

REQUEST FOR ACCESS

under S.13 FREEDOM OF INFORMATION ACT 1991

LODGEMENT OF APPLICATION

Name of Agency/Council/University/Minister 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)

.....

.....

.....

.....

.....

These documents do / do not contain information about my personal affairs.

(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

Attached is a cheque / cash / money order to the amount of \$23.80 to cover the application fee.
(Please do not send cash through the mail)

I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with a statement of the charges if appropriate.

Application to have fees and charges waived or reduced

In certain cases a waiver or reduction of fees and charges may apply - see the attached information on fees and charges.

I am requesting a waiver or reduction in fees and charges *(place a tick in the appropriate box)*

Yes No

If you consider you are entitled to a waiver or reduction, please send photocopies of supporting documents with this form, for example a photocopy of your pension card or health care card.

APPLICANT'S SIGNATURE

Date / / 20.....

OFFICE USE ONLY

Received on / / 20.....

Acknowledgment sent on / / 20.....

**USEFUL INFORMATION TO AN APPLICANT MAKING A REQUEST FOR ACCESS TO
A DOCUMENT UNDER THE FREEDOM OF INFORMATION ACT**

REQUESTS FOR ACCESS TO DOCUMENTS

- As an applicant you need to provide sufficient information to enable the correct document or documents to be identified. You are also entitled to assistance from the agency to help you with your application.
- If you are seeking documents relating to your personal affairs you may be requested to provide proof of your identity.
- If you are seeking a document on behalf of another person relating to their personal affairs, you may be asked to submit written consent signed by that person.
- A request will be dealt with as soon as practicable, or within 30 days after it is received.
- In some circumstances you may be required to direct the application to another agency. Assistance in doing this will be provided.

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.

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 **\$23.80**.

Charges for processing an application for access are:

- for documents concerning your personal affairs, the first two hours are free after which **\$8.85** is charged for each subsequent 15 minutes.
- for all other documents, there is a charge of **\$8.85** for each 15 minutes spent.

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

- a photocopy of the document (**\$0.10 per page**)
- a written transcript of words recorded or contained in the document (**\$5.30 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 **\$23.80**.

WAIVER OR REDUCTION OF FEES

The application fee and all other charges must be waived if the State Government Agency, Local Government Council, University or Minister's Office is satisfied that the applicant is a concession cardholder or that the payment of the fee would cause financial hardship to the person.

To be eligible for a waiver of fees, you will be required to provide proof of your concession card or proof of financial hardship to the Agency, Council, University or Minister's Office you are applying to, for example a photocopy of your pension card or other documentation.

In some circumstances, the Agency, Council, University or Minister's Office may agree to reduce or waive a fee or charge where the applicant does not have a concession card or cannot prove financial hardship. For more information, please contact the Agency, Council, University or Minister's Office you are applying to and speak to their Freedom of Information Officer.

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.

FOR FURTHER INFORMATION

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 Parliament SA website www.parliament.sa.gov.au.

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.

You may also 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.