)
13.	New 40kmh Speed Zones
14.	Road Duplications and Upgrades
15.	Intersection Upgrades
16.	Capital Works Stimulus – ACT and Commonwealth Funded
17.	Maintenance of Rural Roads
18.	Cynthia Teague Crescent
19.	School Traffic Management
City Services	
20.	Licensing and Compliance on Public Land
21.	Street Trees and Urban Forest Strategy
22.	Shopping Centres and Town Centres
23.	Playgrounds
24.	Mowing
25.	Dog Attacks and DAS Seizure Powers
26.	Animal Welfare and Management (incl Cat Containment)

27.	Cemeteries and Gungahlin Crematorium
28.	Libraries ACT
29.	Narrabundah Peafowl
30.	Fix My Street
<b>ACT No Waste</b>	
31.	Green Bins and FOGO
32.	Landfill Expansion Rehab
33.	Closure and Canberra Sand and Gravel
34.	Bulky Waste Service
35.	COAG export bans
36.	Single Use Plastics
37.	Fyshwick Waste Facilities
<b>Transport Canberra</b>	
38.	Bus services in Tuggeranong
39.	Future Light Rail Network
40.	Zero Emissions Buses (including bus fleet)
41.	Woden Bus Depot
42.	New Ticketing System
43.	Patronage for Buses and Light Rail
44.	Transport Recovery Plan
45.	Weekend buses/Transport Action Plan
46.	Public Transport – New Suburbs
47.	Advertising on Public Transport
48.	Takata Airbags Vehicle Registration Cancellations/Suspensions - Access Canberra
49.	E-Scooter Scheme
50.	Transport Strategy Implementation
51.	Automated Vehicles
52.	Regulation of Zero Emission Vehicles
53.	Mobile Device Detection Cameras
54.	Dangerous Driving Penalties
55.	Roads Safety Cameras
56.	Establishment of Accessibility Reference Group