



ACT

Government

Infrastructure Canberra

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, Infrastructure Canberra 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.

APPLICANT DETAILS

I wish to make an access application to Infrastructure Canberra under the *Freedom of Information Act 2016*.

Name

Address

(where notices relating to this request can be sent – either postal or electronic)

Telephone Contact (Business Hours)

Telephone Contact (Mobile)

Email Contact

GUIDANCE FOR YOUR REQUEST

- To help Infrastructure Canberra (ICBR) process your request, please include enough detail in your application so that we can fully understand what government information you are requesting.
- You may also wish to include a statement about how the release of this information is in the public interest.
- If your application is for access to your own personal information, you must include evidence of your identity. If you are an agent acting for an applicant, please supply evidence of your authorisation and evidence of the identity of the agent.
- If your application is not compliant and cannot be processed for reasons in section 30 of the Act, ICBR will take reasonable steps to assist you and give you reasonable time to amend your application if you wish.

**Under the Freedom of Information Act 2016 I want to access the following information:*

***Insert the scope of your access request here:*

Documents held by the Canberra Institute of Technology from January 1st 2021 to present authored by, prepared by, or refer to Think Garden, Redrouge Nominees or Patrick Hollingsworth. This includes reports, proposals, presentations, advice, project or briefings, and any related documents provided to or considered by the CIT Board or its committees. This request also includes any extracts from CIT Board or Board Committees that mention Think Garden, Redrouge Nominees or Patrick Hollingsworth.



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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 Legislative Assembly

Infrastructure Canberra 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 three working days after giving it to the applicant.

Fee waiver application (fill in if applicable, otherwise leave blank)

State reason/s from the list above.

I would like to apply for a fee waiver because: " _____

[provide details and evidence of how this reason applies]

I would like:

A copy of these documents sent to the above address (postal or e-mail)

OR

to inspect these document/s

APPLICANT SIGNATURE

DATE OF REQUEST

17/03/2026
DD/MM/YYYY