



FREEDOM OF INFORMATION COVERSHEET

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

FOI reference: 22-164

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)	29 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]
Sent: Tuesday, 13 December 2022 10:31 AM
To: TCCS FreedomOfInformation
Cc: [REDACTED]
Subject: FOI REQUESTS - Titles of briefs

Categories: Application, Saved to Objective

Good morning,

RE: FOI REQUEST – TITLES OF BRIEFS TO MINISTERS (12 September to 12 November)

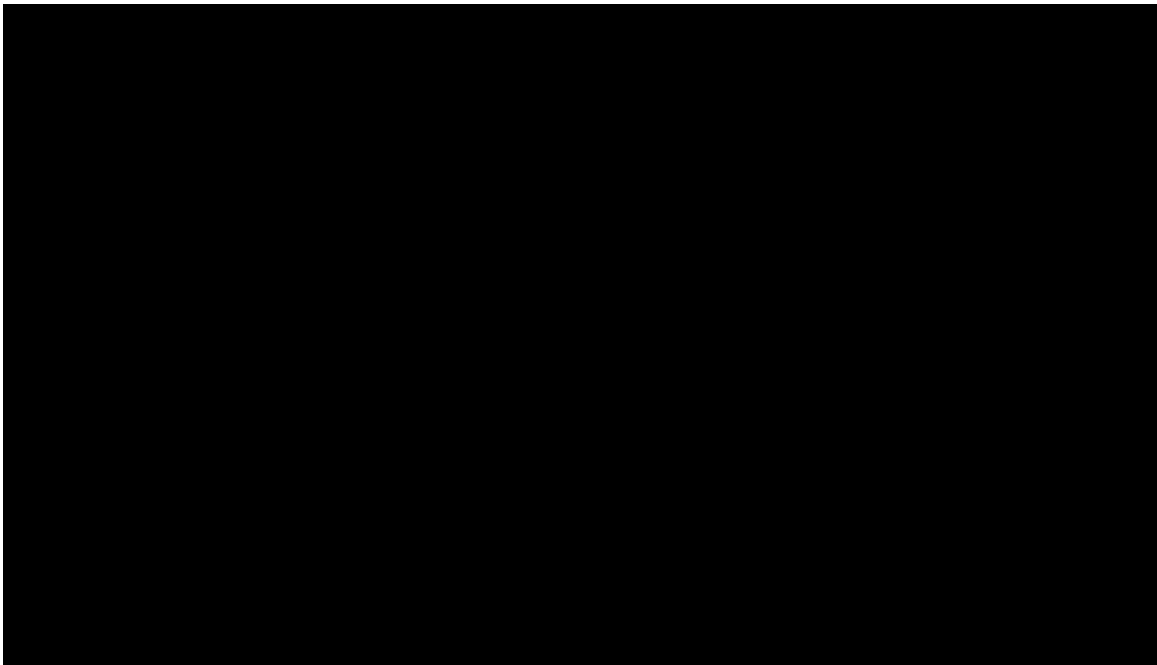
On behalf of [REDACTED] I write to request under the *Freedom of Information Act 2016* the subject line of all final ministerial briefs from 12 September to 12 November 2022 generated for or directed to any ACT Government Minister.

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 6205 1919.

Kind regards





ACT
Government

Transport Canberra and
City Services



Dear 

Freedom of Information Request - Reference 22-164

I refer to your application for access to government information received by Transport Canberra and City Services (TCCS) on 13 December 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 12 September to 12 November 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."

A decision was due on your access application by 13 January 2023. I thank you for agreeing to an extension until 30 January 2023.

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 partial access. My decision is detailed further in the below statement of reasons.

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 2.1)

- 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 2.2)

- Schedule 2.2(a)(xi) - prejudice trade secrets, business affairs or research of an agency or person;
- Schedule 2.2(a)(xiii) - Prejudice the competitive commercial activities of an agency.

In reviewing the information with the scope of this application, one subject line has been identified as containing information relating the business affairs of a third party. This information relates to the financial planning of that third party and is likely to prejudice their business affairs if disclosed. I have also considered that this information has been provided to TCCS with an expectation of confidentiality, and disclosure is likely to prejudice future commercial activities. I have placed significant weight on these factors and find that disclosure is, on balance, contrary to the public interest.

I have found that the factors favouring disclosure can be satisfied with the deletion of information which is contrary to the public interest. A copy of the relevant information is enclosed at Attachment A.

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

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

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.

Yours sincerely



Cherie Hughes
Information Officer

27 January 2023

Ministerial Briefs (September - November 2022)				
Reference	Name	Cleared by	Date Started	Minister
MIN B2022/01761	IDC Report - August 2022 - Minister Berry - Advisory Note	EBM - Infrastructure Delivery - E00840	07/09/2022	Minister Berry
MIN B2022/01981	IDC report - Sep 2022 - Minister Berry - Advisory Note	EBM - Infrastructure Delivery - E00840	07/10/2022	Minister Berry
MIN B2022/01997	2021-22 TCCS Annual Report - Minister Berry - Minister Brief	EBM, Governance and Ministerial Services	10/10/2022	Minister Berry
MIN S2022/00798	Road Transport Penalties Review - Minister Brief	EBM, Strategic Policy and Programs	22/04/2022	Minister Steel
MIN S2022/01018	Tree removals - Ginninderra Dam and Southwell Park Retarding Basin - Advisory Note	EBM, Roads ACT	25/05/2022	Minister Steel
MIN S2022/01092	Rideshare licenses - Transport Policy - Brief	EBM, Strategic Policy and Programs	03/06/2022	Minister Steel
MIN S2022/01277	Code of Practice - Immersion of Cremated Remains in Flowing Water - Cemeteries	EGM, Territory and Business Services	30/06/2022	Minister Steel
MIN S2022/01292	Mattress Disposal - Advisory Note	EBM, ACT NoWaste	05/07/2022	Minister Steel
MIN S2022/01377	Direct to Boot parking - Minister Brief	EBM, Development Coordination	15/07/2022	Minister Steel
MIN S2022/01466	Road Safety Community Fund Grants - Minister Brief	EBM, Strategic Policy and Programs	28/07/2022	Minister Steel
MIN S2022/01480	Monaro Highway Upgrade - Cycle provisions and cost escalation approach - Minister Brief	EBM - Infrastructure Delivery - E00840	29/07/2022	Minister Steel
MIN S2022/01546		EBM, ACT NoWaste	10/08/2022	Minister Steel
MIN S2022/01589	Libraries ACT - Imagining 2030 - Community priorities - Minister Brief	EBM - Libraries ACT - E00518	17/08/2022	Minister Steel
MIN S2022/01633	Ticketing update - Minister Brief	EBM, Chief Information Officer	19/08/2022	Minister Steel
MIN S2022/01677	Funding for Child Restraint Fitting Service - Minister Brief	EBM, Strategic Policy and Programs	26/08/2022	Minister Steel
MIN S2022/01733	Declared single-use plastic items at upcoming non-government events under the Plastic Reduction Act 2021 - Minister Brief	EBM, ACT NoWaste	02/09/2022	Minister Steel
MIN S2022/01737	Active Travel Plan - outcomes of consultation - Advisory Note	EBM, Strategic Policy and Programs	02/09/2022	Minister Steel
MIN S2022/01768	Next Generation Ticketing - Marketing and Brand Services - Minister Brief	EBM, Planning and Delivery	07/09/2022	Minister Steel
MIN S2022/01780	Update on Bus Fleet Procurement and Retirement Timeline - September 2022 - Minister Brief	EBM - Transport Planning & Delivery - E01164 (Ministerial)	09/09/2022	Minister Steel
MIN S2022/01787	Infrastructure Australia Project Considerations - Advisory Note	EBM, Roads ACT	13/09/2022	Minister Steel
MIN S2022/01788	Update on the Disruption Taskforce - Minister Brief	EBM, Development Coordination	13/09/2022	Minister Steel
MIN S2022/01791	Illegal dumping campaign - Illegal Dumping - Minister Brief	EBM, Communications	13/09/2022	Minister Steel
MIN S2022/01800	Notification of CSE Complaint Investigation - Canary Island Pines - Advisory Note	EBM - City Presentation - E00611	14/09/2022	Minister Steel
MIN S2022/01801	Taxi age and use requirements - taxi age extensions - Minister Brief	EBM, Strategic Policy and Customer	14/09/2022	Minister Steel
MIN S2022/01804	Crickets season at Manuka Oval - Minister Brief	EBM, Strategic Policy and Customer	14/09/2022	Minister Steel
MIN S2022/01806	Response to Scrutiny Report 20 - DI2022-67 - Plastic Reduction (Single Use Plastics Products) Exemption 2022 Minister Brief	EBM, ACT NoWaste	14/09/2022	Minister Steel
MIN S2022/01813	IDC Report - August 2022 (Minister Steel) - Advisory Note	EBM, Infrastructure Delivery	15/09/2022	Minister Steel
MIN S2022/01838	2022-23 mowing season - including the Rapid Response team trial - Minister Brief	EBM, City Presentation	19/09/2022	Minister Steel
MIN S2022/01847	ACT Heritage Library to host the UNESCO Memory of the World Knowledge Centre for Australia - Minister Brief	EBM - Libraries ACT - E00518	20/09/2022	Minister Steel
MIN S2022/01850	Norwood Park Determination of Trustee - Public Trustee and Guardian - Minister Brief	EBM, Governance and Ministerial Services	21/09/2022	Minister Steel
MIN S2022/01852	West Belconnen Resource Management Centre Rehabilitation - Project Status - Minister Brief	EBM - Infrastructure Delivery - E00840	21/09/2022	Minister Steel
MIN S2022/01856	Cemeteries and Crematoria Authority Governing Board - Appointments 2022 - Minister Brief	EBM, Governance and Ministerial Services	21/09/2022	Minister Steel
MIN S2022/01895	2022-23 Budget review proposals - Minister Brief	Chief Financial officer	29/09/2022	Minister Steel
MIN S2022/01900	Draft Urban Open Space Land Management Plan - Minister Brief	EBM - City Presentation - E00611	29/09/2022	Minister Steel
MIN S2022/01905	Teacher Quality Institute (TQI) accreditation for the Safe Cycle program - Minister Brief	EBM - Development Coordination - E00866	30/09/2022	Minister Steel
MIN S2022/01912	EBAN Discussion Papers - Advisory Note	EBM, People and Capability	30/09/2022	Minister Steel
MIN S2022/01928	Monaro Highway Upgrade - Cycle provisions - Minister Brief	EBM, Infrastructure Delivery	05/10/2022	Minister Steel
MIN S2022/01937	Quest Apartments - Alternative Parking Arrangements during Sydney/Melbourne Building Stormwater Construction Works - Advisory Note	EBM, Infrastructure Delivery	05/10/2022	Minister Steel
MIN S2022/01939	2023 Legislation Proposals - Minister Brief	EBM, Governance and Ministerial Services	05/10/2022	Minister Steel
MIN S2022/01945	Road Management at Geocan WOVA Development - Advisory Note	EBM - Development Coordination - E00866	05/10/2022	Minister Steel
MIN S2022/01946	Permission Travel to Wellington New Zealand attending NSLA - Minister Brief	EBM - Libraries ACT - E00518	05/10/2022	Minister Steel
MIN S2022/01964	Executive Document Release - 11/092 & 11/569 - Advisory Note	EBM, Strategic Policy and Programs	06/10/2022	Minister Steel
MIN S2022/01967	TCCS Annual Report - Advisory Note	Chief Operating Officer	06/10/2022	Minister Steel
MIN S2022/01986	Cemeteries and Crematoria Authority Governing Board - Ms Linda Addison resignation - Minister Brief	Chief Operating Officer	10/10/2022	Minister Steel

MIN S2022/01994	Transport Canberra and City Services (TCCS) - Infrastructure Delivery (ID) monthly progress report (September 2022) - Advisory Note	EBM, Infrastructure Delivery	10/10/2022	Minister Steel
MIN S2022/01996	2021-22 TCCS Annual Report - Minister Brief	EBM - Governance and Ministerial Services - E00821	10/10/2022	Minister Steel
MIN S2022/02006	Domestic Animals (Relaxation of Prohibited Areas - Glebe Park) Declaration - Minister Brief	EBM, City Presentation	11/10/2022	Minister Steel
MIN S2022/02010	UTR Annual Compliance Report 2020-21 - Advisory Note	EBM, Roads ACT	11/10/2022	Minister Steel
MIN S2022/02019	Transfer of Birrigai from Transport Canberra and City Services Directorate to Education Directorate - Minister Brief	Director General, TCCS	12/10/2022	Minister Steel
MIN S2022/02025	Umbagog Pedestrian Bridges Project Update - Advisory Note	EBM - Infrastructure Delivery - E00840	13/10/2022	Minister Steel
MIN S2022/02029	Relocation of Australian Government funding (Local Roads and Community Infrastructure Phase 3) from the ACT Property Group to Transport Canberra and City Services - Minister Brief	EBM, Roads ACT	13/10/2022	Minister Steel
MIN S2022/02032	Update on Spilt Milk 2022 public transport arrangements - Minister Brief	EBM - Light Rail Operations / Bus Operations	14/10/2022	Minister Steel
MIN S2022/02035	Register Customer Satisfaction Survey - Light Rail	EBM, Light Rail Operations	14/10/2022	Minister Steel
MIN S2022/02037	Revised Procurement Thresholds - Advisory Note	EBM - Infrastructure Delivery - E00840	14/10/2022	Minister Steel
MIN S2022/02041	Environment Ministers Meeting - Waste Input - Minister Brief	EBM, ACT NoWaste	14/10/2022	Minister Steel
MIN S2022/02063	Pet registration integration with Digital Account and the inclusion of 'Change of Circumstance' functionality - Animal Registration	Chief Operating Officer	18/10/2022	Minister Steel
MIN S2022/02077	Survey results about travel impacts associated with future infrastructure work in the city - Advisory Note	EBM, Communications	19/10/2022	Minister Steel
MIN S2022/02081	New petition against KFC at Chisholm local shops - Advisory Note	EBM, Development Coordination	19/10/2022	Minister Steel
MIN S2022/02098	Light Rail Fare Compliance Survey - November 2022 - Minister Brief	EBM, Light Rail Operations	20/10/2022	Minister Steel
MIN S2022/02115	Canberra Grammar carpark - Block 30 Section 88 Griffith - Minister Brief	EBM - Development Coordination - E00866	24/10/2022	Minister Steel
MIN S2022/02127	Recruitment campaign - Minister Brief	EBM, Bus Operations	24/10/2022	Minister Steel
MIN S2022/02129	Office of the National Rail Safety Regulator (ONRSR) 2021-22 Annual Report - Minister Brief	EBM, Light Rail Operations	25/10/2022	Minister Steel
MIN S2022/02130	ACT QPRC 2022 Household Travel Survey (HTS) - Advisory Note	EBM - Development Coordination - E00866	25/10/2022	Minister Steel
MIN S2022/02132	TGRA Motorsport Test Day 2022 - Minister Brief	EBM, Strategic Policy and Programs	25/10/2022	Minister Steel
MIN S2022/02165	Corrigendum TCCS 2021-22 Annual Report - Minister Brief	EBM, Governance and Ministerial Services	27/10/2022	Minister Steel
MIN S2022/02177	Roads ACT Asset Damage Cost Recovery - Advisory Note	Chief Financial officer	28/10/2022	Minister Steel

QTB's - September 2022

Reference	Title	Cleared by	Date Started	Minister
A	Bus Driver Numbers and Driver Recruitment	DDG, Transport Canberra	12/09/2022	Minister Steel
B	Interim Public Transport Network	DDG, Transport Canberra	12/09/2022	Minister Steel
C	La Perouse Street - Road Safety	DDG, City Services	12/09/2022	Minister Steel
D	Hall Stormwater	DDG, City Services	12/09/2022	Minister Steel
E	Streetlights	DDG, City Services	12/09/2022	Minister Steel
F	School Traffic Management	DDG, City Services	12/09/2022	Minister Steel
G	Strategic Road Maintenance / Potholes	DDG, City Services	12/09/2022	Minister Steel
H	Road Damage to Tarra Place / Jabanugga Avenue	DDG, City Services	12/09/2022	Minister Steel
I	DAS complaints	DDG, Transport Canberra	12/09/2022	Minister Steel
J	Coppins Crossing and Molonglo River Bridge	DDG, City Services	12/09/2022	Minister Steel
K	Green Waste Facility DA	DDG, City Services	12/09/2022	Minister Steel
1	Major Sport and Recreation Infrastructure	DDG, City Services	12/09/2022	Minister Berry
2	Sportsground	DDG, City Services	12/09/2022	Minister Berry

QTB's - October 2022

Reference	Title	Cleared by	Date Started	Minister
A	Bus Driver Numbers and Driver Recruitment	DDG, Transport Canberra	12/09/2022	Minister Steel
B	Interim Public Transport Network	DDG, Transport Canberra	12/09/2022	Minister Steel
C	La Perouse Street - Road Safety	DDG, City Services	12/09/2022	Minister Steel
D	Streetlights	DDG, City Services	12/09/2022	Minister Steel
E	School Traffic Management	DDG, City Services	12/09/2022	Minister Steel
F	Strategic Road Maintenance / Potholes	DDG, City Services	12/09/2022	Minister Steel
G	Road Damage to Tarra Place / Jabanugga Avenue	DDG, City Services	12/09/2022	Minister Steel
H	DAS complaints	DDG, Transport Canberra	12/09/2022	Minister Steel
I	Coppins Crossing and Molonglo River Bridge	DDG, Transport Canberra	12/09/2022	Minister Steel
J	Green Waste Facility DA	DDG, City Services	12/09/2022	Minister Steel
K	E-Scooter Safety	DDG, Transport Canberra	12/09/2022	Minister Steel
L	Operational Changes to COVID Measures	DDG, Transport Canberra	12/09/2022	Minister Steel
1	Major Sport and Recreation Infrastructure	DDG, City Services	12/09/2022	Minister Berry
2	Sportsground	DDG, City Services	12/09/2022	Minister Berry