

[REDACTED]  
[REDACTED]  
Contact: [REDACTED]  
Direct Line: [REDACTED]  
Email Address: [REDACTED]  
Supervisor: [REDACTED]  
Our Reference: [REDACTED]

24 May 2019

FOI Team  
Environment, Planning and Sustainable  
Development Directorate – Environment  
Canberra ACT

By email only: epsdfoi@act.gov.au

**ATTENTION: Freedom of Information Officer**

Dear Madam or Sir

**RE:** [REDACTED]

We act for the above named.

Our client was injured on 22 December 2018 at the 'Cotter Campground'.

We request the following documents pursuant to the provisions of the *Freedom of Information Act* covering a period of 5 years leading up to the date of our client's injury in relation to the 'Cotter Campground':

1. All records in relation to the incident and any other relevant documents;
2. Number of picnic tables, their locations and maintenance records of all picnic tables including damaged or broken table reports;
3. CCTV of the incident on 22 December 2018;
4. All available ACT Emergency Services Agency plans to deal with emergencies in and around Cotter campground;
5. All records about availability of any first aid equipment, public information about existence of such equipment in and around Cotter campground and their locations;
6. Information in relation to the number of emergency phones in and around Cotter campground and their locations;
7. All records about all emergency phones in and around Cotter campground including operational checks, date and time of any identified faults;
8. Complaints about other incidents;
9. All records about other incidents including incident reports; and
10. All records listing actions taken by relevant authorities in relation to known, identified or raised issues including incidents.

If this request should be made to, or relevant material may be held by another agency, please provide your assistance under s14 (4) of the Act.

We undertake to make any payment necessary pursuant to the Act.

We **enclose** our client's authority.

Yours faithfully

A large rectangular area of the document is redacted with a solid grey fill, obscuring the signature and the name of the sender.

**GENERAL AUTHORITY**

TO: FOI team

Environment, Planning & Sustainable  
Development Directorate - Environment

**RE:** [REDACTED]

You are hereby authorised, directed and requested by me to provide to my [REDACTED] whatever and all information, documentation and/or reports in your power or possession, as may be required by the said [REDACTED], including but not limited to information orally conveyed with respect to my state of mind.

DATED this 24<sup>th</sup> day of May 2019.

[REDACTED]