



**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 2019-086

Information to be published	Status
1. Access application	Published
2. Decision notice and schedule	Published
3. Documents	n/a
4. Additional information identified	No
5. Fees	n/a
6. Processing time (in working days)	42 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

## FOI Request

FOI Team  
Transport Canberra and City Services

Dear FOI Team

I am writing to you to request information on how many workers were provided with the Workplace Privacy Policy 2011 that was issued in August 2011, and if it was made available on directorate web sites and in operational guidance. Also the number of mowers and vehicles fitted with electronic surveillance tracking devices (GNSS or GPS).

The "Workplace Privacy Policy 2011" can be found under the following title :

***"Chief Minister and Cabinet Directorate Workforce Capability and Governance Division (Workplace Privacy Policy Statement & Notice to Workers)"***

There are three directives in the *Workplace Privacy Policy 2011* that state :

1. ***"This policy will be provided to all current workers and new workers on commencement"***.
2. ***"The policy will be made available on Directorate web sites"***
3. ***"and in operational guidance"***.

( Please see "Attachment A" from the policy that is enclosed ).

I have not seen any evidence that the Workplace Privacy Policy 2011 was provided to new workers on commencement especially when mowers and vehicles were fitted with electronic surveillance tracking devices. (GNSS or GPS) in 2016 / 2017.

I have not seen the Workplace Privacy Policy 2011 on the intranet for workers or in operational guidance.

The information provided in this FOI request should help clarify the matter.

**FOI Request**

***1. Request for information on the Workplace Privacy Policy 2011 that should have been provided to all current workers in 2011 and new workers on commencement in 2011 through to 2019. Also the number of electronic surveillance tracking devices installed in mowers and in vehicles.***

I request the breakdown of the number of workers in **2011** and who received the Workplace Privacy **Policy** 2011. Also the vehicles fitted with electronic surveillance tracking devices. (GNSS or GPS)

I have included two tables to help explain what I am after.

**There should be an audit record of workers signing a document declaring that they had been provided with the Workplace Privacy Policy 2011 as it is a legal requirement. It should be easy to locate the record / file.**

A1. Number of Current Workers when the Workplace Privacy **Policy** 2011 was issued in August 2011.

A2. Number of current workers who were provided with the Workplace Privacy **Policy** 2011.

A3. Number of Electronic Surveillance Tracking Devices Installed in Vehicles

**1. 2011, when surveillance laws and the Workplace Privacy Act 2011 came into effect.**

<b>Year</b>	<b>A1. No. of Current Workers in August 2011</b>	<b>A2. No. of current workers who were provided with the <b>Policy</b></b>	<b>A3. No. of Electronic Surveillance Tracking Devices Installed in Vehicles</b>
<b>2011</b>			

**FOI Request**

As a follow-on from the previous page, I request the breakdown of number of workers in **2011** through to **2019** and who received the Workplace Privacy **Policy** 2011 on commencement. Also the mowers and vehicles fitted with electronic surveillance tracking devices. (GNSS or GPS)

B1. Number of new workers in 2011 through to 2019.

B2. Number of new workers who received the Workplace Privacy **Policy** 2011 on commencement in 2011 through to 2019.

B3. Number of **mowers** fitted with an electronic surveillance tracking device. (GNSS or GPS) in 2011 through to 2019.

B4. Number of **vehicles** fitted with an electronic surveillance tracking device. (GNSS or GPS) in 2011 through to 2019.

**2. 2011 to 2019.**

<b>Year</b>	<b>B1. No. of new workers</b>	<b>B2. No. of new workers who received the <b>Policy</b> on commencement</b>	<b>B3. No. of <b>mowers</b> fitted with an electronic surveillance tracking device</b>	<b>B4. No. of <b>vehicles</b> fitted with an electronic surveillance tracking device (ELB)</b>
<b>2011</b>				
<b>2012</b>				
<b>2013</b>				
<b>2014</b>				
<b>2015</b>				
<b>2016</b>				
<b>2017</b>				
<b>2018</b>				
<b>2019</b>				

**FOI Request**

***2. Request for information about when the Workplace Privacy Policy 2011 was made available on directorate web sites***

I request information about when the Workplace Privacy Policy 2011 has been made available on the Intranet or Computer for workers to access.

***3. Request for information about when the Workplace Privacy Policy 2011 was made available in operational guidance.***

I request information about where and when the Workplace Privacy Policy 2011 has been made available in operational guidance. I request the title and date of the operational guidance document/s that contain the Workplace Privacy Policy 2011 or contain explanatory reference to this policy.

I have included two documents in "Attachment B" from the GNSS data surveillance collection area. The GNSS team may try to palm these documents as complying with the directive.

I do not want these gap filler, waste of time documents as they do not contain or reference the Workplace Privacy Policy 2011. They may contain some elements of the surveillance law but they do not fully comply with the directive in notifying workers of the Workplace Privacy Policy 2011 in operational guidance.

Thank you

My personal email is [REDACTED]

My work email is [REDACTED]

Yours Sincerely

[REDACTED]

27<sup>th</sup> August 2019

## **Attachment B**

I have included two documents in "Attachment B" from the GNSS data surveillance collection area.

Document 1 is not titled and not dated.

Document 2 is mainly about the Plant Assessor.

Neither document reference to the Workplace Privacy **Policy** 2011.

Neither document contain to the Workplace Privacy **Policy** 2011.

Neither document discuss any of the surveillance law content stated within the Workplace Privacy **Policy** 2011.

# Document 1

(1/5)

## Installation of GNSS to equipment.

As a result of a trial of GNSS units (Pinpoint) on a number of mowers throughout the 2016–2017 mowing season and in consultation with the WCC, employees and the unions, all mowing equipment will have these units fitted either before the start of the mowing season or as soon as practical. All new machines will be delivered with the units in place.

## Why implement the use of this equipment?

This equipment is being installed by a qualified installer to the relevant Australian standards in an aim to improve the following:

Mower utilisation

Safety of operator (duress alarm, slope warning)

Mowing of correct areas (geo fence)

Correct mowing of conservation areas (geo fence)

This equipment is not to be used as a performance management tool against employees as agreed at the WCC.

Each unit is to be fitted with:

1. A duress button (options and variants of this to be tried including Beam Man Down)
2. Slope indicator (set at a predetermined slope) if this slope is reached, a warning light is displayed so that the operator is made aware of the slope and can therefore reassess the operating conditions. This still needs modification to ensure the information provided is suitable. What is the slope that needs to be installed?
3. Geo fence boundary – if the machine goes outside of the geo fence then a warning light is displayed
4. Sensor on each deck - this allows for correct cutting width can be determined if a deck is raised and not in use
5. Accurate measurement of deck widths from the unit (this determines the cutting width of the mower)

Data capture to include:

1. Engine On / Engine Off
2. PTO On / PTO Off
3. Distance travelled
4. Areas cut in variable colour (to compensate for areas cut more than once in a given timeframe – double cutting of an area) Ongoing work needs to be done to ensure that this feature is correctly recording.
5. Engine functions – hours
6. Fuel consumption. This will be investigated to understand how and if this data can be collected.
7. Location of machine
8. Servicing intervals and various other general data.

## **Document 1**

(2 / 5)

### **Issues:**

1. Initially multi deck machines were emitting a fault signal and hence suggesting the machine was operational when it was not.
2. Define what is required in main report.
3. Reduce reports to capture on essential data such as:
  - a. Hours of engine
  - b. Blade hours
  - c. Area mown
4. False alarms

### **Results**

1. New report developed to supply exact information required. – make as favourite.
2. Duress Alarm works successfully – sends email and SMS to appropriate staff. The report sends location of where machine is. It also allows for the machine's location to be checked via the mapping function. Live details enable tracking of the unit if it moves from the reported position of duress.
3. Geo fence works – If machine encroaches on area alarm sounds until machine is outside of that area.
4. Slope alarm works – but requires additional work to ensure that it is successful. Currently set at 8 degrees. Currently policy is that mowing should not occur on slopes greater than 1 in 4 (approx 14 degrees). Fine tuning of this function needs to occur.

### **Staff Concerns**

1. Effect of electromagnetic radiation. The units meet Australian standards.
2. Being monitored constantly. As stated this is not to be used as a monitoring device and confirms to ACT Government policy for vehicle monitoring devices (ELB)
3. Disciplinary action against staff. The units are not to be used for disciplinary action against staff.
4. Location of units. Helps to ensure the mower is in the correct area and also assist in location if the duress alarm is raised. Enables rapid responses to public complaints and claims for damage.

### **Summary**

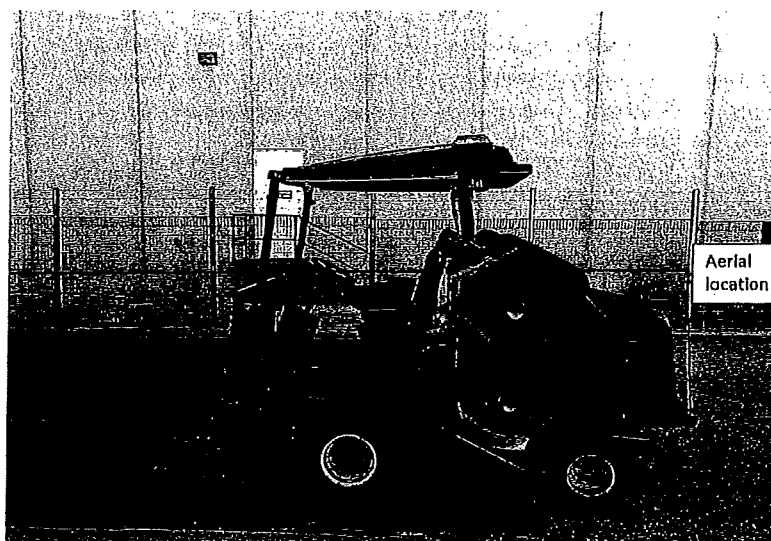
As stated all mowers will be fitted with the units either prior to or asap within the current mowing season.

Duplication of information will be required during the season so that verification of the accuracy of the data can be tested. Existing data collected and loaded onto the G drive will allow comparison to be made.

Installed units will have an external aerial and this will be located at the rear of the machine so it is as far away as from the operator.

# Document 1

(3/5)



Additional concerns can be raised at the mower training session in relation to what data etc is being collected.

A standard blank report is shown below.

## Plant Utilisation by Area Report

Plant utilisation by area report

Creation time: 25/07/2017  
8:36 AM

Report Timezone: (UTC+10:00) Canberra, Melbourne, Sydney

parameters:

Start: 27/06/2017 00:00:00

Stop: 28/06/2017 0

file me	Sensor Name	Count	Utilisation Time	Utilisation Kms	Total Kms	Utilisation Kms %	Average Speed when active	Area covered (ha)	First Ign On	Last Ign Off
lc216166	Blades									

Summary

## Document 1

(4 / 5)

### Report explanation:

- First Ignition on : this is the time (hh:mm) and location the vehicle Ignition was first turned on during the defined working hours
- Last Ignition off ; this is the time (hh:mm) and location the vehicle Ignition was last turned off during the defined working hours
- Actual Operating Hours : this is the vehicle operating hours (hh:mm) from first Ignition on to last Ignition off within the defined working hours
- Total Kms: Distance travelled during report period
- Count: this is the number of times the sensor was ON during the period from first ignition on to last ignition off
- Utilisation Time: this is the time (hh:mm) the sensor was ON during the period from first ignition on to last ignition off
- Utilisation Kms: this is the distance the sensor was ON during the period from first ignition on to last ignition off
- Utilisation Kms %: the Utilisation Kms versus Total Kms
- Average speed when active: the average speed when sensor was ON
- Area covered (ha): total area covered when sensor ON based on width of attachment
- Utilisation Hours %: Utilisation Time versus Total Time

As has always been stated if you still have concerns please raised them now so to assist in the

*Document 1*

(5/5)

This vehicle contains electronic equipment that allows the vehicle's movements to be monitored

**ATTENTION**  
This vehicle is equipped with a Pinpoint GPS device.

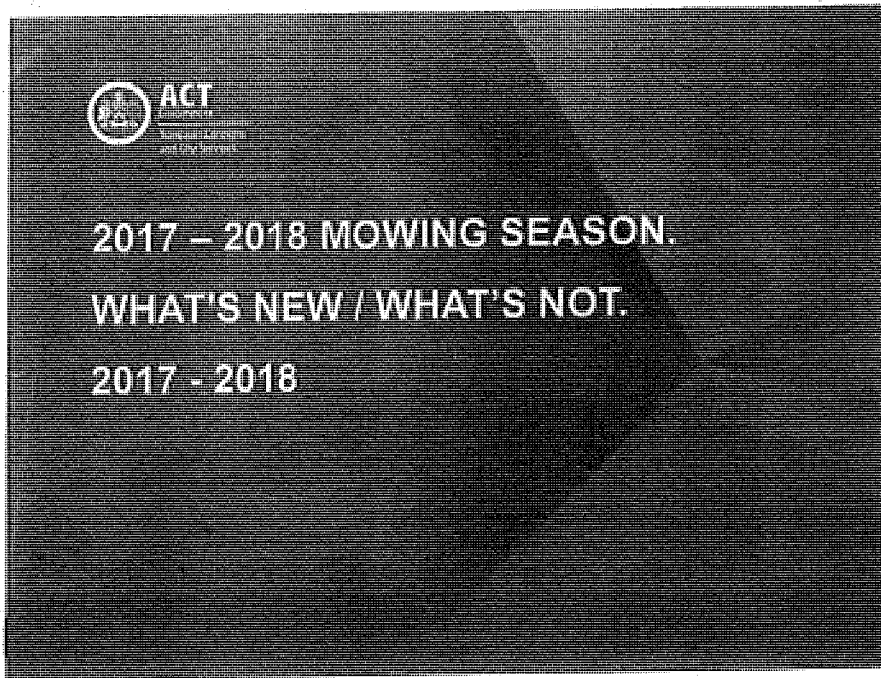
**PINPOINT**  
GPS-TELEMATICS-ASSETS

The trusted name in GPS tracking and mobility.

[www.pinpointcomms.com.au](http://www.pinpointcomms.com.au)  
Tel: 02 9804 1764

*Document 2*

(1 / 16)



What's new in 2017 - 2018

1. All mowers now or will have GNSS units installed either prior to the start of the season or as new mowers are delivered.
2. All new electronic pre start app (Plant assessor)
3. Trial and implementation of alternative work practices.

## Document 2

(2/16)

### Mowers and the road



Warning lights, which operate when the vehicle is in motion, must be fitted to the vehicle and must be:

- a. clearly visible at a distance of 500m in all directions; or
- b. Supplemented by 1 or more additional warning lights if the light is not clearly visible at a distance of 500m in any direction.

The warning light must:

- a. emit a yellow coloured light of rotating and flashing effect; and
- b. flash between 120 and 200 times a minute; and
- c. have a power of at least:
  - if LED technology is used – 24W; or
  - if another technology is used – 55W; and
  - d. not be a strobe light.

Roof lamps must meet the above requirements.

Side and rear reflectors

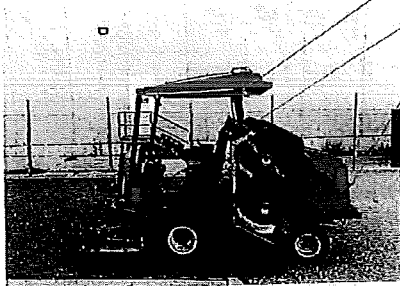
Rear view mirrors

Safety reflective tape as example be fitted to outboard cutting arm

The vehicle must be reduced to its smallest practical dimensions when travelling on a road.



### Mowers and the road



- Rotating beacon lamp must be mounted clear of roof canopy
- Side reflectors must be fitted within 300mm of end of vehicle. Must be fitted no lower than 250mm, no higher than 1500mm
- Rear tail lights
- Number plates to be affixed
- Rear vision mirror
- Horn/sound device



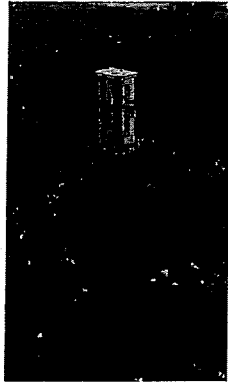


## Document 2

(4/16)

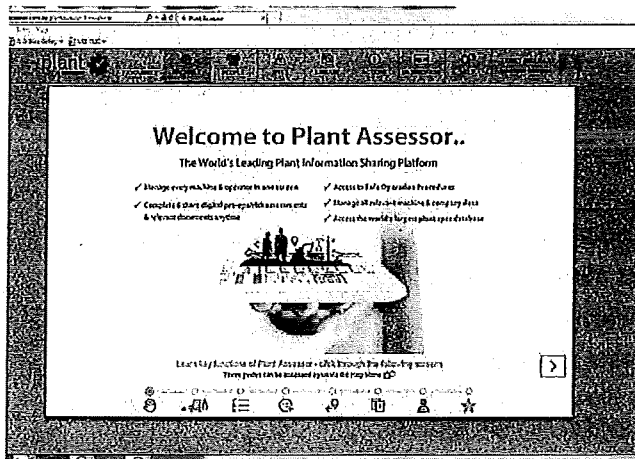
### Conservation Bollards

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### Plant Assessor

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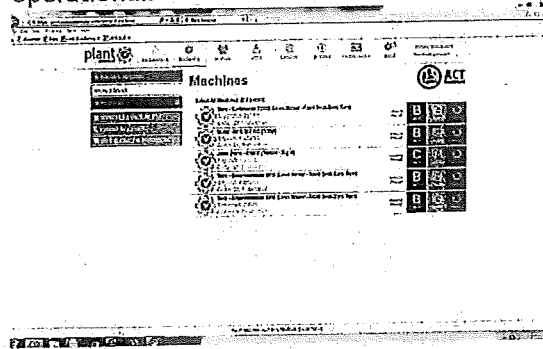


## Document 2

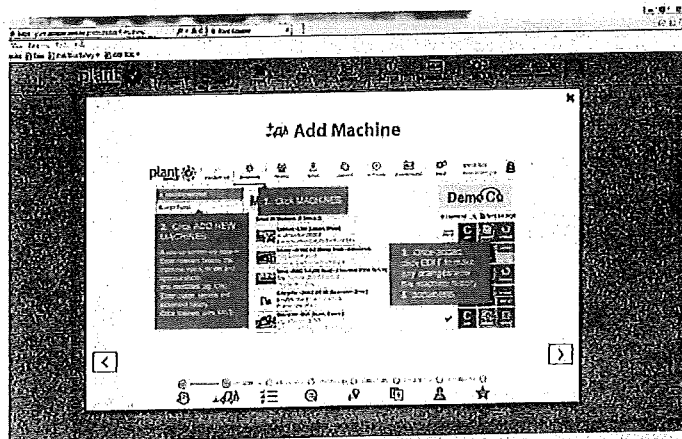
(5/16)

### Plant Assessor

- Electronic prestart to assist in ensuring mower is operational.



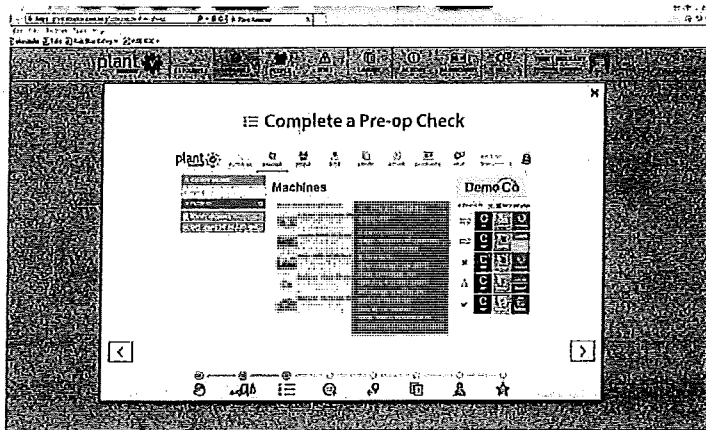
### Plant Assessor



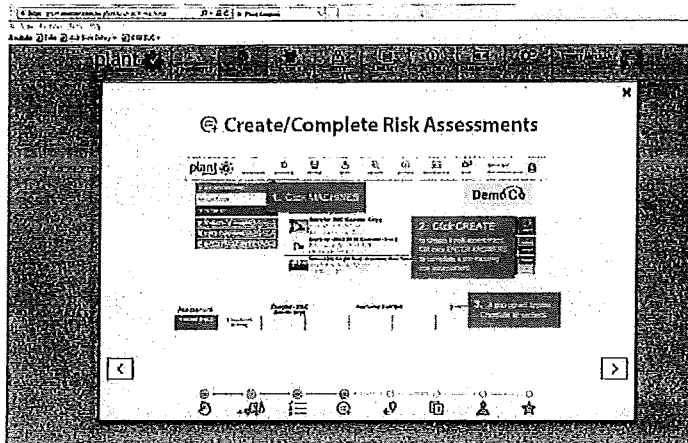
## Document 2

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### Plant Assessor



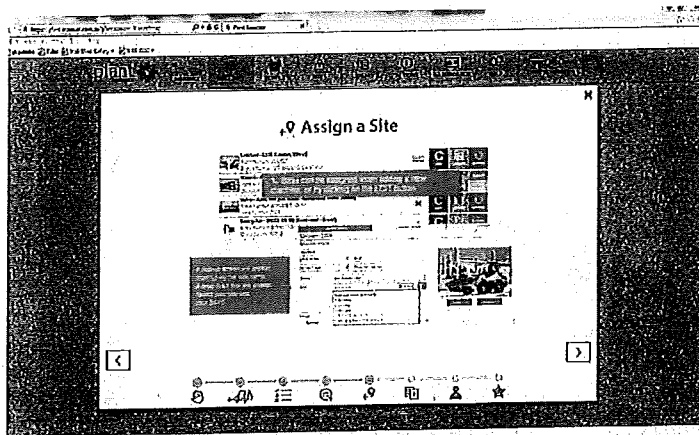
### Plant Assessor



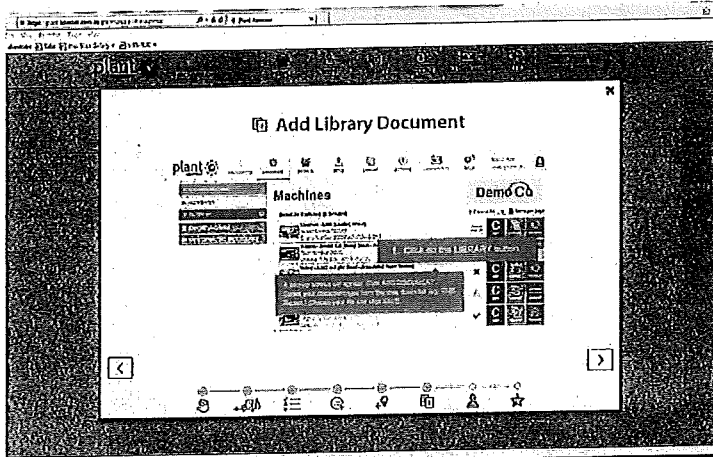
Document 2

(7/16)

Plant Assessor



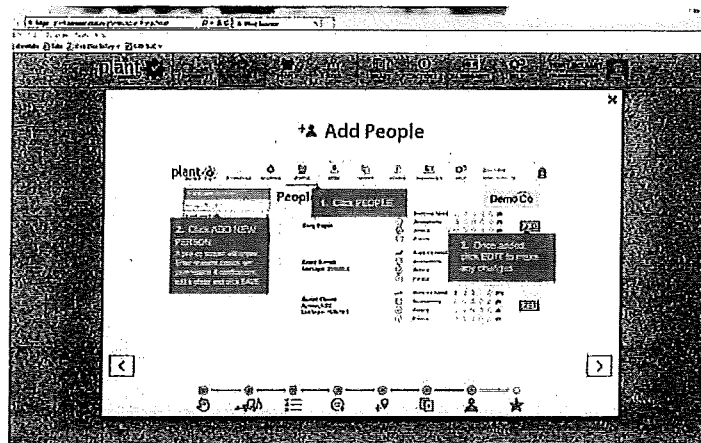
Plant Assessor



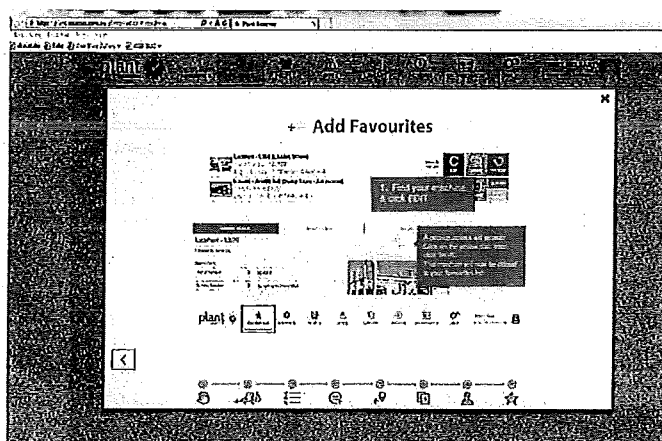
## Document 2

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### Plant Assessor



### Plant Assessor



## Document 2

(9/16)

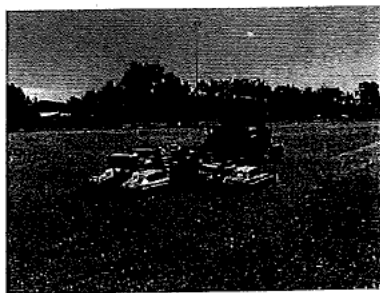
### Plant Assessor

Director	First Name	Last Name	Director	First Name	Last Name
Nicholls			Kambah		
Nicholls			Catwell		
Nicholls			Sports & Rec		
Balconen			Sports & Rec		
Balconen			Sports & Rec		
Balconen			TCCS Dickson		
Balconen			TCCS Dickson		
Charmwood			TCCS Dickson		
Charmwood			TCCS Dickson		
Charmwood			Plant Assessor		
Inner North					
Inner North					
Inner South					
Inner South					
Holder					
Mawson					



### Trial of Alternative work practices

- Use of Tractor and wide area mowers.



## *Document 2*

*(10 / 16)*

### Trial of Alternative work practices

- Cost Advantage
- Innovation
- 2 separate units
- Better working conditions (air conditioned cabs)
- Always budget pressure



### Trial of Alternative work practices

- Split shift
- Aim to increase the hours of operation of the mowers
- Trial period till Christmas prior to review
- Volunteers or new employees
- Cost of equipment is increasing yearly
- Budget is stationary





## **Document 2**

(12 / 16)

### Procedure for if an incident occurs

- If any damage or an incident occurs:
  1. Remain calm, turn off engine and turn hazard lights on.
  2. Check for hazards. Ensure the safety of everybody involved.
  3. Call the police, Fire and / or Ambulance on 000 if required
  4. Do not admit liability.
  5. Obtain full name, address and contact details for owner and driver of all vehicles involved and any witnesses.



### Required Forms to be completed.

6. Obtain all registration numbers, vehicle information and insurer details where possible.
  7. Make a note of relevant details including location of accident, time, any property damage, weather conditions, etc.
  8. Report the accident to the Accident Management provider via the sgfleet Driver Assistance Hotline 1300 138 235.
  9. Advise the immediate manager as soon as possible after the incident.
- Complete a Riskman form within timeframe
  - Manger / Supervisor to notify Fleet.



## Document 2

(13 / 16)

### Who Is responsible ? (1)

- Audit Requirements for TCCS Staff
- Mowing Operations.
- TCCS Induction
- All staff once employed at TCCS is required to be inducted to TCCS as soon as possible. This is the responsibility of the Supervisor / Manager to organise and the staff member to attend. Training is compulsory.
- Depot Induction ( Supervisor / Leading Hand – Copies sighted and on file)
  - Appropriate license / cards
    - Drivers license
    - TTM
    - White card
    - Asbestos awareness
- The responsibility of the Supervisor / Leading hand to ensure all new staff members have been inducted to site and required paperwork to be given to DSO for filing. Staff member to supply paperwork as requested in the time frame required. DSO to ensure file is up to date with staff information.
- Daily Pre start briefings ( Leading Hand)
- These briefing notes should be scanned and kept as a reference for the future.
- Toro mower training (Mowing Coordinator / Fleet Manager)
- This compulsory training is organised prior to the start of the mowing season in partnership with suppliers & manufacturers of the mowing equipment.



### Who Is Responsible? (2)

- Operation of Mowers
  - Induction (Leading Hand)
- All staff is required to be inducted in how to use the mower that they have been assigned. If the staff member does not understand or is unsure they are required to get extra assistance from the Leading hand until they feel comfortable in the operation of the machine.
  - Mentoring (leading hand)
- The Leading hand is to mentor or put into place a mentoring program for the new staff member to ensure that they are competent in the operation of the mower. This could be up to a week or mower of close supervision. The staff member is required to be involved in such a program and to ask questions or raise concerns as they arise.
  - In house audit (Leading Hand)
    - TTM
    - Mowing
    - SOP's
    - Mower heights
- The Leading Hand / Supervisor is to organise random audits utilising the official templates throughout the season to ensure staff have all the correct licenses etc required to be employed by TCCS and operate mowers.
  - Risk assessments (Supervisor / Leading Hand / Operators)
- Supervisor / Leading hand to organise a group of relevant employees to review or develop as required.
- Daily dynamic risk assessments should be undertaken by the Leading hand prior to any task being undertaken.
  - Daily TTM for specific sites (Leading Hand / Operators)
- Leading Hand with appropriate training is to select the daily TTM and instruct staff who are trained of the requirements and the placement of signage.
  - Pre start checks (Plant Assessor) (Operators)
- All operators are to complete a prestart prior to operating the equipment. If the equipment fails they are to report it immediately to their supervisor.
  - Site inspections prior to mowing (Litter Crew / Operators)
- To be undertaken by the team leader to ensure area is safe to operate in.



# Document 2

(14/16)

## Mowing Induction Forms

Mowing Induction Form			
Name	Number	Employer	City or Town
1. Do you know how to use a lawnmower?			
2. Do you know how to use a trimmer?			
3. Do you know how to use a weed whacker?			
4. Do you know how to use a leaf blower?			
5. Do you know how to use a string trimmer?			
6. Do you know how to use a hedge trimmer?			
7. Do you know how to use a chainsaw?			
8. Do you know how to use a stump puller?			
9. Do you know how to use a brush cutter?			
10. Do you know how to use a trencher?			
11. Do you know how to use a backhoe loader?			
12. Do you know how to use a skid steer loader?			
13. Do you know how to use a trencher?			
14. Do you know how to use a backhoe loader?			
15. Do you know how to use a skid steer loader?			
16. Do you know how to use a trencher?			
17. Do you know how to use a backhoe loader?			
18. Do you know how to use a skid steer loader?			
19. Do you know how to use a trencher?			
20. Do you know how to use a backhoe loader?			
21. Do you know how to use a skid steer loader?			
22. Do you know how to use a trencher?			
23. Do you know how to use a backhoe loader?			
24. Do you know how to use a skid steer loader?			
25. Do you know how to use a trencher?			
26. Do you know how to use a backhoe loader?			
27. Do you know how to use a skid steer loader?			
28. Do you know how to use a trencher?			
29. Do you know how to use a backhoe loader?			
30. Do you know how to use a skid steer loader?			



## Machine Hours

Machine Hours Sheet										
Start Date	End Date	Machine	Operator	Hours	Notes	Type of Mowing				
Day	Start	End	Machine	Operator	Hours	Notes	SP	DM	SM	DM
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										
Sun										

Notes: While operating the machine, you are being responsible to the user and safety.  
 Any mowing hours are to be reported to the supervisor if completed. It is required to provide a copy of this sheet to the supervisor.  
 Other hours such as cleanup, storage, etc. should be reported to the supervisor.  
 Mowing types: SP - Single Pass, DM - Double Pass, SM - Single Pass, DM - Double Pass, SM - Single Pass.



## Document 2

(15 / 16)

### Who is responsible? (3)

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- Reporting
- All reporting is to be done as soon as possible or the required time frames as indicated in Legislation and policy.
- Good reporting and record keeping will enable a good record and audit compliance.
  - Paper / electronic based
    - Utilisation report (Mowing Coordinator)
    - GNSS reports (Mowing Coordinator / Managers / Supervisors)
    - In house Audits (completed forms are to be scanned and uploaded to G Drive) (DSO)
    - Riskman / Insurance reporting of incidents / accidents (how and when) ( Staff Involved / Supervisor / Leading Hand)



### Why All these Forms?

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- Allows an audit trail
  - Record of incidents etc
  - Data to analysis
    - More Training?
    - How has system fail?
    - Improvement?
- Ensure organisation meets compliance requirements.



## **Document 2**

(16 / 16)

### **Simple Rules of Thumb**

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- **All mowing decks are to be set to cut grass at 75 mm in height.**
- **Ensure prestart checks have been completed;**
  - Every time a new operator
  - Anomalies to be reported to supervisor immediately
- **All damage or incidents need to be reported.**
- **Operate all equipment in a safe manner both to operator and others present**
- **Ensure appropriate TTM's are in place.**
- **If unsure ask questions.**
- **If still unsure ask again.**





**ACT**  
Government

Transport Canberra and  
City Services

Mr [REDACTED]

By Email: [REDACTED]

Dear Mr [REDACTED]

**Freedom of information request: Reference – 19-086**

I refer to your application received on 27 August 2019 under the *Freedom of Information Act 2016* (FOI Act). You sought access to a range of information as follows:

1. Information on the Workplace Privacy Policy 2011 that should have been provided to all current workers in 2011 and new workers on commencement in 2011 through to 2019. Also the number of electronic surveillance tracking devices installed in mowers and in vehicles. Specifically:
  - Number of new workers in 2011 through to 2019;
  - Number of new workers who received the Workplace Privacy policy 2011 on commencement in 2011 through to 2019;
  - Number of mowers fitted with an electronic surveillance tracking device (GNSS or GPS) in 2011 through to 2019;
  - Number of vehicles fitted with an electronic surveillance tracking device (GNSS or GPS) in 2011 through to 2019.
2. Information about when the *Workplace Privacy Policy 2011* was made available on directorate websites.
3. Information about when the Workplace Privacy Policy 2011 was made available in operational guidance

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

Thank you for agreeing to extensions to allow time for TCCS to consider and search for documents and to complete your request.

**Decision on access**

Searches were conducted to identify documents that are within the scope of your request or may assist you with your questions.

No documents were identified, and I am therefore refusing to give access to information because it is not held by TCCS. I have done this under Section 35(1)(b) of the FOI Act which allows me to refuse access where information is not held by TCCS. I have also relied on section 43(1)(d) where the government information is already available to you. In this

case, government information is available to you because it has been made publicly available or has previously been given to you under the FOI Act (see section 45).

### **Statement of reasons**

I note that TCCS has already dealt with a request for information from you about electronic surveillance on mowers. That package included information that related to workplace surveillance and notification of the use of electronic surveillance devices on mowers.

In your current request, you seek information that is very specific and have provided guidance on how you wish the information to be presented to you. Under the FOI Act I am only required to provide you with access to government information that is held by the agency.

### **Notification of the Workplace Privacy Policy 2011 to employees**

As far as can be ascertained, all workers in ACT government were notified of the *Workplace Privacy Act 2011* and the whole of government policy in 2011. I note that you appear to have a copy of the policy and that it is publicly available on the Chief Minister, Treasury, and Economic Development Directorate (CMTED) website.

I can refuse to deal with this part of your application as the policy is already government information available to you (Section 43(1)(b)). In relation to the notification of employees I have decided that this information is not held by TCCS.

### **New Employee Counts**

In relation to employee counts in TCCS, I have decided that the information you are seeking is not held by TCCS either in the way that data is collected about employee numbers or in the form you are seeking. I also note that if the information was available it would be publicly available in the ACT State of the Service Report.

Counting the number of new workers commencing annually through 2011 to 2019 is not undertaken. Workers and officers come into the service or transfer between Directorates in any number of ways and under different arrangements.

The ACT State of the Service Report, which is publicly available, may assist you. You may be able to extrapolate from this report the data that you are seeking. The report is published annually as part of the annual reporting of CMTED. The CMTED Annual report documents can be found at <https://www.cmtedd.act.gov.au/functions/publications>. The data about employment numbers by each directorate is contained toward the end of the report. It includes a comparison of total employee numbers between current and preceding financial years per directorate. I note however that the difference in numbers is not necessarily accounted for by new workers.

**Audit of workers signing a document**

I have not identified any record of workers signing a document declaring that they have been provided with the Workplace Privacy Policy 2011.

I have decided that this information is not held by TCCS.

**Vehicles and mowers – Electronic surveillance tracking devices**

There is no document that provides the breakdown of number of mowers or vehicles that have electronic surveillance tracking devices attached at any given point over the period 2011-2019.

A decision to include such devices on vehicles and mowers has been implemented progressively since the decision was made. You have been provided with documents about this process under your former FOI request. The decision was to include electronic surveillance devices in new or replacement vehicles as they are purchased.

I am advised that by the end of 2020 all TCCS vehicles will have such devices installed.

Further, I am advised that over 90% of non-mower vehicles are fitted with electronic surveillance tracking devices and that all mowers are fitted. All vehicles that have such devices display a notice stating:

*This vehicle contains electronic equipment that allows the vehicle's movements to be monitored*

**Operational Guidance on the Workplace Privacy Policy 2011**

The Workplace Privacy Policy 2011 is, as you know, available on the ACT government website. I assume that it has been on the ACT government website since that time however TCCS has no documents that relate to this.

No documentation within the scope of your request has been identified for the period 2011-2016 covering the former Territory and Municipal services directorate (TAMS).

No operational guidance documents since 2016 or an explanatory reference to this policy have been identified.

**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 and my decision will be published in the TCCS disclosure log within the 10 days of this decision. Your personal details and other personal information will not be published.

You may view TCCS' disclosure log at [www.tccs.act.gov.au/about-us/freedom\\_of\\_information](http://www.tccs.act.gov.au/about-us/freedom_of_information).

**Ombudsman review**

My decision on your access request is a reviewable decision of the FOI Act. You have the right to seek Ombudsman review of this outcome under section 73 of the FOI Act within 20 working days from the day that my decision is published in the 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](mailto:ombudsman@ombudsman.gov.au)

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

Under section 84 of the FOI 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.

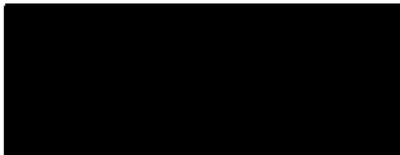
Further information may be obtained from the ACAT at:

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](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 directorate's FOI Coordinator on 6205 5408 or email [tccs.foi@act.gov.au](mailto:tccs.foi@act.gov.au).

I also invite you to contact the FOI Coordinator if you would like to meet with officers in Employee Relations to discuss how TCCS has applied the workplace privacy policy.

Yours sincerely



Cherie Hughes  
Information Officer

25 October 2019