

**Freedom of Information (FOI) Schedule of Documents
CMTEDD 30/16-17 – Launch of Transport Canberra Event**

Folio (f)¹	Item	Date	Release Decision	Exemption claimed	Online Release
1-4	Transport Canberra (TC) Merchandise Images	3/6/16	Full release	N/A	Yes
5-6	Emails between E Woods, C Johnston, Ben Ponton and M Earsman – Transport Canberra Announcement	6/6/16	Full release of relevant material – remainder is beyond the scope of the request and has not been released.	N/A	Yes
7-10	Email from Louise Berry to ACT Gov officials – launch ideas <u>Attachment – Launch ideas TC 4.7.16</u>	7/6/16	Full release	N/A	Yes
11	Emails between B Ponton, E O’Daly and C Johnston – Meeting today	9/6/16	Full release	N/A	Yes
12-13	Emails between E Woods and A Magee - RE TC Launch TPs	9/6/16	Full release	N/A	Yes
14-17	Email from L Berry to ACT Gov officials – TC Launch Actions Document <u>Attachment - Launch Action Plan</u>	10/6/16	Full release	N/A	Yes
18	Email from M Clarke to E Woods – Launch opportunities <u>Attachments – Proposed location of bike racks and winning bike rack designs (out of scope)</u>	10/6/16	Full release of relevant material. Attachments not included as beyond the scope of the request.	N/A	Yes
19-20	Emails between E Woods and K Amsteins – TC Launch TPs	10/6/16	Full release	N/A	Yes
21-26	Email from E Woods to A Perkins – Transport Canberra launch submission for review <u>Attachment – Transport Canberra launch submission – with Edits</u>	10/6/16	Full release	N/A	Yes
27	Email from S Van Aalst – TC hook up & ED catch up - apologies	13/6/16	Full release	N/A	Yes
28-29	Emails between L Berry and E Woods – Launch brief ideas	14/6/16	Full release	N/A	Yes

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30-37	Emails between E Woods and DKM Blue 23 – Merchandise orders <u>Attachment – Gift voucher</u>	14/6/16	Full release	N/A	Yes
38	Emails between L Berry and E Woods - Merchandise	14/6/16	Full release	N/A	Yes
39	Emails between J Madden, L Berry and A Perkins – Launch Actions	14/6/16	Full release	N/A	Yes
40	Emails between E O’Daly to E Woods - Transport Canberra launch on 4 July and radio script	14/6/16	Full release	N/A	Yes
41-43	Emails between E Woods, E Thomas, B Ponton and D Edghill – Uniforms	15/6/16	Full release of relevant material – remainder is beyond the scope of the request and has not been released.	N/A	Yes
44-48	Emails between E Woods and S Kennedy – Draft release and talking points <u>Attachment - TC Launch media release draft</u>	15/6/16	Full release	N/A	Yes
49	Emails between B Ponton, E O’Daly & E Woods – TraCCs transition meeting	15/6/16	Full release	N/A	Yes
50	Emails between E Woods and F Lewer – Arrangements Brief	15/6/16	Full release	N/A	Yes
51-52	Emails between D Kordahi, E Woods and L Berry – Merch orders <i>Remainder of email trail duplicated at folios 30-37</i> <u>Attachments: New Client Application Forms (out of scope)</u>	15/6/16	Full release.	N/A	Yes
53-54	Emails between C Johnston, E O’Daly & E Woods – Uniform costs	15/6/16	Full release	N/A	Yes
55-58	Emails between T Ainge, E Woods and L Berry – ordering merchandise	15/6/16	Full release	N/A	Yes
59	Email from L Berry to D Kordahi – ACT Gov merchandise orders	15/6/16	Full release	N/A	Yes
60-67	Emails between E Woods and M Taylor – Edits to launch submission <u>Attachment – Transport Canberra Launch Submission with edits</u>	15/6/16	Full release	N/A	Yes
68-74	Email from D Kordahi to L Berry – Chief Minister’s Order <u>Attachment – Sales Order 22935 and images</u>	15/6/16	Partial release	s 43 – documents concerning business affairs	Yes

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75-79	Emails between A Perkins and E Woods – Transport Canberra Launch Brief 15 June 2016 edits <u>Attachment – Arrangements brief and covering brief with track changes</u>	15/6/16	Full release	N/A	Yes
80-82	Emails between ACT Gov officials – Transport Canberra (TC) Items	16/6/16	Full release	N/A	Yes
83	Email from S Van Aalst to E Woods – uniforms	16/6/16	Full release	N/A	Yes
84-90	Emails between E Woods and D Kordahi – ACTION Bus Beanies	16/6/16	Full release	N/A	Yes
91-92	Emails between E Woods and C Johnston – List of announcements	16/6/16	Full release	N/A	Yes
93-96	Emails between L Berry and E Woods – Vests, caps and jumpers <u>Attachment – Quote from Monaro Workwear and Promotional and option list</u>	16/6/16	Full release	N/A	Yes
97	Email from L Berry to T Ainge, E Di Cuollo – font for TC text	16/6/16	Full release	N/A	Yes
98	Emails between H Willson and E Woods – costs for TC launch <i>(Attachment at folios 228-231 and in Invoices Schedule, folios 2-3)</i>	17/6/16	Full release	N/A	Yes
99	Emails between E Woods and S Van Aalst – costs for TC launch	17/6/16	Full release	N/A	Yes
100	Emails between E Woods and L Berry – costs for TC launch	17/6/16	Full release	N/A	Yes
101-117	Emails between E Woods and B Ponton – TC Comms Forecast and TPs 20 June 2016 <u>Attachments:</u> 1) Draft Talking Points and FAQs 2) Transport Canberra Communication Forecast	17/6/16	Full release	N/A	Yes
118	Email from L Berry to E Woods – updated cost	20/6/16	Full release	N/A	Yes
119-123	Email from L Berry to S Yun – artwork approval for Beanies Luggage Tag Wallet & Pen <u>Attachment – Artwork Proof</u>	20/6/16	Full release	N/A	Yes
124-125	Emails between L Berry, L Clarke and E Woods – Bus Stop TC Signage Quote	20/6/16	Full release	N/A	Yes
126-129	Email from L Berry to E Woods – Launch Action Plan - working group meeting <u>Attachment - Launch Action Plan</u>	20/6/16	Full release	N/A	Yes
130	Email from S Van Aalst – Loop signage	21/6/16	Full release	N/A	Yes

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131	Email from S Van Aalst to T Ainge – ETA on items	21/6/16	Full release	N/A	Yes
132	Emails between E Woods and C Johnston – Riot Act	22/6/16	Full release	N/A	Yes
133	Emails between E Woods and M Clarke – Launch events	22/6/16	Full release	N/A	Yes
134-142	Email from E Woods to A Perkins and N Mahar – Poster package <u>Attachments: launch signage summary document and images of blades, wedges and posters</u>	24/6/16	Full release	N/A	Yes
143-144	Emails between E Woods and B Ponton – City Loop engagement	24/6/16	Full release	N/A	Yes
145-151	Emails between E Woods and C Johnston - Signed brief – launch <u>Attachment – extract of signed brief from Minister Fitzharris</u>	24/6/16	Full release	N/A	Yes
152-163	Emails between E Woods, B Ponton, E Thomas and C Hughes – Launch and interchange signage - for comments <u>Attachments:</u> 1) Print costs 2) Posters - Bus Stop Backs 3) Wedges (<i>duplicate of folios 134-142</i>) 4) Blade (<i>duplicate of folio 135</i>) 5) Launch signage summary document	27/6/16	Full release	N/A	Yes
164-176	Email between E Woods, R Fox and L Berry – Launch signage <u>Attachments:</u> 1) Wedges 2) Posters - Bus Stop Backs 3) Blade (<i>duplicate of folio 135</i>) 4) Launch signage summary document (<i>duplicate of folio 163</i>)	27/6/16	Full release	N/A	Yes
177	Emails between E Woods to R Fox – Launch signage	27/6/16	Full release	N/A	Yes
178-179	Emails between E Woods and L Berry and L Clarke – Client Quotation - 16 0777	27/6/16	Full release	N/A	Yes
180-184	Email from E Woods to E Woods – Release details <u>Attachments:</u> 1) Draft media release 2) Draft talking points	27/6/16	Full release	N/A	Yes
185	Emails between E Woods and H Willson – Outcomes from Meeting with Minister Fitzharris	27/6/16	Full release	N/A	Yes

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186-196	Emails between E Woods, R Fox and P Allen – Transport Canberra launch signage <u>Attachments:</u> A. Launch signage summary document B. Recommended signage spots C. Posters - bus stop backs (<i>duplicate of folios 171-176</i>) D. A-Frames E. Wedges (<i>duplicate of folios 164-170</i>) F. Blade (<i>duplicate of folio 135</i>) G. Publishing services printing quote H. TC Launch signage brief extract	27/6/16	Full release	N/A	Yes
197-198	Emails between S Bourne and E Woods – Transport Canberra Launch Signage <u>Attachment – Signature page of brief to Minister Fitzharris</u>	27/6/16	Full release	N/A	Yes
199	Emails between E Woods and C Neal – Directorate Launch	28/6/16	Full release	N/A	Yes
200-201	Emails between L Berry and E Woods – Launch	28/6/16	Full release	N/A	Yes
202-205	Emails L Berry, E Woods, T Ainge – Flyer and Nextbus display	28/6/16	Full release	N/A	Yes
206	Emails between E Woods and M Taylor – Stakeholders and invites	28/6/16	Full release	N/A	Yes
207	Emails between E Woods and T Ainge – Flyers for launch	29/6/16	Full release	N/A	Yes
208	Emails between E Woods, T Ainge and L Berry – Flyers for launch	29/6/16	Full release	N/A	Yes
209	Emails between E Woods and L Berry – Deputy Vice- Chancellor ANU attendance	29/6/16	Full release	N/A	Yes
210-211	Emails between E Woods, L Berry, A Perkins – Minister Fitzharris Arrangements Brief and speech	29/6/16	Full release	N/A	Yes
212	Email from E Woods to E Thomas - MC of TC Launch	29/6/16	Full release	N/A	Yes

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213-226	<p>Emails between E Woods and L Berry – Arrangements Brief for Minister Fitzharris for approval</p> <p><u>Attachments:</u></p> <ol style="list-style-type: none"> 1) Arrangements brief with order of Ceremonies 2) Speaking notes 3) Flyer with two design options for distribution on Monday about City Loop and TC 4) Invite and invite list 5) Map of location 	29/6/16	Full release	N/A	Yes
227	Launch signage detail draft	June 2016	Full release	N/A	Yes
228-231	Merchandise Images – Smart wallet, beanie, luggage tag and pen	Undated	Full release	N/A	Yes
232-235	Transport Canberra timeline/checklist	Undated	Full release	N/A	Yes
236-241	<p>Emails between L Berry and ACT Gov officials – Launch action plan</p> <p><u>Attachment - TCCS Launch Action Plan</u></p>	24/6/16	Full release	N/A	Yes
242-246	<p>Email from L Berry to E Thomas – TCCS Launch final run sheet</p> <p><u>Attachment - TCCS Launch Activities run sheet and MC notes</u></p>	1/7/16	Full release	N/A	Yes
247-268	<p>Brief to Minister Fitzharris – Transport Canberra Launch (draft and signed signature page)</p> <p><u>Attachments:</u></p> <ol style="list-style-type: none"> 1) Transport Canberra Launch rationale 2) ANU Bus Stop 3) City Loop Tour 4) Media Release 5) Talking Points 6) Arrangements brief 7) Transport Canberra Launch Video Content Production 8) Launch Uniforms and Invoices (<i>duplicate of folios 228-231 and folios 2-3 in Invoices Schedule</i>) 	16/6/16	Full release	N/A	Yes
269	Email from A Konovalov to J Madden – Invites for Transport Canberra Launch	28/6/16	Full release	N/A	Yes

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270	Email from J Madden to G Rutledge – Transport Canberra Launch	28/6/16	Full release of relevant material – remainder is beyond the scope of the request and has not been released.	N/A	Yes
271-272	Email from J Madden to A Konovalov – Launch Day Message and Video Script Attachment – <u>Emma Thomas Video Message</u>	28/6/16	Full release	N/A	Yes