

DEPARTMENT OF JUVENILE JUSTICE

APPLICATION FOR ACCESS UNDER THE
FREEDOM OF INFORMATION ACT (NSW) 1989 S.17 & S.35

DETAILS OF APPLICANT:

Surname:
Given Names: Title: (Mr/Mrs/Miss/Ms etc)
Australian Postal Address: Postcode:
Phone: (Home) (Work) (Mobile)

DETAILS OF APPLICATION:

I request access to document(s) concerning: ( Please attach additional pages if required)

These documents do / do not contain information about my personal affairs (Please cross out whichever does not apply).

NAME OF AGENCY/MINISTER HOLDING DOCUMENTS:

FORM OF ACCESS:

I wish to inspect the document(s) [ ] Yes [ ] No } Please place a tick
I require a copy of the document(s) [ ] Yes [ ] No } the appropriate box
I require access in another form [ ] Yes [ ] No }
(Specify)

FEES AND CHARGES:

Attached is a cheque / money order / cash to the amount of \$30.00 to cover the application fee.
(Please do not send cash through the mail)

I understand that I may be required to pay processing charges in respect to this request and that I will be supplied with a statement of charges if appropriate.

Note: In certain cases a 50% reduction in fees and charges may apply – see the section on fees and charges on the back of this form. If you consider you are entitled to a reduction, send a request with copies of supporting documents with this form.

I am requesting a reduction in fees and charges: [ ] Yes } Please place a tick in
[ ] No } the appropriate box

APPLICANT'S SIGNATURE: Date: / /

(Agency Use Only)

Received on / / Acknowledgement sent on / /

## Requests for access to an agency's or Minister's documents:

- Applicants need to provide sufficient information to enable the correct document/s to be identified, though agencies are obliged to help you with your application.
- If you are seeking documents relating to your personal affairs the agency may request proof of your identity.
- If you are seeking a document(s) on behalf of another person relating to their personal affairs, the agency may ask you to submit a consent form signed by that person.
- A request will be dealt with as soon as practicable (and, in any case, within 21 days). However, an additional 14 days to process the application may be granted where the agency is required to consult with a third party.
- An agency, on receiving an FOI application, may assist the applicant to direct the application to another agency or transfer the application to another agency as appropriate.

## Forms of access:

Various forms of access are available depending on the form in which the information is stored. They include:

- inspection of documents
- copy of documents
- hearing and/or viewing audio and/or video tapes
- transcript of recorded document
- transcript of words recorded in shorthand or encoded form
- produce document from computerised information

Where an agency or Minister is unable to grant access in the form you requested, you may be given access in a different form.

## Application fees and processing charges:

The approved **application fee** is \$30.00. A cheque / money order / cash for the appropriate amount **must be forwarded** to the Agency/Minister with the request for access.

**Processing charges** may also apply for dealing with the application. For personal requests **no processing charges** will be payable for the first 20 hours. For non-personal requests processing charges of \$30 per hour will apply from the very first hour. A schedule of fees and charges is available from the department's Freedom of Information Officer.

A **50% reduction in fees** will be granted to holders of Pensioner Health Benefit Cards or those with equivalent incomes and to children. Non-profit organisations may also be able to demonstrate financial hardship and receive a similar reduction. In addition, where a **demonstrated public interest** is involved a similar reduction may apply.

Where **significant correction of a personal record(s)** results from an FOI request, provided the error was not due to the person's fault, a 100% refund of all fees and charges will be granted.

## Refusal to process requests:

Sections 22, 25 & 26 of the Freedom of Information Act explain the circumstances under which an agency may refuse or defer access to information.

## For further information:

If you require any assistance with your Freedom of Information application, please call the department's Freedom of Information Officer on (02) 9219 9400 or (02) 9219 9442. Your enquiry can also be faxed to the Freedom of Information Officer on (02) 9219 9414.