

## ***Freedom of Information Act 1991*** **Making a Request for Access**

Please read the following information prior to completing the attached request for access application form.

### **Requests for Access to Documents**

Requests for access can be made for any document or documents that are held by State Government Agencies, Local Councils or Universities. You need to apply directly to the agency that holds the document.

All requests will be dealt with by the agency's Accredited FOI Officer.

You will need to provide sufficient information to enable the correct document or documents to be identified. If you are uncertain the agency can assist you in clarifying your request.

If you are seeking documents relating to your own personal affairs you may be requested to provide proof of your identity. Alternatively, if you are seeking access to documents on behalf of another person relating to their personal affairs, you may be asked to submit written consent signed by that person.

After processing your application the agency is required to provide you with a written decision in relation to your application. This is called a Notice of Determination. The Notice of Determination will include agency's decision in relation to your request and if access has been refused, the reasons why this has occurred.

### **Forms of Access**

You can request access to documents in various forms depending on how the information is stored. The different ways you can access documents include:

- inspecting documents
- requesting a copy of documents
- hearing and viewing audio and video tapes
- requesting a transcript of a recorded document
- requesting a transcript of words recorded in shorthand or encoded form
- requesting a document be produced from computerised information

### **Time frames**

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

In certain circumstances the agency may extend the timeframe for dealing with your application. The agency will advise you within 20 (calendar) days if an extension is necessary.

## **Prescribed Fees and Charges**

The fees and charges for making and processing a Freedom of Information application are as follows.

Application fee for access to documents is **\$27.75**.

Charges for processing an application for access are:

- for documents concerning your personal affairs, the first two hours are free after which **\$9.95** is charged for each subsequent 15 minutes.
- for all other documents, there is a charge of **\$9.95** for each 15 minutes spent.

In addition to these charges the following is payable in respect to:

- a photocopy of the document (**\$0.15 per page**)
- a written transcript of words recorded or contained in the document (**\$5.95 per page**)
- a photograph, x-ray, video tape, computer tape or computer disk (**the actual cost incurred in producing the copy**)
- any postal or delivering charges incurred.

The fee for making an application for a review of a determination is **\$27.75**.

## **Waiver of Fees**

In some cases the fee for your application can be waived. If you are the holder of a current concession card or the payment of the fee would cause financial hardship, the agency must waive or remit (reduce or refund) the application fee.

You will need to provide evidence you are a concession cardholder, eg attach a copy of your concession card when you make the application. Alternatively you will need to give written reasons as to why the payment of a fee would cause you financial hardship.

## **Access to documents by Members of Parliament**

A Member of Parliament who applies for access to documents held by a State Government Agency, Local Government Council or University is entitled to access the document without charge unless the work generated by the application involves fees and charges totalling more than \$1,000.

## **Further Information**

In the first instance it may be helpful for you to contact the State Government Agency, Local Government Council or University holding the document to which you require access and ask for the Freedom of Information Officer.

Information about Freedom of Information is also available through public libraries, community centres and government agencies, or visit the State Records SA website [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

To purchase a copy of the Freedom of Information Act, please visit the Service SA legislation outlet at 101 Grenfell Street, Adelaide, or download a copy of the Act from the website: [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au).

# Application for Access to Documents

Under s13 of the *Freedom of Information Act 1991*

## Lodgement of Application

Agency holding document(s) .....

.....

## Details of Applicant

Last Name .....

Given Names .....

Australian Postal Address .....

..... Post Code .....

Tel (hm) ..... Tel (wk) ..... Tel (mob) .....

.....

## Details of Request

*(Describe the documents to which you seek access. If you are applying for access to personal information please provide sufficient information to assist with identification of documents, eg date of birth, previous names etc.)*

.....

.....

.....

.....

.....

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

## Form of Access *(place tick in appropriate box)*

I wish to inspect the documents ( ) Yes ( ) No

I require a copy of the documents ( ) Yes ( ) No

I require access in another form ( ) Yes ( ) No

Specify.....

.....

.....

**Fees and Charges**

An application fee of \$27.75 must be submitted with the completed application form, unless you are seeking to have the application fee waived. Please attach evidence, eg a copy of your concession card, or other evidence as proof of financial hardship if this the case.

In the following section please tick as appropriate

Do you qualify for fee waiver? ( ) Yes ( ) No

Is proof attached? ( ) Yes ( ) No

Is the fee attached? ( ) Yes ( ) No

Application Fee is in form of ( ) Cheque ( ) Cash ( ) Money Order  
*(Please do no send cash through the mail)*

If no fee is attached and you do not qualify for fee waiver then this application will not be valid until the fee has been received by the agency.

In the event that the agency varies or reverses a determination so that access to a document is given (either immediately or subject to deferral) the agency will refund any applicant fee.

**Applicant's Signature** .....

Date ..... / ..... / 20.....

**OFFICE USE ONLY**

Received on ..... / ..... / 20.....

Acknowledgment sent on ..... / ..... / 20.....

As at 01/07/2008 Page 4 of 4