



Australian Government
National Capital Authority

"Me" via Right to Know

By email: foi+request-10160-03add881@righttoknow.org.au

Dear "Me"

Freedom of Information Request No: 2122/19
Notice of Administrative Release

I refer to your correspondence to the National Capital Authority (**NCA**) dated 15 April 2023, in which you requested access to the following documents:

- *Org chart down to SES Band 1 (or equivalent) incl names and contact information (doesn't have to be all contact information. Phone numbers for the relevant EAs is fine.*
- *NCA's most recent/relevant policy (or equivalent) on stakeholder engagement (or equivalent) for stakeholders in the ACT that are not a government entity.*
- *A/the list of non-government stakeholders in the ACT engaged about Commonwealth Ave bridge upgrades to date, and the manner in which they were engaged.*

The NCA has conducted a search for documents that fall within the scope of your request, and has identified the documents that are **attached** and identified in the table below.

The NCA has decided to release the attached documents to you as an administrative release, which is a release of documents outside the *Freedom of Information Act 1982 (FOI Act)*. This means that there will be no charge for the release of these documents.

Request	Description of document provided under administrative release	NCA comments
Part 1	NCA Organisation Chart as at February 2023 (most recent version)	Redactions made to information about persons other than NCA SES-level officers. The NCA does not have an existing organisation chart that includes direct contact details for SES officers or their EAs. If you would like to contact an NCA SES officer, you can do so by email (in the format firstname.lastname@nca.gov.au), or by calling the NCA switchboard on (02) 6271 2888.
Part 2	NCA Commitment to Community Engagement Policy (April 2023)	This policy, recently updated, is published on the NCA's website and can be accessed at: Commitment to Community Engagement National Capital Authority (nca.gov.au)

Part 3	Stakeholder list	To comply with the NCA's obligations under the <i>Privacy Act 1988</i> , third party personal information has been redacted.
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In relation to the third part of your request, the NCA's searches have not identified any documents that specifically address "the manner in which [non-government stakeholders in the ACT] were engaged" about the Commonwealth Avenue bridge upgrades. The FOI Act provides for a right to request access to existing "documents" held by an agency, and not requests for "information". However, in the interests of assisting you, I can advise that in relation to non-government stakeholder engagement:

- stakeholders have been emailed updates;
- special interest groups may have met with the NCA;
- the NCA has issued media releases and posted information on social media; and
- the NCA undertook community engagement via popup information booths around Lake Burley Griffin at various times in April 2023.

We trust that this satisfies your request, and we will proceed to close this case.

If you have any questions about this letter, please email foi@nca.gov.au.

Yours sincerely



Sally Barnes
Chief Executive

24 April 2023

Attachments

Documents for Administrative Release