FREEDOM OF INFORMATION REQUEST SCHEDULE

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| Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government’s Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access. Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately. |

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| **NAME** | **WHAT ARE THE PARAMETERS OF THE REQUEST** | **File No** |
| **Girl Guides Hall, Hackett** | 1. Documents relating to the work instructions, procedures, processes and/or guidelines that have been used to assess the Development Application
2. Documents relating to the review, feedback, discussion, and/or assessment of the public submission by Canberra City Soccer Club related to the Development Application. In particular and/or in addition, we want to see the assessment of the points raised by Canberra City Soccer Club in their submission with regards to point (1) above relating to the assessment process.
 | **18/00450** |

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| **Ref No** | **No of Folios** | **Description** | **Date** | **Status** | **Reason for non-release or deferral** | **Open Access release status** |
| **1** | **3** | Form – internal referral brief for MPRG | 2/5/2014 | Release |  | Yes |
| **2** | **4-5** | Form – peer review checklist | 2/5/2014 | Release |  | Yes |
| **3** | **6-17** | Standard operating procedure – merit track assessment  | 16/10/2012 | Release |  | Yes |
| **4** | **18-19** | Work instruction – classification to make a decision | 2/5/2014 | Release |  | Yes |
| **5** | **20-21** | Work instruction – conflict of interest | 2/5/2014 | Release |  | Yes |
| **6** | **22-26** | Work instruction – initial assessment check | 2/5/2014 | Release |  | Yes |
| **7** | **27-32** | Work instruction - Internal referral | 2/5/2014 | Release |  | Yes |
| **8** | **33-34** | Work Instruction – possible breach of legislation | 20/10/2014 | Release |  | Yes |
| **9** | **35-42** | Work instruction – record keeping | 20/7/2011 | Release |  | Yes |
| **10** | **43-44** | Work instruction – refer for dispatch | 24/2/2010 | Release |  | Yes |
| **11** | **45** | Work instruction – substantially the same | 24/9/2008 | Release |  | Yes |
| **12** | **46-52** | Policy – development application | 25/2/2010 | Release |  | Yes |
| **13** | **53-58** | Intellidox smartform - legislated requirements (merit track) | 15/7/2014 | Release |  | Yes |
| **14** | **59-64** | Intellidox smartform - territory plan code requirements (merit track) | 1/6/2011 | Release |  | Yes |
| **15** | **65-72** | Standard Operating Procedure – development application lodgement | 18/1/2010 | Release |  | Yes |
| **16** | **73-77** | Work Instruction - Entity referrals | 31/5/2011 | Release |  | Yes |
| **17** | **78-83** | Work Instruction - Lodgement | 24/3/2011 | Release |  | Yes |
| **18** | **84-86** | Work Instruction – Public Notifications | 8/12/2009 | Release |  | Yes |
| **19** | **3 pages** | Email – RE Close of public notification 201630803-912 Hackett – (1 Representation) | 18/8/2017 | Exempt | Schedule 2, 2.2 (a) (iv)Information disclosure would impede the administration of justice generally, including procedural fairnessSchedule 2, 2.2 (a) (v) impede the administration of justice for a personSchedule 2, 2.2 (a) (xv) prejudice the management function of an agency | No |
| **20** | **8 pages** | Email and attachment - DV352 - 9/12 Hackett - Place of Worship (applicant’s response to representation) | 24/8/2017 | Exempt | Schedule 2, 2.2 (a) (iv)Information disclosure would impede the administration of justice generally, including procedural fairnessSchedule 2, 2.2 (a) (v) impede the administration of justice for a personSchedule 2, 2.2 (a) (xv) prejudice the management function of an agency | No |
| **21** | **6 pages** | DA 201630803 legislated requirements (merit track) - DRAFT | 22/1/2018 | Exempt | Schedule 2, 2.2 (a) (iv)Information disclosure would impede the administration of justice generally, including procedural fairnessSchedule 2, 2.2 (a) (v) impede the administration of justice for a personSchedule 2, 2.2 (a) (xv) prejudice the management function of an agency | No |
| **Total No of Docs** |
| **21** |