

Freedom of Information – Access Application Form

PRIVACY NOTICE

The personal information you supply on this form will only be used for the purpose of processing your request. Your application must include an email or postal address to which the respondent can send notices under the Act. If all or some of this information is not collected, [AGENCY] may not be able to communicate with you, inhibiting their obligations under the Act. This could mean the request cannot be dealt with. Your personal information will not be disclosed to a third party without your consent unless statutory obligations require otherwise.

The [AGENCY] Privacy Policy contains information on how you can access or seek to correct any of your personal information that is held by the [AGENCY], as well as the process for lodging a complaint about an alleged breach of the *Information Privacy Act 2014*. The Privacy Policy can be found on the [AGENCY] website at [WEBSITE].

Applicant details

I wish to make an access application to Suburban Land Agency (SLA) of the Environment, Planning and Sustainable Development Directorate – Environment under the *Freedom of Information Act 2016*.

Name	
Address (where notices relating to this request can be sent – either postal or electronic)	
Telephone Contact Residential	
Telephone Contact Mobile	
Email Contact	

What documents are you requesting under the Act?

Please see Attachment A

I would like

a copy of these documents sent to the above address

OR

to inspect these document

Fee Waiver

If you wish to apply for a fee waiver, the Act sets out a number of provisions to do so:

- The information being requested was previously publicly available but no longer is.
- The information being requested is of special benefit to the public (Ombudsman guidelines see Section 66).
- The applicant is a concession card holder and demonstrates a material connection with the information requested (concession cards include a current health care or pensioner card issued under the [Social Security Act 1991](#); a current pensioner concession card issued in relation to a pension under the [Veterans' Entitlements Act 1986](#) or the [Military Rehabilitation and Compensation Act 2004](#); a current gold card; or a card prescribed by regulation).
- The applicant is a not-for-profit organisation and the application relates to the activities or purposes of the organisation.
- The applicant is a member of the Legislative Assembly.

[AGENCY] must waive any fees for providing information if the information was not publicly available and the agency makes the information publicly available before or within 3 working days after giving it to the applicant.

Fee waiver application (fill in if applicable. Otherwise leave blank)

I would like to apply for a fee waiver because (state reason/s from the list above).

[provide details and evidence of how this reason applies]

APPLICANTS SIGNATURE

DATE OF REQUEST

27/09/2018

Attachment A- Details of documents requested under the *Freedom of Information Act 2016*

For the purposes of this request:

“Coffey Contamination Assessment Report” means the ‘Phase 1 and 2 Contamination Assessment Report’ dated 18 February 2015 in relation to Block 2 Section 28 Greenway in the ACT.

“Development Approval” means the notification of approval of DA 201731192 dated 3 July 2017 approving development subject to conditions for Blocks 3,4,5,6,&7 Section 28 Greenway in the Australian Capital Territory.

“Land” means Block 4 Section 28 Greenway in the Australian Capital Territory.

We wish to request the following documents:

1. Any engagement letter or documents containing instructions to Cardno Pty Ltd or Cardno Young Pty Ltd to undertake the ‘Uncontrolled Fill Assessment’ in relation to Block 2 Section 28 Greenway in the ACT of 6 June 2018 and associated soil testing.
2. Any engagement letter or documents containing instructions to Coffey Environments Australia Pty Ltd to undertake the Coffey Contamination Assessment Report.
3. Any communications between SLA or the Land Development Agency and Coffey Environments Australia Pty Ltd prior to 18 February 2015 in relation to the scope of works for the Coffey Contamination Assessment Report.
4. Any communications between SLA or the Land Development Agency and Coffey Environments Australia Pty Ltd relating to the Coffey Contamination Assessment Report.
5. Any communications between SLA or the Land Development Agency and SMEC relating to their engagement or potential engagement to undertake testing on the Land.
6. Any communications from SLA or the Land Development Agency relating to the engagement or potential engagement of third parties to undertake soil testing on the Land.
7. Any documents relating to proposals by SLA or the Land Development Agency to engage third parties to undertake soil testing on the Land.