

Freedom of Information (FOI) Schedule of Documents
FOI CMTEDD 2017/5024 – Oaks Estate Community Hall (OECH)

Folio (f)	Item	Date	Release Decision	Exemption claimed	Online Release
1	Email from Ms Godfrey to Ms Edwards regrading sublease documents	7 Dec 2012	Full Release	N/A	Yes
2	Email between Community Services #1 (CS1) and Ms Crombie – OECH maintenance request	21 Dec 2012	Partial Release	Section 41(1) personal information	Yes
3	Email from Ms Crombie to TAMS Property Group – maintenance request – fire extinguisher	8 Jan 2013	Partial Release	Section 41(1) personal information	Yes
4	Email from Ms Crombie to CS1 – re maintenance request	8 Jan 2013	Partial Release	Section 41(1) personal information	Yes
5	Email from Mr Sinfield to Ms Crombie – work order confirmation	10 Jan 2013	Partial Release	Section 41(1) personal information	Yes
6-7	Tax Invoice – Repairs & Maintenance 30 Jan 2013	30 Jan 2013	Full Release	N/A	Yes
8	Letter to OECH – meeting / survey arrangement regarding the use of facilities	6 Mar 2013	Partial Release	Section 41(1) personal information	Yes
9-10	Email between Ms Crombie and Mr Davidson – quote to emergency lighting repair <i>Attachment – Quote</i>	13 Mar 2013	Full Release	N/A	Yes
11-12	Tax Invoice – Repairs & Maintenance 19 Mar 2013	22 Mar 2013	Partial Release	Section 41(1) personal information	Yes

Freedom of Information (FOI) Schedule of Documents
FOI CMTEDD 2017/5024 – Oaks Estate Community Hall (OECH)

Folio (f)	Item	Date	Release Decision	Exemption claimed	Online Release
13-14	Letter from the Government Solicitor to the Community Services Directorate – Sublease and management agreement	23 Jul 2013	Exempt	Section 42(1) legal professional privilege	Yes
15-73	Sublease between ACT Government and Southside Community Services – signed	23 Aug 2013	Partial Release	Section 41(1) personal information	Yes
74-81	Email between CS1 and Ms Crombie regarding approval of the placement of memorial at Oaks Estate Hall <i>Attachment - Letter from OEPA</i>	17 Sep 2013	Partial Release	Section 41(1) personal information	Yes
82-84	Email from CS1 to Ms Edwards – re request for Certificate of Currency <i>Attachment – Certificate of Currency 30 Mar 2013 to 30 Mar 2014</i>	3 Dec 2013	Partial Release	Section 41(1) personal information	Yes
85-87	WHS Check – Action Report Oaks Estate	11 Apr 2017	Partial Release	Section 41(1) personal information	Yes
88-94	Email between CS1 and Ms Kennedy / Ms Crombie	Apr/May 2014	Partial Release	Section 41(1) personal information	Yes
95-96	Height Safety System Quote 15237	10 Jul 2014	Partial Release	Section 41(1) personal information	Yes
97	Roof – OECH	undated	Full Release	N/A	Yes

**Freedom of Information (FOI) Schedule of Documents
FOI CMTEDD 2017/5024 – Oaks Estate Community Hall (OECH)**

Folio (f)	Item	Date	Release Decision	Exemption claimed	Online Release
98-99	Email between CS1 and Ms Dal-Maso – Asbestos Inspection	19 Nov 2014	Partial Release	Section 41(1) personal information	Yes
100	Email from Property Group to Ms Dal-Maso	11 Dec 2014	Full Release	N/A	Yes
101-103	Email between CS1 and Ms Dal-Maso - outstanding work regarding OECH	16 Jan 2015	Partial Release	Out of Scope Section 41(1) personal information	Yes
104-107	Certificate of Compliance – Installed System 15237	31 Mar 2015	Partial Release	Section 41(1) personal information	Yes
108-180	Hazardous Materials Survey & Management Plan – re Inspection	22 Apr 2015	Partial Release	Section 41(1) personal information	Yes
181-192	Emails in relation to work order assigned to OECH in error	24 Apr 2015	N/A – out of scope	Out of scope – documents not relevant to Oaks Estate Hall	No
193-196	Thermal Switchboard Scan	2 Jan 2016	Full Release	N/A	Yes
197-199	Certificate of Inspection – Installed System	30 Mar 2016	Partial Release	Section 41(1) personal information	Yes
200	Letter from Ms Edwards to CS1 – request for Certificate of Currency	8 Sep 2016	Partial Release	Section 41(1) personal information	Yes
201-202	Certificate of Currency 30 Mar 2016 to 30 Mar 2017	9 Sep 2016	Full Release	N/A	Yes

Freedom of Information (FOI) Schedule of Documents
FOI CMTEDD 2017/5024 – Oaks Estate Community Hall (OECH)

Folio (f)	Item	Date	Release Decision	Exemption claimed	Online Release
203-210	Building Inspection Report	21 Sep 2016	Full Release	N/A	Yes
211	Email to Ms Shaw – Visit to OECH	21 Sep 2016	Partial Release	Section 41(1) personal information	Yes
212	Email from Ms Shaw to Ms Edwards – playground concerns	22 Nov 2016	Partial Release	Section 41(1) personal information	Yes
213-216	Email between Ms Edwards and CS1 – landscape and garden maintenance	23 Nov 2016	Partial Release	Section 41(1) personal information	Yes
217-221	Introduction to Height Safety System Upgrades to OECH - Proposal	6 Dec 2016	Partial Release	Section 41(1) personal information	Yes
222-223	Email from CS1 to Ms Edwards – re Christmas shutdown <i>Attachment – completed form</i>	14 Dec 2016	Partial Release	Section 41(1) personal information	Yes
224-225	Email from between Ms Edwards and CS1 – request for Certificate of Currency <i>Attachment – letter regarding Certificate of Currency</i>	7 Mar 2017	Partial Release	Section 41(1) personal information	Yes
226	Email from CS1 to Ms Edwards – re request for Certificate of Currency <i>Attachment – see folio 201-202</i>	28 Mar 2017	Partial Release	Section 41(1) personal information	Yes

Freedom of Information (FOI) Schedule of Documents
FOI CMTEDD 2017/5024 – Oaks Estate Community Hall (OECH)

Folio (f)	Item	Date	Release Decision	Exemption claimed	Online Release
227	Email from CS1 to Ms Edwards – Update re request for Certificate of Currency	5 Apr 2017	Partial Release	Section 41(1) personal information	Yes
228	Attachment to previous email – request for Certificate of Currency <i>Attachment – see folio 225</i>	5 Apr 2017	Partial Release	Section 41(1) personal information	Yes
229-230	Email between Ms Edwards and CS1 – Update re request for Certificate of Currency <i>Attachment – Certificate of Currency</i>	18 Apr 2017	Partial Release	Section 41(1) personal information	Yes
231-233	Email from CS1 to Ms Edwards – Certificate of Currency attached <i>Attachment – Certificate of Currency 30 Mar 2017 to 30 Apr 2018</i>	26 Apr 2017	Partial Release	Section 41(1) personal information	Yes
234	Email from Ms Edwards to CS1 – request for information <i>Attachment – see folio 201-202</i>	26 Apr 2017	Partial Release	Section 41(1) personal information	Yes
235-237	Email from CS1 to Ms Edwards – re request for information <i>Attachment – Certificate of Currency 30 Mar 2017 to 30 Mar 2018</i>	26 Apr 2017	Partial Release	Section 41(1) personal information	Yes

Freedom of Information (FOI) Schedule of Documents
FOI CMTEDD 2017/5024 – Oaks Estate Community Hall (OECH)

Folio (f)	Item	Date	Release Decision	Exemption claimed	Online Release
238-239	Email from CS1 to Ms Edwards – copy of Certificate of Currency <i>Attachment – Certificate of Currency 30 Jun 2015 to 31 Oct 2018</i>	17 May 2017	Partial Release	Section 41(1) personal information	Yes
240	Email from Ms Edwards to CS1 – additional keys for OECH	3 Jul 2017	Partial Release	Section 41(1) personal information	Yes
241-242	Email between CS1 and Ms Edwards – meeting arrangement between CS1 and OEPA	8 Aug 2017	Partial Release	Section 41(1) personal information	Yes
243-244	Email between CS1 and Ms Edwards – leasing arrangement of the OECH	9 Aug 2017	Partial Release	Section 41(1) personal information	Yes
245	Email between Ms Davis and Ms Edwards – re leasing arrangement	24 Aug 2017	Partial Release	Section 41(1) personal information	Yes
246	Attachment to previous email – email re leasing arrangement	24 Aug 2017	Partial Release	Section 41(1) personal information	Yes
247-249	Email regarding leasing arrangement	7 Sep 2017	Partial Release	Section 41(1) personal information	Yes
250	Email between Ms Edwards and Ms Aumann – re leasing arrangement	7 Sep 2017	Partial Release	Section 41(1) personal information	Yes

Freedom of Information (FOI) Schedule of Documents
FOI CMTEDD 2017/5024 – Oaks Estate Community Hall (OECH)

Folio (f)	Item	Date	Release Decision	Exemption claimed	Online Release
251	Email between CS1 and Ms Edwards – re leasing arrangement	7 Sep 2017	Partial Release	Section 41(1) personal information	Yes
252	Email from CS1 and Ms Edwards – re leasing arrangement	8 Sep 2017	Partial Release	Section 41(1) personal information	Yes
253	Email from Ms Edwards to Mr Smith – OEPA previous sublease	11 Sep 2017	Full Release	N/A	Yes
254	Email from Ms O’Shaughnessy to Ms Edwards – urgent call requested	11 Sep 2017	Full Release	N/A	Yes
255-256	Email from Ms Edwards to Mr Smith – meeting with OEPA	12 Sep 2017	Partial Release	Section 41(1) personal information	Yes
257-261	Email between CS1 and Ms Edwards – re leasing arrangement	10 Oct 2017	Partial Release	Section 41(1) personal information	Yes
262	Email between Mr Smith and Ms Edwards – complaints about ants nest	10 Oct 2017	Partial Release	Section 41(1) personal information	Yes
263	Email from Ms Edwards to CS1 – complaint about ants nest	10 Oct 2017	Partial Release	Section 41(1) personal information	Yes
264-266	Email regarding gardening maintenance	26 Oct 2017	Partial Release	Section 41(1) personal information	Yes

Freedom of Information (FOI) Schedule of Documents
FOI CMTEDD 2017/5024 – Oaks Estate Community Hall (OECH)

Folio (f)	Item	Date	Release Decision	Exemption claimed	Online Release
267-268	ABN Lookup to CS1	7 Nov 2017	Full Release	N/A	Yes
269-271	Email about application for management of OECH	9 Nov 2017	Full Release	N/A	Yes
Appendix					
272-340	Work Orders	multiple	Partial Release	Section 41(1) personal information	Yes
341	OECH	Apr 2015	Full Release	N/A	Yes
342-343	Oaks Estate Boundaries Plan 2016	2016	Full Release	N/A	Yes
344	Deposited Plan	4 Aug 1995	Partial Release	Section 41(1) personal information	Yes
345-347	Emails about Regional Development Australia Fund Round Four	3 Jan 2013	Full release of relevant material	Out of scope material relating to other organisations and projects redacted	Yes
348	Summary of repair and maintenance	undated	Full Release	N/A	Yes
Inspection Photos					
n/a	Inspection Photos	Jun 2015	Full Release	N/A	Yes
n/a	Inspection photos	Sep 2016	Full Release	N/A	Yes