

18 August 2021

**By Email: epsdfoi@act.gov.au**

ACT Planning and Land Authority  
C/- FOI – Information Management Team  
Environment & Planning Directorate  
GPO Box 158,  
CANBERRA CITY ACT 2601

Dear Sir/Madam,

### **FREEDOM OF INFORMATION REQUEST**

We make a request for documents pursuant to *Freedom of Information Act 2016* (ACT) in relation to Notifiable Instrument NI2018-53 – Planning and Development (Plan Variation No 352) Approval 2018 (**DV352**).

Therefore we request, in the period 1 January 2018 to 1 December 2018, the following documents (in the possession, custody or control of the ACT Planning and Land Authority (**ACTPLA**)) in respect of DV352:

1. all correspondence (including emails) sent to or received from:
  - a. the Health Protection Service (**HPS**);
  - b. the Environment Planning Authority (**EPA**);
  - c. the Children's Education and Care Assurance (**CECA**);from officers of these relevant organisations (**Relevant Organisations**);
2. all correspondence (including emails) sent to or received from the relevant Minister and the Relevant Organisations;
3. any reports prepared or commissioned by the ACTPLA involving the Relevant Organisations;
4. any memoranda involving the Relevant Organisations;
5. any recommendations involving the Relevant Organisations;
6. any proposals involving the Relevant Organisations;
7. any records of inspections involving the Relevant Organisations;
8. any minutes or other records of meetings involving the Relevant Organisations;

9. any notes of attendees of any meeting, including any personal notes by attendees involving the Relevant Organisations;
10. any diary entries of attendees of meetings involving the Relevant Organisations;
11. any working papers prepared by, or on behalf of, the ACTPLA involving the Relevant Organisations; and
12. copies of any of the documents sought in paragraph 1 to 11 above where the original documents are no longer in the possession, custody or control of the ACTPLA.

Please note that the definition of documents in this Freedom of Information request is as is outlined in the definition of 'documents' as defined in the *Legislation Act 2001 (ACT)*.

If you have any questions associated with the request, we would be grateful if you could contact Mr Steven McMahon of our office in the first instance. Please be so kind to advise of any fees associated with the request.

Yours faithfully

