



## FREEDOM OF INFORMATION COVERSHEET

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

FOI reference: 22-153

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Schedule	Published
4. Documents	Published
5. Additional information identified	Not applicable
6. Fees	Not Applicable
7. Processing time (in working days)	19 days
8. Decision made by Ombudsman	Not applicable
9. Additional information identified by Ombudsman	Not applicable
10. Decision made by ACAT	Not applicable

11. Additional information identified by ACAT	Not applicable
---	----------------

**From:** [REDACTED]  
**To:** [TCCS\\_FreedomOfInformation](#)  
**Subject:** FOI REQUEST - Titles of briefs  
**Date:** Friday, 11 November 2022 11:44:34 AM

---

Good morning,

**RE: FOI REQUEST – TITLES OF BRIEFS TO MINISTERS (11 July to 11 September)**

On behalf of [REDACTED] I write to request under the *Freedom of Information Act 2016* the subject line of all final ministerial briefs from 11th June to 11 September 2022 generated for or directed to any ACT Government Minister.

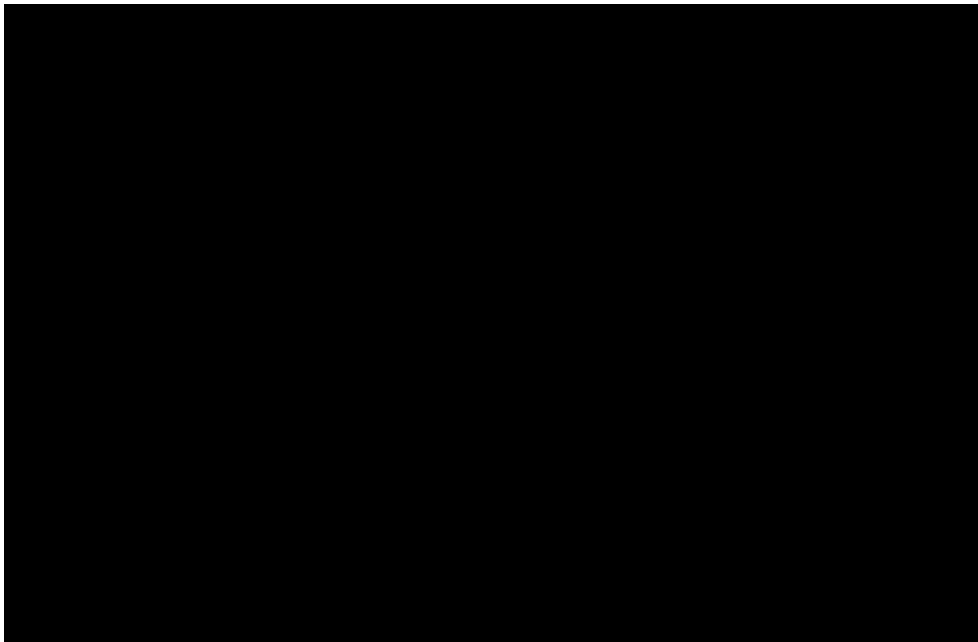
This request includes, wherever possible, the date of the brief, the internal reference, position of authority it was written by, and which Minister it was addressed to.

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

Should you require any further information or clarification about the above request, please contact the office on [REDACTED]

Kind regards

[REDACTED]



**Ministerial Briefs (July - September 2022)**

Reference	Name	Cleared by	Date Started	Minister
MIN B2022/01387	Fees and Charges 2022-23	EBM, City Presentation	18/07/2022	Minister Berry
MIN S2021/01983	Electric Vehicle Operational Policy and Fees	EBM, Development Coordination	13/12/2021	Minister Steel
MIN S2022/00854	Insourcing brief	EBM - People and Capability	02/05/2022	Minister Steel
MIN S2022/00888	Infringement notice management scheme	EBM, Strategic Policy and Programs	06/05/2022	Minister Steel
MIN S2022/00919	Term 4 Network Options	EBM, Transport Planning and Delivery	13/05/2022	Minister Steel
MIN S2022/01030	Road Safety Program - Tranche 5	EBM, Roads ACT	26/05/2022	Minister Steel
MIN S2022/01038	Lawson parking	EBM, Development Coordination	27/05/2022	Minister Steel
MIN S2022/01088	Path Audit and Programming	EBM, Roads ACT	03/06/2022	Minister Steel
MIN S2022/01111	Speed Management Devices	EBM, Roads ACT	07/06/2022	Minister Steel
MIN S2022/01133	Coroner Report - Blake Corney - Action items update	EBM, Strategic Policy and Programs	09/06/2022	Minister Steel
MIN S2022/01151	Successful Adpot-a-Park Grants 2021-22	EBM, City Presentation	14/06/2022	Minister Steel
MIN S2022/01182	Special Circumstances Exemption for corrections and health under the Plastic Reduction Act 2021	EBM, NoWaste	16/06/2022	Minister Steel
MIN S2022/01231	AFP Car Parking changes	EBM, Development Coordination	23/06/2022	Minister Steel
MIN S2022/01249	RSPCA relocation - next steps	EBM, Infrastructure Delivery	28/06/2022	Minister Steel
MIN S2022/01254	Charity fee waivers 2022-2023	EBM, ACT NoWaste	28/06/2022	Minister Steel
MIN S2022/01265	Brindabella Road works	EBM, Roads ACT	29/06/2022	Minister Steel
MIN S2022/01266	Emu Creek Belconnen	EBM, Infrastructure Delivery	29/06/2022	Minister Steel
MIN S2022/01267	Traffic Volumes/ Movement Patterns	EBM, Development Coordination	29/06/2022	Minister Steel
MIN S2022/01268	Rail Safety National law National Regulations (Fees and FOI) Amendment Regulations 2022	EBM, Light Rail operations	29/06/2022	Minister Steel
MIN S2022/01281	Proposed approach to banning a third tranche of single-use plastic items	EBM, ACT NoWaste	04/07/2022	Minister Steel
MIN S2022/01282	Future Reusables Services in the Territory	EBM, ACT NoWaste	04/07/2022	Minister Steel
MIN S2022/01303	Animal Welfare Advisory Committee (AWAC) - Code of Practice for the Welfare of Horses in the ACT - Australian Veterinary Association consultation feedback	EGM, Territory and Business Services	06/07/2022	Minister Steel
MIN S2022/01310	Transport Canberra Customer Survey	EBM - Transport Planning & Delivery	06/07/2022	Minister Steel
MIN S2022/01311	Motor Neurone Disease Research Australia Canberra Rally	EBM, Strategic Policy and Programs	06/07/2022	Minister Steel
MIN S2022/01313	Tree Advisory Panel (TAP) Acting Appointment 2022 - Mr Neil Cooper	EBM, Governance and Ministerial Services	07/07/2022	Minister Steel
MIN S2022/01324	Minister Steel to meet with Mr McLuckie and Minister Rattenbury - Friday 15 July - 2.15 - 3.00pm	EBM, Strategic Policy and Programs	08/07/2022	Minister Steel
MIN S2022/01325	Transport Canberra Quarterly Data Report	EBM, Transport Planning and Delivery	08/07/2022	Minister Steel
MIN S2022/01326	Corrected patronage data reported under "Service Types"	EBM, Transport Planning and Delivery	08/07/2022	Minister Steel
MIN S2022/01335	Casey Community Recreation Park - amenity and infrastructure	EBM - Infrastructure Delivery	11/07/2022	Minister Steel
MIN S2022/01339	MLRMC Odour Management	EBM, NoWaste	11/07/2022	Minister Steel
MIN S2022/01343	Continuation of NSW/ACT Regional On Demand Public Transport Service	EBM, Transport Planning and Delivery	12/07/2022	Minister Steel
MIN S2022/01348	IDC Report - June 2022 - (Minister Steel)	EBM - Infrastructure Delivery	12/07/2022	Minister Steel
MIN S2022/01362	Transfer of appropriation to Gundaroo Drive stage 3 duplication project - TCCS Capital Works	EBM - Infrastructure Delivery	14/07/2022	Minister Steel
MIN S2022/01366	Pin Oak Street Tree Removal and Community Engagement	EBM - City Presentation	14/07/2022	Minister Steel
MIN S2022/01382	The Cemeteries and Crematoria Auth 2022-23 Budget Statements - Statement of Intent	Chief Finance Officer	15/07/2022	Minister Steel
MIN S2022/01402	Continue grant funding to GIVIT to manage and coordinate donated items with people in need from 01 July 2022 to 30 June 2025	EBM, ACT NoWaste	19/07/2022	Minister Steel
MIN S2022/01406	Jump racing - welfare of horses	EBM, Strategic Policy and Programs	20/07/2022	Minister Steel
MIN S2022/01407	Roadside electoral signage - options for corflute reduction	EBM, Strategic Policy and Programs	20/07/2022	Minister Steel
MIN S2022/01408	Update on Road Safety Strategic Procurements - Road Safety	EBM, Strategic Policy and Programs	21/07/2022	Minister Steel
MIN S2022/01413	2022-23 Australian Budget - ACT response	EBM, Roads	21/07/2022	Minister Steel

MIN S2022/01422	Cat management support	EGM, Territory and Business Services	22/07/2022	Minister Steel
MIN S2022/01427	PT arrangements for special events	EBM, Transport Planning and Delivery	22/07/2022	Minister Steel
MIN S2022/01440	Declared public events for 2022-23 under the Plastic Reduction Act	EBM, NoWaste	26/07/2022	Minister Steel
MIN S2022/01455	Belconnen Markets traffic issues	EBM, Roads	27/07/2022	Minister Steel
MIN S2022/01460	Mitchell RMC Upgrades and identification of future waste sites in North Canberra	EBM, Infrastructure Delivery	27/07/2022	Minister Steel
MIN S2022/01463	Update on RAT Distribution to Concession Card Holders from Libraries ACT	EBM, Libraries ACT	28/07/2022	Minister Steel
MIN S2022/01498	EV Charging Policy	EBM, Development Coordination	02/08/2022	Minister Steel
MIN S2022/01502	Australian Renewable Energy Agency (ARENA) Future Fuels Fund (FFF)	EBM - Governance and Ministerial Services	03/08/2022	Minister Steel
MIN S2022/01506	DAS Business Practices to Maintain Effective Operations	EGM, Territory and Business Services	04/08/2022	Minister Steel
MIN S2022/01508	Lawson Parking Fire Trail Car Parking Option	EBM, Development Coordination	04/08/2022	Minister Steel
MIN S2022/01511	Customer Service Request Management (CSRM) expansion on Option 1 from Minister Brief S2022-00730	Chief Operating Officer	05/08/2022	Minister Steel
MIN S2022/01525	Animal Welfare Advisory Committee (AWAC) - Appointment 2022 - Category B acting appointment - Dr Kyelee Driver	EBM, Governance and Ministerial Services	05/08/2022	Minister Steel
MIN S2022/01526	Pialligo Avenue Duplication Project - Detailed Design-Planning/Environmental Approval Works	EBM, Infrastructure Delivery	08/08/2022	Minister Steel
MIN S2022/01536	Targeted increases to Road Transport fees and charges - 1 September 2022	EBM, Strategic Policy and Programs	09/08/2022	Minister Steel
MIN S2022/01562	Executive Document Release - 11-119 - ACTION Enterprise Bargaining Agreement - Payment Offer	EGM, Transport Canberra	11/08/2022	Minister Steel
MIN S2022/01584	Active travel strategic project updates	EBM, Strategic Policy and Programs	16/08/2022	Minister Steel
MIN S2022/01586	Timing for release of the draft Design Guide: Best practices for urban streets in the ACT	EBM - Strategic Policy & Programs	16/08/2022	Minister Steel
MIN S2022/01592	Biosecurity Update - Vet Board	EBM - Governance and Ministerial Services	17/08/2022	Minister Steel
MIN S2022/01594	Update on Household Travel Survey (HTS) and Transport Modelling Work Program	EBM - Development Coordination	17/08/2022	Minister Steel
MIN S2022/01598	Roads to Recovery (Aug 22 payment)	Chief Finance Officer	18/08/2022	Minister Steel
MIN S2022/01617	E-scooter expansion - Gungahlin and Woden	EBM, City Presentation	19/08/2022	Minister Steel
MIN S2022/01627	Kingsford Smith Drive - Evaluation	EBM - Roads ACT	19/08/2022	Minister Steel
MIN S2022/01653	Casey Community Recreation Park - preliminary sketch plan design approval	EBM - Infrastructure Delivery	24/08/2022	Minister Steel
MIN S2022/01655	National Jobs and Skills Summit	Chief Operating Officer	24/08/2022	Minister Steel
MIN S2022/01659	Frontline Data Systems trial - Interim evaluation	EBM, Roads ACT	25/08/2022	Minister Steel
MIN S2022/01667	Taxi issues, including vehicle age and use	EBM - Strategic Policy & Programs	26/08/2022	Minister Steel
MIN S2022/01668	LR S3 Pre-feasibility refresh	EBM, Transport Planning and Delivery	26/08/2022	Minister Steel

**QTB's - August 2022**

Reference	Title	Cleared by	Date Started	Minister
A	Mugga Lane Odour	EBM NoWaste	05/07/2022	Minister Steel
B	Belconnen Bikeway/ Tree Removal	EBM, City Presentation	05/07/2022	Minister Steel
C	Bus Driver Numbers and Driver Recruitment	EBM, Transport Canberra	05/07/2022	Minister Steel
D	Wombat Signage on Athllon	EBM, Roads ACT	05/07/2022	Minister Steel
E	Interim Public Transport Network	EBM, Transport Canberra	05/07/2022	Minister Steel
F	St Edmunds College - Road Safety on Canberra Avenue	EBM, Roads ACT	05/07/2022	Minister Steel
G	Northside Waste Facility (including (CSG)	EBM, ACT NoWaste	05/07/2022	Minister Steel
H	La Perouse Street - Road Safety	EBM, Roads ACT	05/07/2022	Minister Steel
I	Hall Stormwater	EBM, Roads ACT	05/07/2022	Minister Steel
J	Streetlights	EBM, Roads ACT	05/07/2022	Minister Steel
K	School Traffic Management	EBM, Roads ACT	05/07/2022	Minister Steel
L	Strategic Road Maintenance / Potholes	EBM, Roads ACT	05/07/2022	Minister Steel
M	Umbagog Park Bridge	EBM, Infrastructure Delivery	05/07/2022	Minister Steel

N	Road Damage to Tarra Place / Jabanugga Avenue	EBM, Roads ACT	05/07/2022	Minister Steel
1	Major Sport and Recreation Infrastructure	EBM, City Presentation	05/07/2022	Minister Berry
2	Sportsground	EBM, City Presentation	05/07/2022	Minister Berry

**QTB's - September 2022**

Reference	Title	Cleared by	Date Started	Minister
A	Bus Driver Numbers and Driver Recruitment	EBM, Transport Canberra	12/09/2022	Minister Steel
B	Interim PT Network	EBM, Transport Canberra	12/09/2022	Minister Steel
C	La Perouse Street - Road Safety	EBM, Roads ACT	12/09/2022	Minister Steel
D	Hall Stormwater	EBM, Roads ACT	12/09/2022	Minister Steel
E	Streetlights	EBM, Roads ACT	12/09/2022	Minister Steel
F	School Traffic Management	EBM, Roads ACT	12/09/2022	Minister Steel
G	Strategic Road Maintenance / Potholes	EBM, Roads ACT	12/09/2022	Minister Steel
H	Road Damage to Tarra Place / Jabanugga Avenue	EBM, Roads ACT	12/09/2022	Minister Steel
I	DAS Complaints	EGM, Territory and Business Services	12/09/2022	Minister Steel
J	Coppins Crossing and Molonglo River Bridge	EBM, Infrastructure Delivery	12/09/2022	Minister Steel
K	DA for Green Waste Facility	EBM, ACT NoWaste	12/09/2022	Minister Steel
L	Library Closures	EBM, Libraries ACT	12/09/2022	Minister Steel
1	Major Sport and Recreation Infrastructure	EBM, City Presentation	12/09/2022	Minister Berry
2	Sportsground	EBM, City Presentation	12/09/2022	Minister Berry

Dear [REDACTED]

### **Freedom of Information Request - Reference 22-153**

I refer to your application for access to government information received by Transport Canberra and City Services (TCCS) on 11 November 2022 under the *Freedom of Information Act 2016* (FOI Act). It is my understanding that you are seeking access to the following government information:

*“...the subject line of all final ministerial briefs from 11 [July] 2022 to 11 September 2022 generated for or directed to any ACT Government Minister. This request includes, wherever possible, the date of the brief, the internal reference, position of authority it was written by, and which Minister it was addressed to. This request includes briefs prepared for Question Time, but not for Estimates or Annual Reports.”*

I have interpreted the time element of your application to be 11 July 2022, as stated in the subject line of your request. I note that a previous access application has been decided for relevant information for 10 June to 10 July 2022, FOI reference 22-135.

A decision is due on your access application by 9 December 2022.

#### **Authority**

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.

#### **Decision on access**

In accordance with the FOI Act, a search was conducted of records held by TCCS. A list of all relevant information has been compiled into a format consistent with your request.

In reviewing the information within these records, I have found, on balance, it is in the public interest to provide you with full access to the information enclosed at [Attachment A](#).

#### **Statement of Reasons**

In making my decision on disclosing government information, I must identify all relevant factors in schedule 1 and 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:

**Schedule 1:**

- No relevant factors identified.

**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.

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

- No relevant factors have been identified.

**Charges**

No fees are applicable, as the total number of pages are 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>.

**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

A handwritten signature in black ink, appearing to read 'Cherie Hughes', written over a horizontal line.

Cherie Hughes  
Information Officer

8 December 2022