



## FREEDOM OF INFORMATION COVERSHEET

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

FOI reference: 22-017

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)	22 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



# Freedom of Information - Access Application to Transport Canberra and City Services - Submission confirmation

our submission has been successful. Please keep a copy of this receipt for your records.

Date and time

Reference code

10 Feb 2022 3:55:15 PM

X4XFDZ6N

Transport Canberra and City Services (TCCS)

GPO Box 158  
Canberra ACT 2601

Phone 02 6207 2987  
Email: TCCS.FOI@act.gov.au

## Applicant details

Title

Given name

Family name

[Redacted]

[Redacted]

[Redacted]

Preferred name

[Redacted]

Preferred method of contact

Phone  Email  Post

Contact email address

[Redacted]

Preferred method to receive information \*

Email  Post

Same as contact email address

## Information request

Who are you making the request on behalf of?

Myself

What type of information are you requesting access to? \*

Other information

What information are you requesting access to under the Act? \*

Copies of all the most recent, at time of request, Organisational Structure documents for the Transport Canberra and City Services agency in the Australian Capital Territory. I am seeking records of all Position Titles, Position Classifications and name of the Incumbent or Acting Public Sector Employee or Contractor for each role from an Executive level to at least positions to level 5, if not provided as part of these identified documents. Note - This information normally forms part of the organisational structure documents generated by such entities, but if it is not part of these documents, I am seeking materials related to this additional information. I do not want the Transport Canberra and City Services Directorate organisational chart that is available on the Transport Canberra website because it does not contain the level of detail that I am seeking.

Attach a description or additional details about the information you are requesting access to (optional)

Do you have a similar or identical request currently under review by another ACT Government Directorate?

Yes  No

Are you enquiring as

A member of the public

Do you wish to apply for a waiver of fees associated with processing your application?

Yes  No

Provide a statement about how the release of information is in the public interest (optional)

Would you like to provide any additional information? (optional)

Attach additional documents to support your application (optional)

[REDACTED].com

Dear [REDACTED]

### **Freedom of Information Request - Reference 22-017**

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

*“Copies of all the most recent, at time of request, Organisational Structure documents for the Transport Canberra and City Services agency in the Australian Capital Territory. I am seeking records of all Position Titles, Position Classifications and name of the Incumbent or Acting Public Sector Employee or Contractor for each role from an Executive level to at least positions to level 5, if not provided as part of these identified documents. Note - This information normally forms part of the organisational structure documents generated by such entities, but if it is not part of these documents, I am seeking materials related to this additional information. I do not want the Transport Canberra and City Services Directorate organisational chart that is available on the Transport Canberra website because it does not contain the level of detail that I am seeking.”*

On 25 February 2022, you clarified the scope of the application from the entire TCCS Directorate to:

*“The organisational structure chart for Transport Canberra, including the title and position classification of each officer.”*

I have interpreted this amended scope to exclude information already available in the organisational chart on the Transport Canberra and City Services websites based on your initial submission.

A decision is due on your access application by 11 March 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 of TCCS records has been completed. This search identified one record as relevant to your application.

Upon reviewing the information identified as relevant to your application and applying the public interest test under section 17 of the FOI Act, I have decided to provide you with full access to this information. The reasons for my decision are provided below under the heading 'statement of reasons'. The requested information is enclosed at [Attachment A](#).

### **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)(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 favouring non-disclosure were identified.

In accordance with the FOI Act, I find the disclosure of the information enclosed at [Attachment A](#) is, on balance, in the public interest.

### **Charges**

No fees are applicable to this application as the number of pages being released are within the threshold.

### **Online publishing – disclosure log**

Under section 28 of the Act, TCCS maintains an online record of access applications called a [disclosure log](#). Your application, my decision and the information disclosed to you will be published within 3 – 10 business days.

Your personal information will be removed from these documents prior to publication.

### **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)

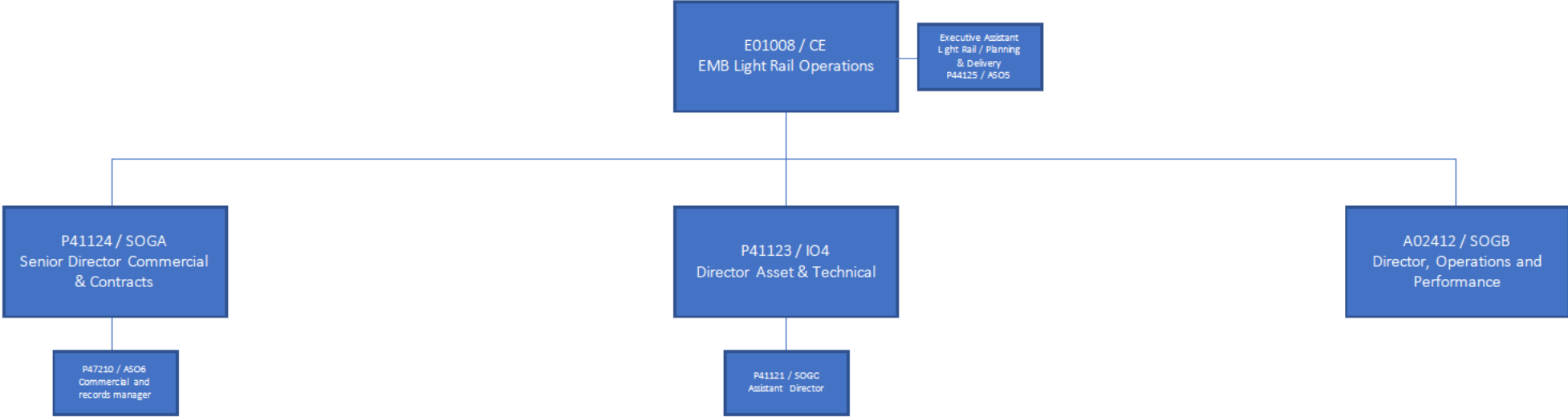
If you have any queries concerning the directorate's processing of your request, or would like further information, please contact the TCCS FOI team on (02) 6207 2987 or email to [tccs.foi@act.gov.au](mailto:tccs.foi@act.gov.au).

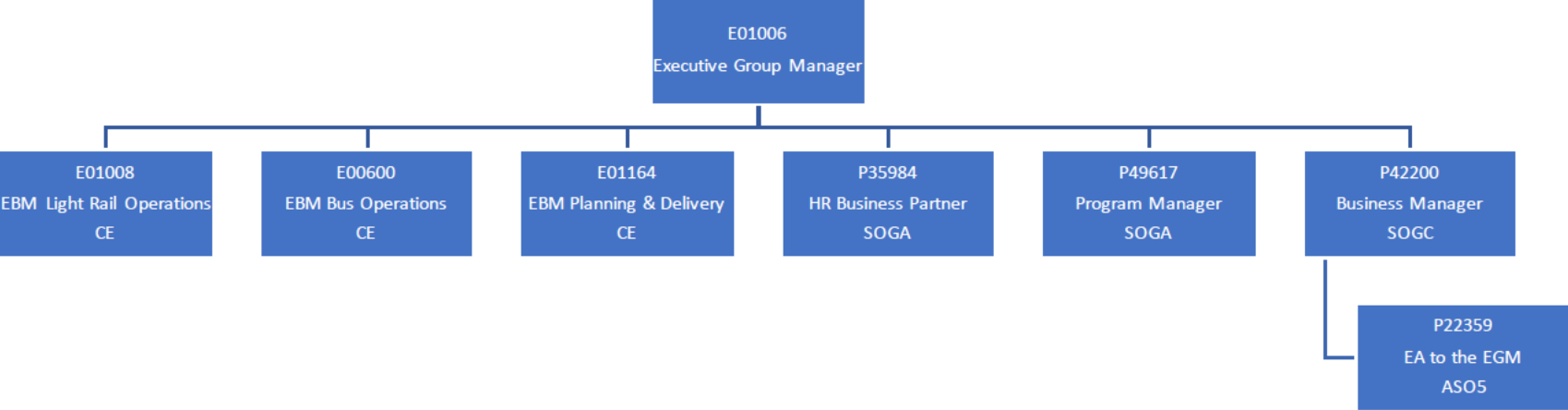
Yours sincerely

A handwritten signature in black ink, appearing to read 'Meghan Oldfield', with a long horizontal flourish extending to the left.

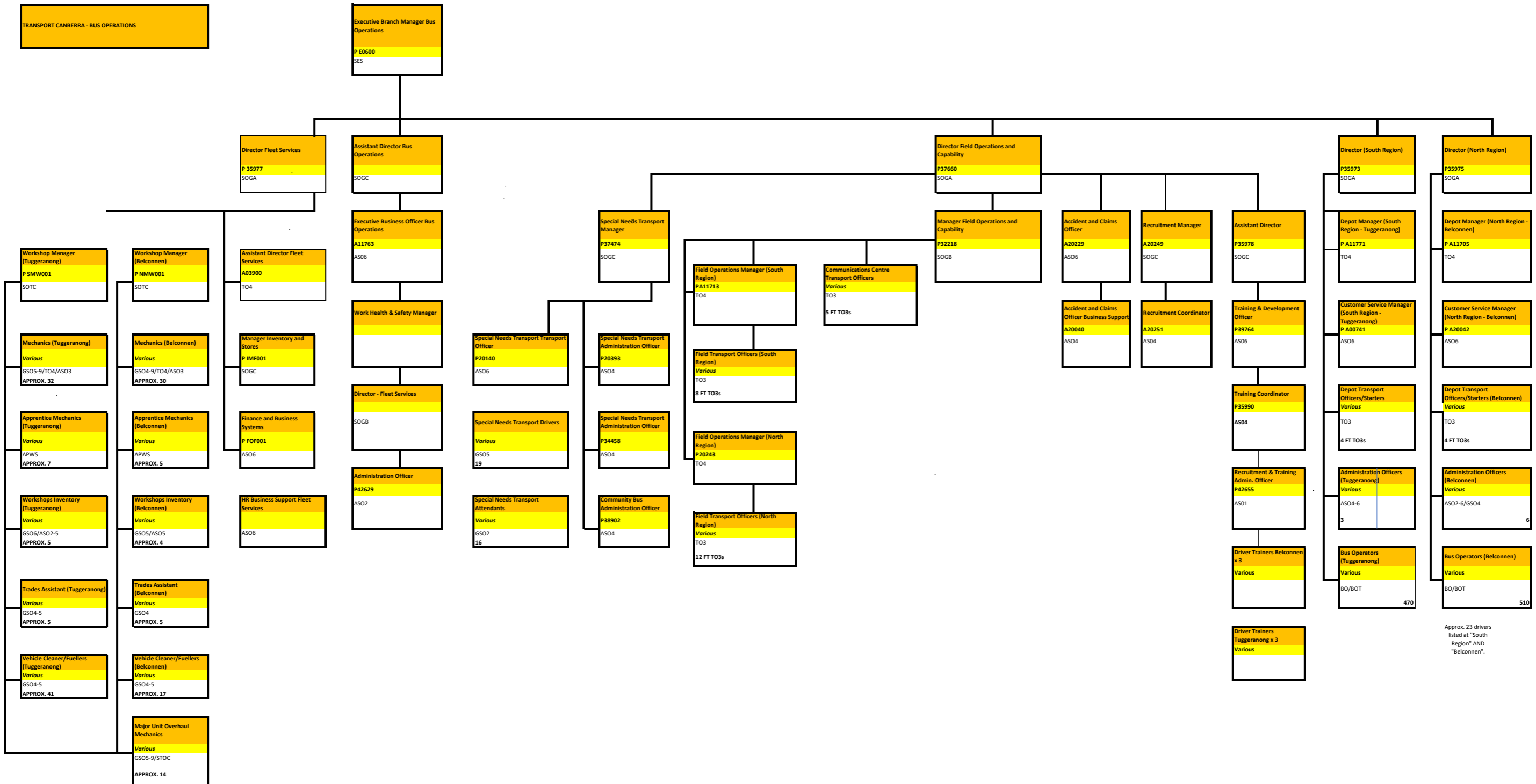
Meghan Oldfield  
Information Officer

16 March 2022









Approx. 23 drivers listed at "South Region" AND "Belconnen".

