



Commissioner Severin  
 Corrective Services NSW  
 Henry Dean Building  
 20 Lee Street  
 SYDNEY NSW 2000

Email: [ExecutiveServices@dcs.nsw.gov.au](mailto:ExecutiveServices@dcs.nsw.gov.au)

Attention: **Loretta Basedow**

Dear Commissioner Severin,

### **Section 31: Notice to produce information for the Working with Children Check**

The Office of the Children's Guardian is considering a Working with Children Check application from «ApplicantFirstName» «ApplicantMiddleName» «ApplicantFamilyName» whose date of birth is «ApplicantDateOfBirth».

The applicant's charges and convictions include:

<b>Court Date</b>	<b>Offence Details</b>
«TableStart:Offence»«CourtDate»	«OffenceName»«TableEnd:Offence»

The Office of the Children's Guardian is authorised under Section 31 of the *Child Protection (Working with Children) Act 2012* to require production of information for the assessment of risk to children.

Pursuant to Section 31, the Office of the Children's Guardian requires information from you in relation to the abovementioned criminal convictions that have resulted in periods of incarceration and/or supervision by Corrective Services New South Wales.

This information is required whether or not otherwise prohibited by Sections 18 and 19 of the *Privacy and Personal Information and Protection Act 1998* or Schedule 1 of the *Health Records and Information Privacy Act 2002*.

You are required to provide the entire file electronically, especially the Psychology file, in relation to «Mr/Mrs/Miss/Ms» «ApplicantFamilyName».

Information provided in response to this notice will be used to assess the risk the applicant presents to children. If the applicant is barred from working with children, and seeks a review of that bar, the information you provide may be provided to the NSW Civil Administrative Tribunal and the applicant.

Your response to this notice, including a nil response, is required within 15 working days of the date of this letter. Information can be faxed to secure number (02) 9286

7290 or emailed to [WWCCAssessment@kidsguardian.nsw.gov.au](mailto:WWCCAssessment@kidsguardian.nsw.gov.au). Alternatively, if you require any further information, please contact <<Name>> on (02) 9286 <<ext>>.

Yours sincerely,

**David Rees**

**Director**

Working With Children Check Operations

Office of the Children's Guardian

/ /2015