FREEDOM OF INFORMATION COVERSHEET

The following information is provided pursuant to section 28 of the Freedom of Information Act 2016.

FOI reference: TCCSFOI 2018-026

<table>
<thead>
<tr>
<th>Information to be published</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access application</td>
<td>Published</td>
</tr>
<tr>
<td>2. Decision notice and schedule</td>
<td>Published</td>
</tr>
<tr>
<td>3. Documents</td>
<td>Not published</td>
</tr>
<tr>
<td>4. Additional information identified</td>
<td>No</td>
</tr>
<tr>
<td>5. Fees</td>
<td>n/a</td>
</tr>
<tr>
<td>6. Processing time (in working days)</td>
<td>20 days</td>
</tr>
<tr>
<td>7. Decision made by Ombudsman</td>
<td>n/a</td>
</tr>
<tr>
<td>8. Additional information identified by Ombudsman</td>
<td>n/a</td>
</tr>
<tr>
<td>9. Decision made by ACAT</td>
<td>n/a</td>
</tr>
<tr>
<td>10. Additional information identified by ACAT</td>
<td>n/a</td>
</tr>
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</table>
REQUEST UNDER
Freedom of Information Act 1989

Privacy Notice
This form is to be used for requesting Information from the Transport Canberra and City Services Directorate (TCCS) under the Freedom of Information Act 1989. The personal information you supply on this form will only be used for the purpose of processing your request. If all or some of this information is not collected, TCCS may not be in a position to process your request. Your personal information will not be disclosed to a third party without your consent unless statutory obligations require otherwise.

The TCCS Information Privacy Policy contains information on how you can access or seek to correct any of your personal information that is held by the Directorate, as well as the process for lodging a complaint about an alleged breach of the Information Privacy Act 2014. The TCCS Information Privacy Policy is available on the TCCS website, www.tccs.act.gov.au.

Online Freedom of Information Policy
Please be aware that under the ACT Government’s Online FOI Publication Policy, Information released to you under this FOI application may be publicly released on the Internet.

### PART 1: YOUR DETAILS

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone contact:</td>
<td></td>
</tr>
<tr>
<td>Email contact:</td>
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</table>

### PART 2: DETAILS OF FOI REQUEST

Please provide as much information as you can about the specific documents that you are seeking to access.

I would like to access the following document(s):

- Any information related to the Dog Attack @______ on 2017. This investigation forms part of a claim before ACF Board hearing ____ 2018.

### PART 3: REMISSION OF FEES

There is no application fee. Processing charges may still be levied for work in excess of 10 hours processing time and/or 200 A4 photocopies. Applicants may wish to bear this in mind when formulating their request. You will be notified if charges apply to your request.

In relation to this request, I seek remission of any processing charges pursuant to section 29 of the Freedom of Information Act, on the grounds of:

<table>
<thead>
<tr>
<th>Public Interest</th>
<th>Financial Hardship</th>
<th>Personal Affairs</th>
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</table>

Post to:  
FOI Coordinator  
Transport Canberra and City Services Directorate  
GPO Box 158  
CANBERRA ACT 2601

Deliver to:  
Attention: FOI Coordinator  
Transport Canberra and City Services Directorate  
490 Northbourne Avenue  
DICKSON ACT 2602

Email to:  
tccs.foil@act.gov.au

Phone:  
(02) 6205 5408

UNCLASSIFIED
Dear [Name]

Freedom of information request: Reference 18-026

I refer to your application made under the Freedom of Information Act 2016 (the FOI Act) on 22 March 2018, in which you sought access to documents relating to:


I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Transport Canberra and City Services (TCCS) is required to provide a decision on your access application by 23 April 2018.

Decision on access
Searches were completed for relevant documents and one document has been located that falls within the scope of your request.

I have decided to release the document (complaint details) to you in full.

Charges
No fee is payable as the number of pages being released is within the fee-free threshold.

Online publishing – disclosure log
Under section 28 of the Act, TCCS maintains an online record of access applications called a disclosure log. Your original access application and my decision in response to your access application will be published in the TCCS disclosure log from 3 days after the date of this decision. Your personal details will not be published.

The document will not be published as it is not in the public interest to publish online documents comprising a release sought in response to a personal legal matter.


Ombudsman review
My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek an Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in TCCS’ disclosure log or a longer period allowed by the Ombudsman.
If you wish to request a review of my decision, you may write to the Ombudsman at:
   The ACT Ombudsman
   GPO Box 442
   CANBERRA ACT 2601

   Via email: ombudsman@ombudsman.gov.au

**ACT Civil and Administrative Tribunal (ACAT) review**
Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from ACAT at:
   ACT Civil and Administrative Tribunal
   Level 4, 1 Moore Street
   GPO Box 370
   CANBERRA CITY ACT 2601
   Telephone: (02) 6207 1740
   www.acat.act.gov.au

If you have any questions concerning the directorate’s processing of your request, or would like further information, please contact the directorate’s FOI Coordinator on 6205 5408 or email tccs.foi@act.gov.au.

Yours sincerely

\[signature\]

Cherie Hughes
Information Officer

\[22 April 2018\]