



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Freedom of Information Publication Coversheet

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

FOI Reference: CMTEDDFOI 2020-066

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	15
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

**From:** [REDACTED]  
**To:** [CMTEDD FOI](#)  
**Subject:** Re: Request for Executive Branch Manager EBM position (2020-066)  
**Date:** Monday, 13 April 2020 9:40:17 PM

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To clarify “a description of the job title” I am referring to the EBM role still but description of what ie EBM of CITL Licencing etc..

Sent from my iPhone

On 13 Apr 2020, at 5:58 pm, [REDACTED] wrote:

Hey,

I could be wrong but this is my understanding, please run it by people and capability.

The PN number is unique to the EBM role, if they change positions then the PN unique identifier will change to reflect the new role.

Please find out who was appointed to that pn number role on the date it was created and then another search to verify they are still in that role “same pn number”

Ta

Sent from my iPhone

On 13 Apr 2020, at 5:21 pm, CMTEDD FOI <[CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au)> wrote:

UNCLASSIFIED

Hi [REDACTED]

Do you require the name of the staff member appointed to the position as of 12 April 2020 or a different date. As you can understand people change jobs from time to time.

Kel

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**From:** [REDACTED]  
**Sent:** Sunday, 12 April 2020 8:55 PM  
**To:** CMTEDD FOI <[CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au)>  
**Subject:** Re: Request for Executive Branch Manager EBM position (2020-066)

Good evening Kelly,

Could you kindly amend my foi request with the following;

Please contact People and Capability team and retrieve the following additional columns to my original request.

The name of the staff member appointed to the PN number.

The business unit they belong to.

A description of the job title.

Thank you.

■

Sent from my iPhone

On 9 Apr 2020, at 12:17 pm, CMTEDD FOI  
<[CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au)> wrote:

UNCLASSIFIED

Good afternoon ■■■■■

The people and capability team have compiled the information you have requested which I have attached to this email. This is in line with our approach to provide information administratively to simplify the process for you.

As you have now been provided the information do you agree to withdraw (close) your original request?

Kind regards,

Kelly

**Kelly-Jane Yule | Freedom of Information  
Coordinator | Information Access Team**

Ph: 02 620 77461

**Corporate | Chief Minister, Treasury and Economic  
Development Directorate | ACT Government**

Level 2, Canberra Nara Centre | GPO Box 158

Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

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**From:** [REDACTED]  
**Sent:** Tuesday, 31 March 2020 9:05 PM  
**To:** CMTEDD FOI <[CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au)>  
**Subject:** FOI - Executive Branch Manager EBM position

Dear CMTEDD FOI Team,

My name is [REDACTED]

Under FOI act I am requesting the following;

1. How many "Executive Branch Manager EBM" Positions are there under Access Canberra as of today's date "31st of March 2020"
2. What are the Position Number(s) PN associated with each EBM role?  
When, as in the date, this position was first generated in HR21 or any predecessor HR database used by Access Canberra "EBM"
3. A classification title associated with each PN number.

You will need to consult HR and look in the HR21 Database to find the relevant information.

Please don't hesitate to contact me for clarification.

Regards,  
[REDACTED]

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<Access Canberra Executive information.pdf>



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Our ref: CMTEDDFOI 2020-066

[REDACTED]  
PO Box 130  
CURTIN ACT 2605

via email: [REDACTED]

Dear [REDACTED]

### **FREEDOM OF INFORMATION REQUEST**

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 31 March 2020 in which you are seeking access to information regarding Executive Branch Manager positions.

Your request specifically states:

*"1. How many "Executive Branch Manager EBM" Positions are there under Access Canberra as of today's date "31st of March 2020".*

*2. What are the Position Number(s) PN associated with each EBM role?  
When, as in the date, this position was first generated in HR21 or any predecessor HR database used by Access Canberra "EBM".*

*3. A classification title associated with each PN number."*

On 9 April 2020 the above information was provided to you administratively.

On 12 April 2020 you amended your application to also include the following information:

*"The name of the staff member appointed to the PN number.  
The business unit they belong to.  
A description of the job title."*

### **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 Act.

### **Timeframes**

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 1 May 2020.

### **Decision on access**

Searches were completed for relevant documents and one document has been identified that falls within the scope of your amended request.

I have decided to grant full access to this document. A copy of the document is provided as **Attachment A** to this letter.

### **Charges**

Processing charges are not applicable for this request because the number of pages to be released to you is below the charging threshold of 50 pages.

### **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, my decision and the documents released to you in response to your access application will be published in the CMTEDD disclosure log 3 days after the date of my decision. Your personal contact details will not be published. You may view the CMTEDD disclosure log at:

<https://www.cmtedd.act.gov.au/functions/foi/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 Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, 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](mailto:actfoi@ombudsman.gov.au)

### **ACT Civil and Administrative Tribunal (ACAT) Review**

Under section 84 of the Act, if a decision is made by the Ombudsman under section 82(1), you may apply to the ACAT for a review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal  
Level 4, 1 Moore St  
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 me by telephone on 02 6207 7754 or by email at [CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au).

Yours sincerely,

A handwritten signature in grey ink, appearing to read 'P. Dachs', is positioned above the typed name.

Philip Dachs  
Information Officer  
Information Access Team  
Chief Minister, Treasury and Economic Development Directorate

23 April 2020



**Request details:**

1. The name of the staff member appointed to the PN number.
2. The business unit they belong to.
3. A description of the job title.
4. The PN number is unique to the EBM role, if they change positions then the PN unique identifier will change to reflect the new role.

**Response answers:**

1. Provided below is the Name of each staff member appointed to each of the position numbers.
2. Provided below is the business unit that they belong to.
3. Provided below is the Description of the job title.
4. It is correct that the position number is unique to the EBM role, if an employee changes role then they also change the position number they are sitting in.

<b>Position Number</b>	<b>Job Title/Description</b>	<b>Business Unit</b>	<b>Name</b>	<b>Date current engagement in PN commenced</b>	<b>Classification</b>
E617	Executive Branch Manager, Workplace Protections	Access Canberra- Workplace Protection	Greg Jones	<b>16/07/2016</b>	<b>1.4</b>
E218	Executive Branch Manager, Licensing and Registration	Access Canberra- Licensing and Registrations	Derise Cubin	<b>19/03/2018</b>	<b>1.4</b>
E1005	Executive Branch Manager, Constructions Utilities and Environment Protection	Access Canberra- Construction and Utilities	Ben Green	<b>1/3/2019</b>	<b>1.4</b>
E141	Executive Branch Manager, Customer Coordination	Access Canberra – Customer Coordination	Chantel Potter	<b>2/2/2020</b>	<b>1.4</b>
E1077	Executive Branch Manager, Fair Trading and Compliance	Access Canberra – Fair Trading and Compliance	Josh Rynehart	<b>3/2/2020</b>	<b>1.4</b>
E105	Executive Branch Manager, Projects, Governance and Support	Governance and Support	Yu-Lan Chan	<b>19/8/2019</b>	<b>1.4</b>

E1147	Executive Branch Manager, Engagement and COVID-19 Response	Governance and Support	Emily Springett	<b>30/03/2020</b>	<b>1.2</b>
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