



13 September 2017

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Dear Mr Butler,

Thank you for your correspondence to the Sydney Harbour Federation Trust (the Trust) through the Right to Know website for the following information:

- *Can you please send me a list of property including building and land owned by the trust.*

I have taken your request to be for administrative release outside the formal FOI Act request process. This is because the information was not requested under the *Freedom of Information Act 1982* (the **FOI Act**). If you are seeking documents under the FOI Act it must comply with the following as detailed on our website at: <http://www.harbourtrust.gov.au/about/policies/freedom-information>. That is - your request must:

- be in writing
- state that the request is an application for the purposes of the FOI Act
- provide information about the document(s) to assist us to process your request
- provide an address for reply.

The information you have requested is publicly available on our websites at: <http://www.harbourtrust.gov.au/> and <http://www.cockatooisland.gov.au/>

Specifically, information on our Comprehensive Plan and individual site plans for sites managed by the Trust can be found on our website under "Strategic Plans" at <http://www.harbourtrust.gov.au/planning-projects/strategic-plans>. Our Comprehensive Plan is a broad strategic plan for all our sites and informs our process for developing individual site plans. The individual site plans outline our vision for each of our sites and guide how we use and develop these areas. Each plan contains a map giving building details for the site.

Kind regards,

FOI Contact Officer

foi@harbourtrust.gov.au