

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, the Environment, Planning and Sustainable Development Directorate 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 Environment, Planning and Sustainable Development Directorate Privacy Policy contains information on how you can access or seek to correct any of your personal information that is held by the Environment, Planning and Sustainable Development Directorate, 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 Environment, Planning and Sustainable Development Directorate website.

Applicant details

I wish to make an access application to the Environment, Planning and Sustainable Development Directorate 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?

- I write to request under the Freedom of Information Act 2016 any and all documentation relating to a presentation given by Minister Rattenbury to the Inner South Canberra Community Council on the 11th February 2020. This is including, but not limited to, any correspondence from the Minister's office, any briefing notes, files or slideshows prepared by the directorate for the purpose of the presentation.

I would like

a copy of these documents sent to the above address.

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)

APPLICANTS SIGNATURE

DATE OF REQUEST

19th February 2020