

FREEDOM OF INFORMATION FACT SHEET

Request for Access to Documents

Under Section 13 of the *Freedom of Information Act 1991 (SA)*

Please read this fact sheet before completing the attached application form

FREEDOM OF INFORMATION (FOI)

The South Australian *Freedom of Information Act 1991 (SA)* (the FOI Act) gives you a legal right to request access to any documents held by any 'agency' that the Act applies to. An 'agency' includes South Australian State Government Agencies, Local Government Councils or South Australian Universities.

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 to access.

You can use the attached form to make an application to access documents or the online FOI application form at <https://www.sa.gov.au/topics/about-sa/government/FOI-application>

Alternatively you can send a letter or email to the agency that holds the documents.

Forward the completed application to the agency's Freedom of Information team or the health unit/site where the documents are located.

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, it is recommended that you contact the agency's FOI team for assistance.

If you are seeking documents relating to your own personal affairs, you will 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 written consent signed by that person.

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
- hearing and viewing audio and video tapes

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 **\$42.00** FOI application fee that must be paid to the agency that holds the documents **at the time you lodge your application**. An application is not valid without payment of the application fee and cannot be processed until payment is received (invoices are not issued).

Processing charges may also be applicable. The agency will advise you of these charges once it receives your application and begins processing it.

Generally agencies accept payment by cash, money order or cheque. EFT is available, please contact the FOI team for banking details. The online FOI application form allows for payment by credit card and is available at <https://www.sa.gov.au/topics/about-sa/government/FOI-application>

Further information about fees and charges applicable under the FOI Act can be found in the *Freedom of Information (Fees and Charges) Regulations 2018* and the annual *Fees Notice*.

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 the agency that the payment of the fee or charge would cause financial hardship, the agency must waive or remit (reduce or refund) the application fee.

If you are a concession cardholder you will need to provide the agency with evidence. For example you can attach a copy of your concession card to your completed FOI application form. Alternatively you will need to provide written reasons as to why the payment of a fee or charge would cause you financial hardship.

Processing Requests for Access to Documents

After receiving your application, the 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 the agency's decision in relation to your request and, if access has been refused in full or in part, the reasons why this has occurred. The agency will advise you of your rights of review and appeal if you are unhappy with their determination.

In accordance with Premier and Cabinet Circular PC045, where documents are provided as a result of an FOI application for access to non-personal information, details of the application, and the documents to which access is given, may be published in the agency's disclosure log. A copy of PC045 can be found on the Department of the Premier and Cabinet website.

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 the agency may extend the timeframe for dealing with your application under Section 14A of the FOI Act. The agency will advise you within 20 calendar days if an extension is necessary, and why.

If the agency has not extended the timeframe for dealing with your application and you do not receive a determination within 30 calendar days, the legislation deems that the agency has refused your application. If this is the case, you are entitled to lodge an application for review.

For further information you should speak to the agency's Accredited FOI Officer.

Access to documents by Members of Parliament

A Member of the South Australian Parliament who applies for access to a document 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

For questions specifically related to your application, contact the FOI team.

If you want more information about how FOI operates in South Australia, please visit the State Records of SA website at www.archives.sa.gov.au

You can also download a free copy of the *Freedom of Information Act 1991*, *Freedom of Information (Fees and Charges) Regulations 2018*, and *Fees Notice* from the South Australian legislation website at www.legislation.sa.gov.au

Application for Access to Documents

Yorke and Northern Local Health Network (YNLHN)

Under s13 of the *Freedom of Information Act 1991 (SA)*

Agency Details

Name(s) of the Health Services/Sites within YNLHN you are seeking to access documents from.

Details of Person whose documents are being requested

Surname: Mr Mrs Miss Ms

Given Names:

Maiden/ Other Names Used:

Date of Birth:

Address:

Email:

Post Code:

Telephone Home:

Telephone Mobile:

Details of Agent requesting documents of a third party i.e: Individual or Organisation

Organisation: if applicable

Contact Name: Mr Mrs Miss Ms

If you are seeking access to information of another person you must provide a signed authority to access the documents, signed by the person whose documents you are requesting, or their personal representative/ guardian, specifically naming the individual or organisation.

Australian Postal Address: to send notice of determination and documents

Post Code:

Is this person is subject to a Court Order or Guardianship Order?
If YES, please tick, and provide a copy of the Order.

Are the documents sought those of a deceased person?

If YES, please tick, and provide a copy of the following documents:

- Relevant page of the deceased's last will which names the Executor/s

- Copy of the death certificate and name of the closest living relative/s (if not on death certificate).

Disclosure of information of a deceased person is subject to authorisation by the Chief Executive Officer, Yorke and Northern Local Health Network in accordance with s93(2)(b) of the Health Care Act 2008.

Details of Request

Describe the documents to which you seek access. Please provide sufficient information to assist with identification of documents, i.e. by date range, specific hospitalisations, outpatient attendance etc.

Application for Access to Documents

Yorke and Northern Local Health Network (YNLHN)

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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 *(if yes please specify below)*

Specify, *e.g transcript of a recorded document.*

Fees and Charges

An application fee of **\$42.00** must be submitted with the completed application form, unless you are seeking to have the application fee waived. If this is the case, please attach evidence supporting why the fee should be waived, *e.g.* attach a copy of your concession card or other evidence as proof of financial hardship.

In the following section please tick as appropriate

Is the fee attached?

 Yes No

Application fee is in the form of
Do not send cash through the mail

 Cheque Cash EFT

Do you qualify for fee waiver?

 Yes No

Is proof attached?

 Yes No

If you wish to pay your application fee via credit card you will need to ask the agency you are applying to if they accept credit card payments.

If the fee is not attached and you do not qualify for a waiver of the fee then this application is not valid and **cannot be processed** until the application fee has been received by the agency.

Proof of Identity

A copy of **your personal identification** must be attached *e.g. Driver's Licence, Birth Certificate, or Passport Identification page.*

Full name

Signature

Date

Forward a completed application to the Freedom of Information team at Health.YNLHNFOI@sa.gov.au or PO Box 546 Port Pirie SA 5540 or the location of the site holding documents.