

SA Ambulance Service FREEDOM OF INFORMATION [FOI] APPLICATION FORM



*Request for Access to Documents
Under Section 13 of the Freedom of Information Act 1991*

Please read the attached 'FOI Fact Sheet' Request for Access to Documents' before completing and lodging your application.

Section 1: Details of Applicant:	
Surname:	
Given Names:	
Date of Birth:	
Australian Postal Address:	
Suburb:	Postcode:
Email: <i>(optional)</i>	
Contact Phone number/s:	
<p>The information I am requesting:</p> <p><input type="checkbox"/> Relates to myself (proceed to section 3)</p> <p><input type="checkbox"/> Relates to another person (complete section 2)</p> <p><input type="checkbox"/> Does not relate to a specific person (proceed to section 3)</p>	
Section 2: If you are applying for records relating to another person, please complete the following:	
<ul style="list-style-type: none"> • <i>For living third parties – a Patient Authority form must be signed and attached</i> • <i>For deceased third parties – proof of entitlement must be provided</i> • <i>For children – proof of guardianship must be provided</i> 	
Surname:	
Given Name:	
Date of Birth:	
Address:	
Suburb:	Postcode:
Your relationship to the person:	
<i>Please be aware that you may be asked to provide additional documents to prove that you are entitled to access third party documents.</i>	

Section 3: Details of request:

Additional details to assist us in locating your records (complete relevant details):

- Date of SA Ambulance attendance: _____
- Address / Suburb of incident: _____
- Estimated time of day: _____
- Hospital transported to (if known): _____
- Motor Vehicle Accidents – Location of patient in vehicle: _____
(eg driver/ front passenger etc)
- Details of information you are specifically seeking:

Section 4: Forms of access (please tick)

- I wish to inspect the document/s
- I require a copy of the document/s
- I require access in another form (eg transcript) – provide details below:

Section 5: Fees and Charges

An application fee of **\$38.25** must be submitted with the completed application form, unless you are seeking to have the application fee waived.

- Eligible for fee waiver (must supply evidence of concession card or financial hardship)
- Enclosed cheque / money order
- Electronic Funds Transfer (EFT) our details:
Commonwealth Bank of Australia
BSB: 065 266
Account: 1001 9629
Reference: Your name - FOI application
(copy of payment receipt to be provided with application)

Section 6: Applicant signature:

Signature:

*a copy of photo ID with a signature to be attached for verification (eg Driver's Licence or Proof of Age Card)

Name:

Date:



Authority for the Release Of Medical and/or Personal Information

***Please note: This form only needs to be completed if you are authorising for your information to be released to another party**

I, _____

Date of Birth: _____

Of, _____

Hereby authorise SA Ambulance Service to release information to:

Relating to the ambulance attendance which occurred on: _____

Should I to revoke this authority, I will notify the SA Ambulance Freedom of Information Officer in writing.

Signature of patient: _____

Name: _____

Dated: _____

***NB: The witness can be any person over the age of 18, other than the person being authorised to receive information.**

Signature of witness*: _____

Full Name: _____

Address of witness: _____

Dated: _____

FOI FACT SHEET



Freedom of Information

The Freedom of Information Act 1991 (the FOI Act) gives you a legal right to request access to any documents held by any 'agency' that the Act applies to, this includes SA Ambulance Service.

Applications must be made in writing in accordance with Section 13 of the FOI Act. Applications are lodged with, and processed by, the agency that holds the documents you are seeking access to.

Requesting Access to Documents

When making an FOI application, you will need to provide enough information to enable the correct documents to be identified. If you are uncertain please contact our FOI officer for assistance.

If you are seeking access to documents relating to your own personal affairs, you may be asked to provide proof of your identity. If you are seeking access to documents on behalf of another person relating to their personal affairs, you will be asked to provide appropriate documentation to assure us of your right to access their information.

Access to documents can be provided in different ways, depending on how the information is stored. The different ways you can access documents include:

- Inspecting documents
- Requesting a copy of documents

Advice about how you would like to access the documents should be included in your FOI application.

How much does a FOI application cost?

There is a **\$38.25** FOI application fee that must be paid to the agency that holds the documents at the time you lodge your application.

Processing charges may also be applicable. The below table summaries potential charges. You will be advised of actual costs payable upon completion of our processing your application.

SEARCH FEES	
(i) For personal affairs applications	
First 2 hours FREE	No charge
Each additional 15 minutes @	\$14.40
(ii) In any other case	
Each 15 minutes @	\$14.40
OTHER CHARGES	
Photocopying @	\$0.20 per page
Transcript per page	\$8.55 per page
Copy of audio onto disc @	\$15.00
Postage	At cost

Further information about fees and charges applicable under the FOI Act can be found in the Freedom of Information (Fees and Charges) Regulations 2003.

What if I have a concession card or can't afford to pay?

If you are the holder of a current concession card, or if you can satisfy our agency that the payment of the fee or change would cause financial hardship, we are required to waive or remit (reduce or refund) the application fee.

If you are a concession card holder you will need to provide our agency with evidence. For example by attaching a copy of your concession card to your FOI application. Alternatively you will need to provide written reasons as to why the payment of a fee or change would cause you financial hardship.

Processing Requests for Access to Documents

After receiving your application, our agency is required to deal with it in accordance with the requirements of the FOI Act and provide you with a written decision. This is called a Notice of Determination. The Notice of Determination will include our decision in relation to your request and, if access has been refused in full or in part, the reasons why this has occurred. Our agency will advise you of your rights of review and appeal if you are unhappy with the determination.

How long will it take?

A request for access will be dealt with as soon as practicable, or within 30 calendar days of it being received.

In certain circumstances we may extend the time frame for dealing with your application. We will advise you within 20 calendar days if an extension is necessary, and why.

If we have not extended the time frame for dealing with your application and you do not receive a determination within 30 calendar days you are entitled to lodge an application for review. For further information please contact our FOI office.

Access to documents by Members of Parliament

A Member of the South Australian Parliament who applies for access to a document held by our agency is entitled to access the document without charge unless the work generated by the application involves fees and charges totaling more than \$1,000.

Further information:

For questions specifically relating to your application please contact the SA Ambulance Freedom of Information Office on

Phone: (08) 8274 0305.

Email: Health.SAASclientrelations@sa.gov.au

Address: GPO BOX 3
ADELAIDE SA 5001

For more information about FOI within South Australia please visit the State Records website: www.archives.sa.gov.au

A free copy of the Freedom of Information Act 1991 and Freedom of Information (Fees and Charges) Regulations 2003 can be obtained from the South Australian Legislation website at www.legislation.sa.gov.au