

**Schedule of Documents – Defence FOI 558/21/22**

<b>Document</b>	<b>Date</b>	<b>Document description or title</b>	<b>Pages</b>	<b>Decision</b>	<b>Reason for decision under the Act</b>
1	13 July 2022	MECC Intranet Guidelines on Briefs, Submissions, Correspondence, Media Releases/Alerts, Media Enquiries	15	Release in Full	
2	Unknown	Submission template	3	Release in Full	
3	Unknown	Background Brief template	2	Release in Full	
4	Unknown	Event Brief template	9	Release in Full	
5	Unknown	Meeting Brief template	5	Release in Full	
6	Unknown	Correspondence template	2	Release in Full	
7	Unknown	Media Enquiry Template – P1	2	Release in Full	
8	Unknown	Media Enquiry Template – P2	2	Release in Full	
9	May 2022	Question Brief Template	2	Release in Full	
10	13 July 2022	Names and positions of officials who would be aware of what is provided to Ministerial Offices and authorise its provision	1	Release in Full	
11	1 Apr 2022	Email – Caretaker presentation given to Chief of Staff network	21	Partially Release	s47F
12	11 Apr 2022	DEFGRAM 148/2022 – Caretaker Announcement	2	Partially Release	s22, s47F
13	11 Apr 2022	Email – Caretaker period, IGB, transition staff and cabinet documents <i>(email attachment is publically available and not subject to this decision)</i>	2	Partially Release	s22, s47F
14	11 Apr 2022	Caretaker Factsheets	11	Release in Full	
15	11 Apr 2022	Email – Caretaker has now commenced	1	Release in Full	s22
16	June 2022	Talking Points Template	1	Release in Full	