ACT Government
Chief Minister, Treasury and Economic Development

Freedom of Information Disclosure Log Publication Coversheet

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

Application Details	
Ref. No.	CMTEDDFOI 2026-250
Date of Application	7 September 2026
Date of Decision	19 October 2026
Processing time (in working days)	29
Fees	Waived
Decision on Access	Partial Release
Information Requested (summary)	Various matters about WorkSafe ACT in 2024

Publication Details	
Original application	☑ Published ☐ N/A
Decision notice	☑ Published ☐ N/A
Documents and schedule	☑ Published ☐ N/A
Decision made by Ombudsman	N/A
Additional information identified by Ombudsman	N/A
Decision made by ACAT	N/A
Additional information identified by ACAT	N/A

Freedom of Information (FOI) request - Submission confirmation

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

Date and time

06 Sep 2026 6:26:42 PM

Reference code

Q7HR3RPN

Chief Minister, Treasury and Economic Development Directorate (CMTEDD)

GPO Box 158
Canberra City, ACT 2601

Phone: 6207 7754
CMTEDDFOI@act.gov.au

Applicant information

- [x] I want to submit this request anonymously

Assistance

Do you need assistance with preparing your request?

- ( ) Yes
- (•) No

Do you need an interpreter?

- ( ) Yes
- (•) No

Contact details

For your anonymous request to be valid, please provide at least one method of contact. This information will help us confirm the details of your request and/or deliver information to you once your request is completed.

Phone number

Email address

Address line 1

Address line 2

Suburb

State

Postcode

Help us direct your request

The following information helps us send your request to the most appropriate team who will coordinate and respond to your request.

What do you know about the information you are requesting?*

- (●) I know the Directorate or agency
- ( ) I know the topic
- ( ) I am not sure

Directorate or agency*

- ( ) Canberra Health Services
- (•) Chief Minister, Treasury and Economic Development Directorate
- ( ) City and Environment Directorate
- ( ) Digital Canberra
- ( ) Education Directorate
- ( ) Health and Community Services Directorate
- ( ) Infrastructure Canberra
- ( ) Justice and Community Safety Directorate
- ( ) Multiple Directorate request

Request for

To help us process your request:

- Include enough detail in your application so we can identify what government information you want.
- As an alternative to using fields within the form, you may choose to attach documents or audio recordings.
- You may wish to include a statement on how the release of this information is in the public interest.

Scope of your request

What information are you requesting access to?*

Dear Freedom of Information Officer,

I am seeking access under the Freedom of Information Act 2016 (ACT) to documents relating to a series of WorkSafe ACT all-staff meetings, staff briefings and related internal communications during 2024.

The request relates mainly to communications about:

media reporting concerning WorkSafe ACT;
the Federal Court matter involving former WorkSafe ACT employee [redacted];
staff discussion of workplace matters;
confidentiality;
misconduct or disciplinary consequences associated with staff discussion;
the Preliminary Assessment process;
concerns affecting inspectors or other staff; and
management responses to concerns raised by employees.

I understand there was more than one all-staff meeting dealing with these or related issues. I am not asking WorkSafe ACT to accept any particular recollection or media report as correct. I am seeking the contemporaneous records so that the sequence of events and the content of the relevant communications can be understood from the primary documents.

Time period

Please search for relevant documents created, sent, received or held between:

1 June 2024 and 31 December 2024.

This period is intended to capture the lead-up to, occurrence of and follow-up from the relevant all-staff meetings, media reporting, the [redacted] matter, the Preliminary Assessment process and related management communications.

If there is a relevant document just outside this period that clearly forms part of the same sequence of events, I would be happy for it to be included.

1. All-staff meetings and staff briefings

Please provide documents relating to any WorkSafe ACT all-staff meeting, town hall, staff briefing or similar organisation-wide meeting during the above period that dealt with any of the matters described above, including any meeting held on or around 11 July 2024.

This includes, where they exist:

meeting invitations and notices;
agendas;
presentation slides;
speaking notes, scripts or talking points;
briefing notes prepared for presenters;
minutes or meeting summaries;
recordings or transcripts;
questions raised by staff before, during or after the meeting;
[redacted]

written responses to staff questions;
follow-up emails or announcements; and
documents showing who prepared, reviewed or approved the substantive messaging used at the meeting.

This request is intended to cover more than one relevant all-staff meeting if multiple meetings occurred.

2. Media reporting

Please provide documents relating to communications to staff about anticipated or actual media reporting concerning WorkSafe ACT, including:

advice that an article or media report was expected;
instructions or requests that information remain confidential;
advice about what staff could or could not discuss with colleagues, the media or people outside WorkSafe ACT;
messaging prepared in anticipation of, or in response to, media coverage;
communications about reputational or organisational impacts; and
communications about management response, mitigation or reputational management.
3. Staff discussion, confidentiality and misconduct

Please provide documents recording any advice, instruction, direction, warning or guidance given to staff about:

discussion of workplace issues or workplace experiences;
"gossip", "gossiping" or similar terms;
confidentiality obligations;
discussion of complaints, grievances, bullying, harassment, psychosocial hazards, workplace culture or staff wellbeing;
circumstances in which staff discussion could be treated as misconduct or serious misconduct;
disciplinary consequences; and
any reference to termination or other adverse employment consequences.

This includes documents prepared before such messaging was given, as well as documents recording what was communicated afterwards.

4. Preliminary Assessment process

Please provide documents relating to information given to WorkSafe ACT staff about the Preliminary Assessment process during the relevant period.

This includes documents:

prepared for or used by Penny Parker or Ainav Kohen when explaining the process;
describing the purpose, scope or operation of the process;
explaining confidentiality or staff participation requirements;
dealing with the relationship between the Preliminary Assessment process and staff complaints, grievances or workplace concerns; and
recording questions or concerns raised by staff about the process.
5. Effects on inspectors and other staff

Please provide documents recording:

references to inspectors or other staff being affected by workplace issues, complaints, investigations,

grievances, psychosocial hazards or related processes;
any reference to the number, proportion or extent of staff affected;
concerns raised by employees about those impacts;
management responses to those concerns; and
questions or comments raised at all-staff meetings about workplace culture, staff wellbeing, management practices or treatment of staff.
6. Relevant senior staff and record custodians

To assist with searches, the request includes records of statements, presentations, answers or substantive contributions at relevant meetings by:

[redacted]

other Executive, Human Resources or management representatives who spoke about the matters within scope; and
employees who raised substantive questions or concerns.

Please also include relevant communications sent to, received from, copied to, prepared by or held by the following officers, but only where the communication concerns the subject matter of this request:

[redacted]

I am not seeking unrelated personnel material or unrelated personal information.

Where an employee asked a question or raised a concern and their identity is not necessary to understand the substance of what was said, I am content for their identifying information to be redacted.

7. Staff questions and management responses

Please provide documents recording:

questions asked by employees during or after the relevant meetings;
concerns raised about management's handling of the matters discussed;
disagreement with, or requests for clarification of, management statements;
concerns relating to confidentiality, misconduct, the Preliminary Assessment process, workplace culture or staff treatment; and
management responses to those questions or concerns.

Again, I am content for employee names to be redacted where identity is not necessary to understand the substance of the issue raised.

8. [redacted] matter

Please provide documents recording statements, briefing material, instructions or communications intended for staff concerning the Federal Court proceeding involving [redacted] including communications about:

the existence or status of the proceeding;

the compensation claim;
mediation or proposed mediation;
whether staff were permitted, discouraged or prohibited from discussing the proceeding or related workplace matters;
confidentiality requirements;
misconduct or disciplinary consequences associated with discussing the matter; and
information communicated or proposed to be communicated to staff about [redacted] absence from work, hospitalisation or health circumstances.

I am not seeking [redacted] medical records or clinical information. I am only seeking records of what WorkSafe ACT itself communicated, or proposed to communicate, to staff.

9. Preparation and approval of messaging

Please provide relevant emails, Teams messages, briefing notes, drafts, scripts, talking points or similar records involving the Commissioner, Executive, Human Resources, Communications, relevant managers or legal personnel, but only where they substantively concern:

preparation for or follow-up from the relevant all-staff meetings;
media reporting within scope;
confidentiality, misconduct or disciplinary messaging;
the [redacted] matter;
the Preliminary Assessment process; or
staff questions, concerns or management responses arising from the relevant meetings or communications.

I am not seeking unrelated Executive, HR, legal or management correspondence.

10. Basis for any restrictions or warnings

Please provide documents identifying any legislation, policy, Code of Conduct provision, enterprise agreement provision, confidentiality requirement, procedure, management direction or other formal authority relied upon as the basis for:

restricting or discouraging staff discussion;
describing staff discussion as misconduct or serious misconduct;
directing staff to maintain confidentiality;
restricting discussion of the [redacted] matter, media reporting or workplace complaints; or
warning staff about disciplinary or employment consequences.

I am not seeking legally privileged advice itself. If legal advice was obtained, I am only seeking any separate operational decision, instruction, policy position or management direction that was subsequently adopted or communicated.

Search terms

The following terms may assist with locating relevant records:

[redacted], Federal Court, court matter, compensation, compensation claim, mediation, former employee, media, article, journalist, Region, RiotACT, confidentiality, confidential, gossip, gossiping, misconduct, serious misconduct, disciplinary action, termination, Preliminary Assessment, PA, inspectors, affected staff, workplace culture, bullying, harassment, psychosocial, grievances, staff concerns, all staff, all-staff, town hall, briefing, reputational, damage control.

This list is not intended to be exhaustive.

Exclusions

I am not seeking:

the terms or amount of any confidential settlement;
legally privileged advice;
medical or clinical records concerning [redacted] or any other employee;
private residential addresses, private telephone numbers or unrelated personal contact details; or
unrelated personnel records.

Where a document contains both relevant and exempt or unrelated material, I would appreciate access to the remaining material where possible.

I am also content for irrelevant personal information to be redacted where it is not necessary to understand the substance of the relevant communication, question, decision or response.

Public interest

The request concerns official communications and management decisions within an ACT statutory workplace regulator.

The documents may assist in understanding how WorkSafe ACT communicated with its workforce about workplace concerns, confidentiality, employee discussion, disciplinary consequences, media scrutiny and the [redacted] proceeding, and how management responded to concerns raised by staff.

I consider there to be a public interest in transparency around these matters, particularly given WorkSafe ACT's role as the ACT regulator responsible for work health and safety.

Assistance if scope needs refinement

If any part of the request is unclear, or if WorkSafe ACT considers that a particular part would be too broad to process reasonably, I would appreciate being contacted before any refusal so that the scope can be refined while preserving the substance of the request.

Please provide the documents electronically.

Attach additional documents to support your application

Submit application

Timeframes

The Directorate responsible for your application must:

- inform you in writing within 10 working days that it has received your application
- communicate to you about any difficulties/ delays in processing your request
- provide you with a decision on access to the information within 30 working days or less

Requests may take longer than 30 days in situations where an extension has been granted.

If the Directorate must consult a third party, the deadline for providing a decision is extended by 15 working days. The Directorate will notify you if consultation is required.

Anonymous request

You're submitting an anonymous FOI request. The information you supply will be provided to:

- **Chief Minister, Treasury and Economic Development Directorate**
- **cmteddFOI@act.gov.au**

The FOI team may contact you to clarify details of your request. This will assist the team in reaching a decision on providing access to the information.

After submitting your request, you may wish to save a PDF copy of your form or email a PDF copy to your nominated email address.

ACT Government
Chief Minister, Treasury and Economic Development

Our ref: CMTEDDFOI 2026-250

'Anonymous'

via email: [redacted]

To Whom It May Concern

FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 6 September 2026.

You sought access to documents relating to a series of WorkSafe ACT all-staff meetings, staff briefings and related internal communications during 2024**.** Refer **Appendix A** for your original scope.

On 10 September 2026 you were asked to clarify if the requested information was for all individual communications in addition to all staff communications. You confirmed that individual communications were also in scope.

Following your confirmation of scope, on 14 September 2026 you were provided an intent to refuse notice. The basis for the intent to refuse was section 35(1)(c), as outlined in 43(1)(a) I believed the processing of your application would require an unreasonable and substantial diversion of resources.

You responded to the notice on 15 September 2026 with a revised scope, which was accepted. Refer **Appendix B** for the clarified scope of your application.

Authority

I am an Information Officer appointed by the CMTEDD Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application within 30 days.

Therefore, a decision is due by **21 October 2026.**

Decision on access

Searches within CMTEDD records have identified 96 documents in scope of your request.

I have decided to grant **full access** to 26 documents.

I have decided to grant **partial access** to 70 documents.

The records identified as relevant to your application are listed in the schedule enclosed at **Attachment A**. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

Release of documents

The information being released to you is provided at **Attachment B**.

Statement of Reasons

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below. In reaching my access decisions, I have taken the following into account:

- the Act
- the information that falls within the scope of your request
- *Information Privacy Act 2014*
- *Human Rights Act 2005*

As a decision maker, I am required to determine whether the information within scope is in the public interest to release. To make this decision, I am required to:

- assess whether the information would be contrary to public interest to disclose as per **Schedule 1** of the Act.
- perform the public interest test as set out in section 17 of the Act by balancing the factors favouring disclosure and factors favouring nondisclosure in **Schedule 2** of the Act.

Exemptions claimed

Schedule 1: Information taken to be contrary to the public interest

No schedule 1 factors were considered.

Public Interest Test

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and nondisclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Schedule 2: Factors to be considered when deciding the public interest

Taking into consideration the information within scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

Factors favouring disclosure (Section 2.1)

- *Section 2.1(a)(i) - promote open discussion of public affairs and enhance the government's accountability.*
- *Section 2.1(a)(ii) - contribute to positive and informed debate on important issues or matters of public interest.*
- *Section 2.1(a)(iii) - inform the community of the government's operations, including policies, guidelines and codes of conduct followed by the government in its dealings with members of the community.*

I have considered the information found to be relevant to your request and am satisfied that disclosure would provide transparency regarding WorkSafe ACT's communication with staff between 1 June 2024 and 31 December 2024. Disclosure of these documents would enhance accountability of the agency as they demonstrate the regular updating of staff on matters of wellbeing and safety. I provide significant weight to these factors.

While these documents are internal to WorkSafe ACT I have considered the factor that they do inform the community of government operations. I consider disclosure of this information would inform the community of how Work Safe ACT undertakes communication with its staff on matters of staff health and safety. I afford some weight to this factor

I am satisfied that these factors favouring disclosure carry some weight. However, these factors are to be balanced against the factors favouring nondisclosure.

Factors favouring nondisclosure (Section 2.2)

- *Section 2.2(a)(ii) - prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004.*
- *Section 2.2(a)(xvi) - prejudice a deliberative process of government.*

Having reviewed the information, I consider that the protection of an individual's right to privacy, is a significant factor. Release of information concerning individuals working within the ACT Public Service is generally not considered to prejudice the protection of an individual's right to privacy. However, where mobile phone numbers may be used for home and work purposes, this information is redacted, as it could or would reasonably be expected to prejudice an individual's right to privacy under the *Human Rights Act 2004.* Where employee's work history is discussed, I have also chosen to redact identifying information as I consider this personal information in accordance with the *Information Privacy Act 2014*. Releasing the information could or would reasonably be expected to prejudice an individual's right to privacy under the *Human Rights Act 2004.*

Where WebEx or TEAMS meeting invites include access details, these details have been redacted under the provision – *prejudice a deliberative process of government*. These links have on occasion been found to be live and there is a possibility of unknown actors accessing meeting transcripts. While the probability is low, the consequence could be the disclosure of information that could prejudice a deliberative process of government.

Having applied the test outlined in section 17 of the Act and deciding that release of some information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Charges

Processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log.

Your original access application and my decision will be published on the CMTEDD disclosure log. Your personal contact details will not be published.

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 Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is provided to you, or a longer period allowed by the Ombudsman.

We recommend using this form *Applying for an Ombudsman Review* to ensure you provide all of the required information. Alternatively, 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(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
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
http://www.acat.act.gov.au/

Should you have any queries in relation to your request please contact the CMTEDD FOI Team by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely

EH

Emma Hotham

Information Officer
Chief Minister, Treasury and Economic Development Directorate

19 October 2026

Appendix A

I am seeking access under the Freedom of Information Act 2016 (ACT) to documents relating to a series of **WorkSafe ACT all-staff meetings, staff briefings and related internal communications during 2024.**

The request relates mainly to communications about:

- media reporting concerning WorkSafe ACT;
- the Federal Court matter involving former WorkSafe ACT employee ;
- staff discussion of workplace matters;
- confidentiality;
- misconduct or disciplinary consequences associated with staff discussion;
- the Preliminary Assessment process;
- concerns affecting inspectors or other staff; and
- management responses to concerns raised by employees.

I understand there was more than one all-staff meeting dealing with these or related issues. I am not asking WorkSafe ACT to accept any particular recollection or media report as correct. I am seeking the contemporaneous records so that the sequence of events and the content of the relevant communications can be understood from the primary documents.

Time period

Please search for relevant documents created, sent, received or held between:

1 June 2024 and 31 December 2024.

This period is intended to capture the lead-up to, occurrence of and follow-up from the relevant all-staff meetings, media reporting, the matter, the Preliminary Assessment process and related management communications.

If there is a relevant document just outside this period that clearly forms part of the same sequence of events, I would be happy for it to be included.

1. All-staff meetings and staff briefings

Please provide documents relating to any WorkSafe ACT all-staff meeting, town hall, staff briefing or similar organisation-wide meeting during the above period that dealt with any of the matters described above, including any meeting held on or around 11 July 2024.

This includes, where they exist:

- meeting invitations and notices;
- agendas;
- presentation slides;
- speaking notes, scripts or talking points;
- briefing notes prepared for presenters;
- minutes or meeting summaries;
- recordings or transcripts;
- questions raised by staff before, during or aft er the meeting;
- written responses to staff questions;
- follow-up emails or announcements; and
- documents showing who prepared, reviewed or approved the substantive messaging used at the meeting.

This request is intended to cover more than one relevant all-staff meeting if multiple meetings occurred.

2. Media reporting

Please provide documents relating to communications to staff about anticipated or actual media reporting concerning WorkSafe ACT, including:

- advice that an article or media report was expected;
- instructions or requests that information remain confidential;
- advice about what staff could or could not discuss with colleagues, the media or people outside WorkSafe ACT;
- messaging prepared in anticipation of, or in response to, media coverage;
- communications about reputational or organisational impacts; and
- communications about management response, mitigation or reputational management.

3. Staff discussion, confidentiality and misconduct

Please provide documents recording any advice, instruction, direction, warning or guidance given to staff about:

- discussion of workplace issues or workplace experiences;
- "gossip", "gossiping" or similar terms;
- confidentiality obligations;
- discussion of complaints, grievances, bullying, harassment, psychosocial hazards, workplace culture or staff wellbeing;
- circumstances in which staff discussion could be treated as misconduct or serious misconduct;
- disciplinary consequences; and
- any reference to termination or other adverse employment consequences.

This includes documents prepared before such messaging was given, as well as documents recording what was communicated afterwards.

4. Preliminary Assessment process

Please provide documents relating to information given to WorkSafe ACT staff about the Preliminary Assessment process during the relevant period. This includes documents:

- prepared for or used by Penny Parker or Ainav Kohen when explaining the process;
- describing the purpose, scope or operation of the process;
- explaining confidentiality or staff participation requirements;
- dealing with the relationship between the Preliminary Assessment process and staff complaints, grievances or workplace concerns; and
- recording questions or concerns raised by staff about the process.

5. Effects on inspectors and other staff

Please provide documents recording:

- references to inspectors or other staff being affected by workplace issues, complaints, investigations,
- grievances, psychosocial hazards or related processes;
- any reference to the number, proportion or extent of staff affected;
- concerns raised by employees about those impacts;
- management responses to those concerns; and
- questions or comments raised at all-staff meetings about workplace culture, staff wellbeing, management practices or treatment of staff.

6. Relevant senior staff and record custodians

To assist with searches, the request includes records of statements, presentations, answers or substantive contributions at relevant meetings by:

- [redacted]

- [redacted]
- other Executive, Human Resources or management representatives who spoke about the matters within scope; and
- employees who raised substantive questions or concerns.

Please also include relevant communications sent to, received from, copied to, prepared by or held by the following officers, but only where the communication concerns the subject matter of this request:

- [redacted]

I am not seeking unrelated personnel material or unrelated personal information. Where an employee asked a question or raised a concern and their identity is not necessary to understand the substance of what was said, I am content for their identifying information to be redacted.

7. Staff questions and management responses

Please provide documents recording:

- questions asked by employees during or after the relevant meetings; concerns raised about management's handling of the matters discussed;
- disagreement with, or requests for clarification of, management statements;
- concerns relating to confidentiality, misconduct, the Preliminary Assessment process, workplace culture or staff treatment; and
- management responses to those questions or concerns.

Again, I am content for employee names to be redacted where identity is not necessary to understand the substance of the issue raised.

8. [redacted] matter

Please provide documents recording statements, briefing material, instructions or communications intended for staff concerning the Federal Court proceeding involving [redacted], including communications about:

- the existence or status of the proceeding;
- the compensation claim;
- mediation or proposed mediation;
- whether staff were permitted, discouraged or prohibited from discussing the proceeding or related workplace matters;
- confidentiality requirements;
- misconduct or disciplinary consequences associated with discussing the matter; and
- information communicated or proposed to be communicated to staff about [redacted] absence from work, hospitalisation or health circumstances.

I am not seeking [redacted] medical records or clinical information. I am only seeking records of what WorkSafe ACT itself communicated, or proposed to communicate, to staff.

9. Preparation and approval of messaging

Please provide relevant emails, Teams messages, briefing notes, drafts, scripts, talking points or similar records involving the Commissioner, Executive, Human Resources,

Communications, relevant managers or legal personnel, but only where they substantively concern:

- preparation for or follow-up from the relevant all-staff meetings;
- media reporting within scope;
- confidentiality, misconduct or disciplinary messaging;
- [redacted];
- the Preliminary Assessment process; or
- staff questions, concerns or management responses arising from the relevant meetings or communications.

I am not seeking unrelated Executive, HR, legal or management correspondence.

10. Basis for any restrictions or warnings

Please provide documents identifying any legislation, policy, Code of Conduct provision, enterprise agreement provision, confidentiality requirement, procedure, management direction or other formal authority relied upon as the basis for:

- restricting or discouraging staff discussion;
- describing staff discussion as misconduct or serious misconduct;
- directing staff to maintain confidentiality;
- restricting discussion of the [redacted] matter, media reporting or workplace complaints; or
- warning staff about disciplinary or employment consequences.

I am not seeking legally privileged advice itself. If legal advice was obtained, I am only seeking any separate operational decision, instruction, policy position or management direction that was subsequently adopted or communicated.

Appendix B

I seek access under the Freedom of Information Act 2016 (ACT) to records relating to WorkSafe ACT all-staff meetings, all-staff briefings and organisation-wide communications between 1 June 2024 and 31 December 2024.

The request is limited to:

- official communications provided, or intended to be provided, to WorkSafe ACT employees generally;
- records of the relevant all-staff meetings and briefings;
- records directly concerning the preparation, substantive review, approval, delivery and follow-up of the official messaging; and
- staff questions and management responses where they were recorded through an official meeting, briefing or organisation-wide communication process.

The request does not require CMTEDD to search the inboxes or private communications of WorkSafe ACT employees generally.

Please provide the following records.

1. **All-staff meetings and briefings**

Records relating to any WorkSafe ACT all-staff meeting, town hall or organisation-wide staff briefing during the relevant period that dealt with the matters identified below, including any relevant meeting held on or around 11 July 2024.

This includes, where they exist:

- meeting invitations and notices;
- agendas;
- presentations;
- speaking notes, scripts and talking points;
- briefing material prepared for speakers;
- minutes, summaries, recordings or transcripts;
- staff questions recorded through an official meeting or briefing process;
- management responses to those questions;
- follow-up communications; and
- records showing the substantive preparation, review or approval of the messaging delivered at the meeting.

2. [redacted]

[redacted] was the principal speaker who addressed employees at the relevant all-staff meeting or meetings.

Accordingly, please include records held in [redacted] official mailbox, files or corporate records that directly concern the preparation, delivery, substantive review, approval or follow-up of his all-staff address or addresses.

This includes any:

- speaking notes, scripts or talking points;
- briefing notes and presentation material;
- substantive drafts or revisions;
- correspondence with Executive, Human Resources or Communications personnel about the content of the address;
- records of questions raised by employees through the meeting process;
- responses prepared or provided to those questions; and
- follow-up instructions, announcements or communications arising from the address.

This is a targeted search of the principal speaker's official records. It is not a request for unrelated material held by [redacted].

3. Media reporting concerning WorkSafe ACT

Official communications provided, or intended to be provided, to staff generally concerning anticipated or actual media reporting about WorkSafe ACT, including:

- advice that an article or media report was expected;
- confidentiality directions;
- restrictions or warnings concerning discussion;
- management responses to the reporting; and
- official messaging concerning organisational or reputational impacts.

4. Confidentiality, workplace discussions and misconduct

Official communications provided, or intended to be provided, to staff generally concerning:

- discussion of workplace issues or workplace experiences;
- "gossip", "gossiping" or similar descriptions;
- confidentiality obligations;
- discussion of complaints, grievances, bullying, harassment, psychosocial hazards, workplace culture or staff wellbeing;
- circumstances in which staff discussion could be treated as misconduct or serious misconduct; and
- possible disciplinary, termination or other adverse employment consequences.

5. Preliminary Assessment process

Official explanatory, presentation or briefing material provided, or intended to be provided, to staff generally concerning the Preliminary Assessment process.

This includes relevant material prepared for or used by [redacted], together with staff questions and management responses where those questions were recorded through an official meeting, briefing or organisation-wide communication process.

6. **Workplace culture, wellbeing and employee concerns**

Official organisation-wide communications concerning:

- workplace culture and staff wellbeing;
- inspectors or other employees being affected by workplace concerns, complaints, investigations, psychosocial hazards or related processes;
- any number, proportion or extent of staff said to have been affected; and
- management responses communicated to staff generally.

7. [redacted] **proceeding**

Official communications provided, or intended to be provided, to staff generally concerning the Federal Court proceeding involving [redacted] including communications about:

- the existence or status of the proceeding;
- anticipated or actual media reporting;
- confidentiality requirements;
- whether staff discussion was restricted or discouraged;
- possible misconduct or disciplinary consequences associated with discussion; and
- management or organisational responses to the proceeding or related reporting.

I am not seeking [redacted] medical records or clinical information. Where a relevant record contains unnecessary personal information, I am content for that information to be redacted.

8. **Preparation and approval of official messaging**

Records directly concerning the preparation, substantive review, approval or follow-up of the official organisation-wide messaging described above.

This item is limited to relevant records created or held by:

- [redacted]
- [redacted]
- [redacted]
- relevant WorkSafe ACT Executive officers;
- Human Resources; and
- Communications personnel.

It does not seek unrelated Executive, Human Resources, legal, management or personnel correspondence.

9. **Basis for restrictions or warnings**

Records identifying any legislation, policy, Code of Conduct provision, enterprise agreement provision, confidentiality requirement, procedure, management direction or other formal authority adopted or relied upon as the basis for:

- restricting or discouraging staff discussion;
- describing staff discussion as misconduct or serious misconduct;
- directing staff to maintain confidentiality;
- restricting discussion of the [redacted] proceeding, media reporting or workplace complaints; or
- warning staff about disciplinary or employment consequences.

I am not seeking legally privileged advice. If legal advice was obtained, the request is limited to any separate operational decision, policy position, instruction or management direction subsequently adopted or communicated.

Search parameters

To avoid any uncertainty, searches may be confined to:

- official WorkSafe ACT all-staff and organisation-wide communication channels;
- central records relating to the relevant meetings and briefings;
- relevant Executive, Human Resources and Communications repositories;
- [redacted] official records concerning his all-staff address;
- [redacted] official records concerning anticipated or actual media reporting and associated staff messaging; and
- [redacted] and [redacted] official records concerning their explanation of the Preliminary Assessment process.

ACT Government
Chief Minister, Treasury and Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference No.
I seek access under the Freedom of Information Act 2016 (ACT) to records relating to WorkSafe ACT all-staff meetings, all-staff briefings and organisation-wide communications between 1 June 2024 and 31 December 2024. **The request is limited to:** • **official communications provided, or intended to be provided, to WorkSafe ACT employees generally;** • **records of the relevant all-staff meetings and briefings;** • **records directly concerning the preparation, substantive review, approval, delivery and follow-up of the official messaging; and** • **staff questions and management responses where they were recorded through an official meeting, briefing or organisation-wide communication process.** **The request does not require CMTEDD to search the inboxes or private communications of WorkSafe ACT employees generally.** **Please provide the following records.** **1. All-staff meetings and briefings** **Records relating to any WorkSafe ACT all-staff meeting, town hall or organisation-wide staff briefing during the relevant period that dealt with the matters identified below, including any relevant meeting held on or around 11 July 2024.** **This includes, where they exist:** • **meeting invitations and notices;** • **agendas;** • **presentations;** • **speaking notes, scripts and talking points;** • **briefing material prepared for speakers;** • **minutes, summaries, recordings or transcripts;** • **staff questions recorded through an official meeting or briefing process;** • **management responses to those questions;** • **follow-up communications; and** • **records showing the substantive preparation, review or approval of the messaging delivered at the meeting.** **2. [redacted] all-staff address [redacted] was the principal speaker who addressed employees at the relevant all-staff meeting or meetings.** **Accordingly, please include records held in Mr Smith's official mailbox, files or corporate records that directly concern the preparation, delivery, substantive review, approval or follow-up of his all-staff address or addresses.** **This includes any:** • **speaking notes, scripts or talking points;** • **briefing notes and presentation material;** • **substantive drafts or revisions;** • **correspondence with Executive, Human Resources or Communications personnel about the content of the address;** • **records of questions raised by employees through the meeting process;** • **responses prepared or provided to those questions; and**	**CMTEDDFOI2026-250**

• follow-up instructions, announcements or communications arising from the address. This is a targeted search of the principal speaker's official records. It is not a request for unrelated material held by . 3. Media reporting concerning WorkSafe ACT Official communications provided, or intended to be provided, to staff generally concerning anticipated or actual media reporting about WorkSafe ACT, including: • advice that an article or media report was expected; • confidentiality directions; • restrictions or warnings concerning discussion; • management responses to the reporting; and • official messaging concerning organisational or reputational impacts. 4. Confidentiality, workplace discussions and misconduct Official communications provided, or intended to be provided, to staff generally concerning: • discussion of workplace issues or workplace experiences; • "gossip", "gossiping" or similar descriptions; • confidentiality obligations; • discussion of complaints, grievances, bullying, harassment, psychosocial hazards, workplace culture or staff wellbeing; • circumstances in which staff discussion could be treated as misconduct or serious misconduct; and • possible disciplinary, termination or other adverse employment consequences. 5. Preliminary Assessment process Official explanatory, presentation or briefing material provided, or intended to be provided, to staff generally concerning the Preliminary Assessment process. This includes relevant material prepared for or used by , together with staff questions and management responses where those questions were recorded through an official meeting, briefing or organisation-wide communication process. 6. Workplace culture, wellbeing and employee concerns Official organisation-wide communications concerning: • workplace culture and staff wellbeing; • inspectors or other employees being affected by workplace concerns, complaints, investigations, psychosocial hazards or related processes; • any number, proportion or extent of staff said to have been affected; and • management responses communicated to staff generally. 7. proceeding Official communications provided, or intended to be provided, to staff generally concerning the Federal Court proceeding involving , including communications about: • the existence or status of the proceeding; • anticipated or actual media reporting; • confidentiality requirements; • whether staff discussion was restricted or discouraged; • possible misconduct or disciplinary consequences associated with discussion; and • management or organisational responses to the proceeding or related reporting. I am not seeking medical records or clinical information. Where a relevant record contains unnecessary personal information, I am content for that information to be redacted. 8. Preparation and approval of official messaging Records directly concerning the preparation, substantive review, approval or follow-up of the official organisation-wide messaging described above.	

This item is limited to relevant records created or held by: • **[redacted], as the principal speaker;** • **[redacted], in relation to media reporting and associated staff messaging;** • **[redacted], in relation to the Preliminary Assessment process;** • **relevant WorkSafe ACT Executive officers;** • **Human Resources; and** • **Communications personnel.** **It does not seek unrelated Executive, Human Resources, legal, management or personnel correspondence.** **9. Basis for restrictions or warnings/** **Records identifying any legislation, policy, Code of Conduct provision, enterprise agreement provision, confidentiality requirement, procedure, management direction or other formal authority adopted or relied upon as the basis for:** • **restricting or discouraging staff discussion;** • **describing staff discussion as misconduct or serious misconduct;** • **directing staff to maintain confidentiality;** • **restricting discussion of the [redacted] proceeding, media reporting or workplace complaints; or** • **warning staff about disciplinary or employment consequences.** **I am not seeking legally privileged advice. If legal advice was obtained, the request is limited to any separate operational decision, policy position, instruction or management direction subsequently adopted or communicated.** **Search parameters** **To avoid any uncertainty, searches may be confined to:** • **official WorkSafe ACT all-staff and organisation-wide communication channels;** • **central records relating to the relevant meetings and briefings;** • **relevant Executive, Human Resources and Communications repositories;** • **[redacted] official records concerning his all-staff address;** • **[redacted] official records concerning anticipated or actual media reporting and associated staff messaging; and** • **[redacted] official records concerning their explanation of the Preliminary Assessment process.**	

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
		Binder 1				
1	1-2	People at Work Survey (WorkSafe ACT) – September 2024	17/09/2024	Partial	Sch 2 2.2(a)(ii)	Yes
2	3	Outcomes from SLT Meeting – 1 October 2024	01/10/2024	Partial	Sch 2 2.2(a)(ii)	Yes
3	4-5	Meeting Outcomes SLT 1/10/2024	1/10/2024	Full		Yes
4	6-9	People at Work – Overview Report September 2024	September 2024	Full		Yes
5	10	CONSULTATION: review of controls - response to adverse media	16/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
6	11-18	WorkSafe ACT Assessment	15/08/2024	Full		Yes

7	19	Staff meeting (optional)	19/07/2024	Partial	Sch 2 2.2(a)(xvi)	Yes
8	20	Multiple Hazard Risk Assessment - Response to adverse media	15/07/2024	Partial	Sch 2 2.2(a)(ii)	Yes
9	21-27	WorkSafe ACT Assessment	12/07/2024	Full		Yes
10	28-29	All Staff Meeting	20/06/2024	Partial	Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xvi)	Yes
11	30	ALL STAFF - Morning Safe Tea - Supporting Lifeline	11/10/2024	Full		Yes
12	31	All staff stand up and teams meeting	11/07/2024	Partial	Sch 2 2.2(a)(xvi)	Yes
13	32-33	All Staff Meeting (Level 2, Nara Centre (Collaboration Centre))	27/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
14	34-36	All Staff Meeting	27/09/2024	Partial	Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xvi)	Yes
15	37-38	Canceled: WorkSafe ACT All Staff Meeting	30/10/2024	Partial	Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xvi)	Yes
16	39-40	Canceled: All Staff Meeting (Level 2, Nara Centre (Collaboration Centre))	02/12/2024	Partial	Sch 2 2.2(a)(ii)	Yes
17	41	Critical Incident Support - Thursday 5 December 2024	2/12/2024	Partial	Sch 2 2.2(a)(ii)	Yes
18	42-43	Critical Incident Support - Thursday 5 December 2024	3/12/2024	Partial	Sch 2 2.2(a)(ii)	Yes
19	44-45	Stay health and safe for Stand down	04/12/2024	Full		Yes
20	46-48	Appointment with WorkSafe ACT for Critical Incident Response	4/12/2024	Partial	Sch 2 2.2(a)(ii)	Yes
21	49-52	RE: Appointment with WorkSafe ACT for Critical Incident Response	04/12/2024	Partial	Sch 2 2.2(a)(ii)	Yes
22	53-55	Appointment with EAP Critical Incident Response	05/12/224	Partial	Sch 2 2.2(a)(ii)	Yes
23	56-58	RE: Appointment with EAP Critical Incident Response	05/12/2024	Partial	Sch 2 2.2(a)(ii)	Yes
24	59-60	RE: Appointment with EAP Critical Incident Response	05/12/2024	Partial	Sch 2 2.2(a)(ii)	Yes
25	61-62	Critical Incident Support	18/07/2024	Partial	Sch 2 2.2(a)(ii)	Yes

26	63-64	Canceled: Voluntary HSR meeting	18/07/2024	Partial	Sch 2 2.2(a)(xvi)	Yes
27	65-66	IMPORTANT: Public Comment and Impartiality	31/07/2024	Full		Yes
28	67-68	**Trigger warning - this email discusses a former employee who was terminated in 2023**	04/07/2024	Full		Yes
29	69-70	Voluntary HSR Meeting	18/07/2024	Partial	Sch 2 2.2(a)(xvi)	Yes
30	71-72	Statement from WorkSafe ACT's Senior Leadership Team+	19/07/2024	Partial	Sch 2 2.2(a)(ii)	Yes
31	73-74	EAP Rapid Incident Response - Booking	22/07/2024	Partial	Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xvi)	Yes
32	75-77	Media coverage	25/07/2024	Full		Yes
33	78	ACT Industrial Court proceedings today	07/08/2024	Full		Yes
34	79-82	FW: HSR meeting concerns	15/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
35	83	Risk Assessment Consultation - Unpredictable and deliberate complaints to WorkSafe ACT which may cause harm	13/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
36	84-87	WorkSafe ACT Risk Assessment	13/08/2024	Full		Yes
37	88-90	WorkSafe ACT CPSU Meeting for Staff	19/08/2024	Partial	Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xvi)	Yes
38	91	Morning tea - Wednesday at 10.30am	20/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
39	92-94	Reminder 2pm today - WorkSafe ACT - CPSU Meeting for Staff	22/08/2024	Partial	Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xvi)	Yes
40	95	Inappropriate conduct allegations	26/11/2024	Full		Yes
41	96-97	Voluntary HSR workgroup Meeting - General Catch up	19/11/2024	Partial	Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xvi)	Yes
42	98	WorkSafe ACT - Complaints, Grievance and Misconduct Guidelines_UPDATED	01/07/2024	Full		Yes
43	99-111	Complaints, Misconduct, and Internal grievance Guidelines	July 2024	Full		Yes
44	112	Access to the Employee Assistance Program	11/07/2024	Partial	Sch 2 2.2(a)(ii)	Yes

Binder 2						
45	1	SLT Outcomes – 04 June 2024 (email)	06/06/2024	Full		Yes
46	2-3	SENIOR LEADERSHIP TEAM + MEETING KEY OUTCOMES	04/06/2024	Partial	Sch 2 2.2(a)(ii)	Yes
47	4	SLT Outcomes – 11 June 2024 (email)	12/06/2024	Full		Yes
48	5-6	SENIOR LEADERSHIP TEAM + MEETING KEY OUTCOMES	11/06/2024	Partial	Sch 2 2.2(a)(ii)	Yes
49	7	SLT Plus Outcomes – 18 June 2024 (email)	19/06/2024	Full		Yes
50	8-10	SENIOR LEADERSHIP TEAM + MEETING KEY OUTCOMES	18/06/2024	Partial	Sch 2 2.2(a)(ii)	Yes
51	11	SLT Outcomes – 25 June 2024 (email)	28/06/2024	Full		Yes
52	12-14	SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES	25/06/2024	Partial	Sch 2 2.2(a)(ii)	Yes
53	15	SLT Plus Outcomes – 02 July 2024 (email)	04/07/2024	Full		Yes
54	16-18	SENIOR LEADERSHIP TEAM PLUS MEETING KEY OUTCOMES	02/07/2024	Partial	Sch 2 2.2(a)(ii)	Yes
55	19	SLT Outcomes – 09 July 2024 (email)	11/07/2024	Full		Yes
56	20-22	SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES	09/07/2024	Partial	Sch 2 2.2(a)(ii)	Yes
57	23	SLT Outcomes – 23 July 2024 (email)	24/07/2024	Full		Yes
58	24-25	SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES	23/07/2024	Partial	Sch 2 2.2(a)(ii)	Yes
59	26	SLT+ Meeting – Outcomes (30 July 2024) (email)	31/07/2024	Partial	Sch 2 2.2(a)(ii)	Yes
60	27-28	SLT + MEETING OUTCOMES	30/07/2024	Partial	Sch 2 2.2(a)(ii)	Yes
61	29	SLT Minutes – 6 August 2024 (email)	08/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
62	30-31	SLT MEETING OUTCOMES	06/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
63	32	SLT+ outcomes 13 August 2024 (email)	15/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes

64	33-34	SLT + MEETING OUTCOMES	13/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
65	35	SLT minutes – 20 August 2024 (email)	22/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
66	36-37	SLT MEETING OUTCOMES	20/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
67	38	SLT+ minutes – 27 August 2024 (email)	29/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
68	39-40	SLT+ MEETING OUTCOMES	27/08/2024	Partial	Sch 2 2.2(a)(ii)	Yes
69	41	SLT meeting outcomes – 3 September 2024 (email)	05/09/2024	Partial	Sch 2 2.2(a)(ii)	Yes
70	42-43	SLT MEETING OUTCOMES	03/09/2024	Partial	Sch 2 2.2(a)(ii)	Yes
71	44	SLT+ Meeting Outcomes – 10 September 2024 (email)	11/09/2024	Partial	Sch 2 2.2(a)(ii)	Yes
72	45-46	SLT+ MEETING OUTCOMES	10/09/2024	Partial	Sch 2 2.2(a)(ii)	Yes
73	47	SLT meeting outcomes – 17 September 2024 (email)	20/09/2024	Partial	Sch 2 2.2(a)(ii)	Yes
74	48-49	SLT MEETING OUTCOMES	17/09/2024	Partial	Sch 2 2.2(a)(ii)	Yes
75	50	SLT+ minutes – 24 September 2024 (email)	27/09/2024	Partial	Sch 2 2.2(a)(ii)	Yes
76	51-52	SLT+ MEETING OUTCOMES	24/09/2024	Partial	Sch 2 2.2(a)(ii)	Yes
77	53	Outcomes from SLT Meeting – 1 October 2024 (email)	01/10/2024	Partial	Sch 2 2.2(a)(ii)	Yes
78	54-55	SLT MEETING OUTCOMES	01/10/2024	Partial	Sch 2 2.2(a)(ii)	Yes
79	56-59	WorkSafe ACT People At Work Overview Report	September 2024	Full		Yes
80	60	SLT+ meeting outcomes – 8 October 2024 (email)	11/10/2024	Partial	Sch 2 2.2(a)(ii)	Yes
81	61-62	SLT+ MEETING OUTCOMES	8/10/2024	Partial	Sch 2 2.2(a)(ii)	Yes
82	63	SLT minutes – 15 October 2024 (email)	17/10/2024	Partial	Sch 2 2.2(a)(ii)	Yes
83	64-65	SLT MEETING OUTCOMES	15/10/2024	Partial	Sch 2 2.2(a)(ii)	Yes

84	66	SLT+ meeting outcomes – 23 October 2024 (email)	25/10/2024	Partial	Sch 2 2.2(a)(ii)	Yes
85	67-68	SLT+ MEETING OUTCOMES	23/10/2024	Partial	Sch 2 2.2(a)(ii)	Yes
86	69	No SLT meeting this week	31/10/2024	Partial	Sch 2 2.2(a)(ii)	Yes
87	70	SLT+ minutes – 5 November 2024 (email)	7/11/2024	Full		Yes
88	71-72	SLT+ MEETING OUTCOMES	5/11/2024	Partial	Sch 2 2.2(a)(ii)	Yes
89	73	SLT Outcomes – 12 November 2024 (email)	18/11/2024	Full		Yes
90	74-75	SLT MEETING OUTCOMES	12/11/2024	Partial	Sch 2 2.2(a)(ii)	Yes
91	76	SLT minutes – 26 November 2024 (email)	28/11/2024	Full		Yes
92	77	SLT MEETING OUTCOMES	26/11/2024	Partial	Sch 2 2.2(a)(ii)	Yes
93	79	SLT+ minutes – 3 December 2024 (email)	09/12/2024	Full		Yes
94	80-81	SLT+ MEETING OUTCOMES	03/12/2024	Partial	Sch 2 2.2(a)(ii)	Yes
95	82	SLT minutes – 10 December 2024 (email)	12/12/2024	Full		Yes
96	83-84	SLT MEETING OUTCOMES	10/12/2024	Partial	Sch 2 2.2(a)(ii)	Yes
Total No of Docs						
96						