



## FREEDOM OF INFORMATION COVERSHEET

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

FOI reference: 22-135

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Schedule	Not Applicable
4. Documents	Published
5. Additional information identified	Not applicable
6. Fees	Not Applicable
7. Processing time (in working days)	20 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
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**Bruan, Nicole**

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**From:** [REDACTED]  
**Sent:** Tuesday, 4 October 2022 3:19 PM  
**To:** TCCS\_FreedomOfInformation  
**Cc:** [REDACTED]  
**Subject:** FOI Request | Titles of Briefs June 2022

**Categories:** Saved to Objective, Application

Good afternoon,

**RE: FOI REQUEST – TITLES OF BRIEFS TO MINISTERS (11 June – 10 July)**

I write to request under the *Freedom of Information Act 2016* the subject line of all final ministerial briefs from 11<sup>th</sup> of June 2022 to 10<sup>th</sup> of July 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 my request, please contact my office on [REDACTED]  
[REDACTED]

Best,



Dear 

### **Freedom of Information Request - Reference 22-135**

I refer to your application for access to government information received by Transport Canberra and City Services (TCCS) on 4 October 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<sup>th</sup> of June 2022 to 10<sup>th</sup> of July 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”.

### **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.

### **Timeframes**

A decision a decision is due on your access application by 1 November 2022.

### **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 relation to Question Time Briefs, I can advise that none were prepared for this period.

In reviewing the information within these records, I have found, on balance, it is in the public interest to provide you with partial access. This is because I have found some of the information to be contrary to the public in line with section 35(c) of the FOI Act. 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:**

- Schedule 1.6(a) - Cabinet information

**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 were identified.

In reviewing information in record 16, I have identified information that a Minister proposes to submit to Cabinet for its consideration. The information is not currently available to the public, and if disclosed is likely to prejudice a deliberative process which is in progress. Consistent with the FOI Act, information found relevant to schedule 1 of the FOI Act is deemed contrary to the public interest.

I find that the factors in favour of disclosure can still be met, with deletions applied to information that I find to be contrary to the public interest. I have enclosed at [Attachment A](#) a copy of the record with deletions applied to information that is contrary to the public interest.

**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



Cherie Hughes  
Information Officer

1 November 2022

Reference	Title	Approved by	Date Created	Minister
MIN B2022/00908	IDC Minister Berry April 2022 report - Advisory Note	EBM, Infrastructure Delivery	10/05/2022	Minister Berry
MIN B2022/01103	IDC Report - May 2022 - (Minister Berry) - Advisory Note	EBM, Infrastructure Delivery	07/06/2022	Minister Berry
MIN S2022/00376	Speed limit review on Corin Road - Minister Brief	EBM, Roads ACT	25/02/2022	Minister Steel
MIN S2022/00518	Cross Border bus routes - Minister Brief	EBM, Transport Planning and Delivery	15/03/2022	Minister Steel
MIN S2022/00629	breakdown of capital works programs and information on individual projects in phase 2 and 3 - Advisory Note	EBM, Infrastructure Delivery	30/03/2022	Minister Steel
MIN S2022/00694	FOGO pilot 6 month evaluation and landfill bin collection options - Minister Brief	EBM, ACT NoWaste	07/04/2022	Minister Steel
MIN S2022/00909	Hall Stormwater Drainage - Advisory Note	EBM, Roads ACT	10/05/2022	Minister Steel
MIN S2022/00962	Transfer of appropriation - VSLs to South-West Canberra - Minister Brief	EBM, Infrastructure Delivery	18/05/2022	Minister Steel
MIN S2022/00971	Bus Driver Recruitment - Minister Brief	EBM, Bus Operations	20/05/2022	Minister Steel
MIN S2022/00994	Urban Seasonal Tree Planting Services Panel Procurement - Advisory Note	EBM, City Presentation	23/05/2022	Minister Steel
MIN S2022/00997	Veterinary Practitioners Board - Legislation review, Strategic Plan and workforce shortages - Minister Brief	EBM, Governance and Ministerial Services	23/05/2022	Minister Steel
MIN S2022/01036	Single Use Plastics Events Declaration June 2022	EBM, ACT NoWaste	27/05/2022	Minister Steel
MIN S2022/01042	InvoCare Development Application - Advisory Note	CEO, Canberra Memorial Parks	27/05/2022	Minister Steel
MIN S2022/01050	LCCC Blue Range Rallysprint - July 2022 - Minister Brief	EBM, Strategic Policy and Customer	31/05/2022	Minister Steel
MIN S2022/01052	Parking Action Plan - Advisory Note	EBM, Development Coordination	01/06/2022	Minister Steel
MIN S2022/01067		EBM, Governance and Ministerial Services	01/06/2022	Minister Steel
MIN S2022/01077	Procurement Thresholds - Advisory Note	Chief Financial Officer	02/06/2022	Minister Steel
MIN S2022/01082	TCCS accountability and strategic indicator results - 2021-22 - Advisory Note	EBM, Comms	02/06/2022	Minister Steel
MIN S2022/01091	Bus and LRV wraps - Advisory Note	EBM, Bus Operations	03/06/2022	Minister Steel
MIN S2022/01096	Animal Welfare Advisory Committee (AWAC) - Response to the Canberra Racing Club's Review into Equine Welfare - Advisory Note	EGM, Territory and Business Services	06/06/2022	Minister Steel
MIN S2022/01099	Gender-Sensitive Urban Design Guidelines - Advisory Note	EBM, Infrastructure Delivery	06/06/2022	Minister Steel
MIN S2022/01113	IDC Report - May 2022 - Minister Steel - Advisory Note	EBM, Infrastructure Delivery	08/06/2022	Minister Steel
MIN S2022/01122	Rail Safety National Law National Regulations (Reporting Requirements) Amendment Regulations 2022 - Minister Brief	EBM, Light Rail Operations	08/06/2022	Minister Steel
MIN S2022/01145	Term 3 implementation - Minister Brief	EGM, Transport Canberra	14/06/2022	Minister Steel
MIN S2022/01157	2022-23 ACT Road Safety Calendar - Minister Brief	EBM, Strategic Policy and Customer	15/06/2022	Minister Steel
MIN S2022/01158	East Gungahlin High School supporting road infrastructure project - Advisory Note	EBM, Infrastructure Delivery	15/06/2022	Minister Steel
MIN S2022/01169	Urban Forest Bill - Consultation Outcomes - Minister Brief	EBM, Strategic Policy and Customer	16/06/2022	Minister Steel
MIN S2022/01173	Direct Sale for Block 16 Section 37 Fyshwick and land adjoining Block 1185 Tuggeranong - Minister Brief	EBM, Development Coordination	16/06/2022	Minister Steel
MIN S2022/01183	Light Rail Fare Compliance Survey Report - May 2022 - Minister Brief	EBM, Light Rail Operations	17/06/2022	Minister Steel
MIN S2022/01189	Spilt Milk - Advisory Note	EBM, Bus Operations	20/06/2022	Minister Steel
MIN S2022/01191	Light Rail Safety Posters and Wraps - Rail Safety Week 2022 - Minister Brief	EBM, Light Rail Operations	20/06/2022	Minister Steel
MIN S2022/01201	ACT Road Safety Forum 2022-23 - Minister Brief	EBM, Strategic Policy and Customer	20/06/2022	Minister Steel
MIN S2022/01228	EV/H labels - Minister Brief	EBM, Strategic Policy and Customer	22/06/2022	Minister Steel
MIN S2022/01230	Network Changes - Minister Brief	DDG, Transport Canberra and Business Services	22/06/2022	Minister Steel
MIN S2022/01246	Potential Power Outages - Advisory Note	EBM, Governance and Ministerial Services	27/06/2022	Minister Steel