



Application for access under the
Freedom of Information Act (NSW) s.17 & s.35 or
Privacy and Personal Information Protection Act 1998

Applicant's details

Last name

First name(s)

Title (Mr, Mrs, Ms, Dr, etc.)

Australian Postal Address

Postcode

Telephone number(s)

Description of documents held by the Department of Services, Technology & Administration

I request access to document(s) concerning:

Type of application

I request access to a copy of document(s) concerning matters which are:

Personal (i.e. documents which ONLY relate to me as an individual).

Please indicate the type of application.

Freedom of Information (FOI) Act

Privacy and Personal Information Protection Act (PPIP).

Fees and charges: Applications for personal information under the FOI Act or PPIP Act attract a fee of \$30 which provides 20 hours processing time. A \$30 per hour processing charge is imposed after this period.

OR

Non personal (i.e. Freedom of Information Act (FOI) applications for a copy of documents relating to someone or something else, e.g. a departmental decision etc.)

Fees and charges: Applications for non-personal information under the Freedom of Information (FOI) Act attract a charge of \$30 plus an additional \$30 per hour processing fee. Applications for non-personal information cannot be made under the Privacy and Personal Information Protection Act.

Access required

I wish to inspect the document(s) []
I require a copy of the document(s) []
I require access in another form [] [please specify]

Fees and charges

Attached is a cheque / money order to the amount of \$30 to cover the **application fee**.
(Please do not send cash through the mail).

I understand that I may be required to pay a **processing charge** in respect of this application and that I will be supplied with a statement of such charges where appropriate.

In certain cases, a 50% reduction in fees and charges may be granted where individuals prove a case of financial hardship, where a non-profit organisation demonstrates financial hardship, or where a demonstrated public interest is involved.

A full refund of fees and charges will be granted for an application that results in the significant correction of personal records where the error was not the person's fault.

If you wish to apply for a reduction in the fees and charges, please tick the box below and include copies of supporting documents with this form.

I am requesting a reduction in fees and charges []

Applicant's signature

Date: ____/____/____

Send this form to the appropriate FOI Coordinator listed on the attached information sheet.

(Department Services, Technology & Administration use only)

Received: ____/____/____

Acknowledgement sent: ____/____/____

FOI requests for access to an Agency's documents

General information

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 45 days) after it is received.

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

The approved application fee is \$30. A cheque / money order / cash for the appropriate amount **must** be forwarded to the Agency / Minister with the request for access.

Processing charges

Processing charges may also apply for dealing with the application.

For personal requests, no processing fees will be charged 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 FOI Manager in the agency holding the document(s) you require access to.

Reduction in fees

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.

Refund of fees

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 charge 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.

Third party consultation

Where the information sought concerns:

- the **personal affairs** of another person; or
- the **business affairs** of another person; or
- the **conduct of research** by or on behalf of another person; or
- the affairs of the **government** of the Commonwealth or of another State;

Such information *may not* be released until consultation with such other parties has occurred.

Further information

The Freedom of Information and the Privacy and Personal Information Protection Acts are available from the NSW State Government Bookshop and Sales Centre (02) 9743 7200.

FOI publications are available through most public libraries, community centres and government agencies. Privacy publications are available from Privacy NSW (02) 9288 8585.

Department of Services, Technology & Administration FOI Coordinators

The FOI Coordinator
Department of Services, Technology & Administration
Level 22, McKell Building
2-24 Rawson Place
SYDNEY NSW 2000
Tel: (02) 9372 8720
Fax: (02) 9372 8733

Fair Trading

The FOI Coordinator
Office of Fair Trading
P O Box 972
PARRAMATTA NSW 2124
Tel: (02) 9895 0362

Industrial Relations

The FOI Coordinator/Executive Officer
Office of Industrial Relations
Level 23, McKell Building
2-24 Rawson Place
SYDNEY NSW 2000
Tel: (02) 9020 4505
Fax: (02) 9020 4730