

REQUEST FOR ACCESS
S.13 FREEDOM OF INFORMATION ACT 1991

DETAILS OF APPLICANT

Surname.....

Given Names Title: Mr / Mrs / Ms /

Australian Postal Address

.....

Email

Tel:

DETAILS OF REQUEST

(Applicants need to provide sufficient information to enable the correct document/s to be identified. Attach more pages if necessary.)

I request access to document(s) concerning

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.....

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

FORM OF ACCESS

(Please tick appropriate box)

I wish to inspect the documents

☐

I require a copy of the documents

☐

I require access in another form

☐

Specify.....

.....

FEES AND CHARGES

Attached is a cheque/money order/cash to the amount of \$33.50 to cover the application fee.
(Cheques/money orders made payable to 'University of Adelaide'. 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

In certain cases fees and charges may be waived - see the section on fees and charges attached.

I am requesting fees and charges be waived.

(Please tick the appropriate box)

☐

Yes

☐

No

Please send photocopies of supporting documents with this form.

LODGEMENT OF APPLICATION

This application must be addressed to: Freedom of Information Officer
University Archives & Recordkeeping
The University of Adelaide SA 5005

APPLICANT'S SIGNATURE

Date / /

UNIVERSITY USE ONLY

Received on / /

Acknowledgment sent on / /

FREEDOM OF INFORMATION: Requests For Access To University Documents

- Applicants need to provide sufficient information to enable the correct document/s to be identified, though the University will help you with your application.
- If you are seeking documents relating to your personal affairs the University may request proof of your identity.
- If you are seeking a document(s) on behalf of another person relating to their personal affairs, the University may ask you to submit a consent form signed by that person.
- A request will be processed within 30 days after it is received.
- On receiving an FOI application, an accredited FOI Officer may assist the applicant to direct the application to another organisation or transfer the application to another organisation as appropriate.

FORMS OF ACCESS

Various forms of access are available depending on the form in which the information is stored. They include:

- inspection of documents
- copy of documents
- hearing and/or viewing audio and/or video tapes
- transcript of recorded document
- transcript of words recorded in shorthand or encoded form
- produce document from computerised information

Where the University is unable to grant access in the form you requested, you may be given access in a different form.

APPLICATION FEES AND PROCESSING CHARGES

The approved application fee is set in the following Schedule. A cheque / money order / cash for the appropriate amount must be forwarded to the University with the request for access. Cheques and money orders should be made payable to 'University of Adelaide'. Do not send cash through the mail.

Processing charges may also apply for dealing with the application. These are set in the Schedule and may include some free time.

Fees will be waived for disadvantaged persons.

Where significant correction of a personal record(s) results from an FOI request, provided the error was not due to the person's fault, a 100% refund of all fees and charges will be granted.

FREEDOM OF INFORMATION: Schedule of Fees & Charges

- 1 On application for access to the University's documents **(\$33.50)**
- 2 In addition to the fees specified in subclause 1, the following fees are payable in respect of the giving of access to a University document:
 - (a) in the case of a document that contains information concerning the personal affairs of the applicant:
 - (i) for up to the first two hours spent by the University in dealing with the application and giving access **(No charge)**
 - (ii) for each subsequent 15 minutes spent by the University **(\$12.50)**
 - (b) in any other case - for each 15 minutes so spent by the University **(\$12.50)**
 - (c) where access is to be given in the form of a photocopy of the document **(\$0.20/page)**
 - (d) where access is to be given in the form of a written transcript of words recorded or contained in the document **(\$7.55/page)**
 - (e) where access is to be given in the form of a copy of a photograph, x-ray, video tape, computer tape or computer disk **(the actual cost incurred in producing the copy)**
 - (f) where a document is to be given to the applicant by post or delivery **(the actual cost incurred in posting or delivering the document)**
- 3 On application for review of a determination made by the University **(\$33.50)**

WAIVER AND REMISSION OF FEES & CHARGES

A fee or charge will be waived where a person satisfies the University:

- a) that he or she is the holder of a current State concession card issued by the Commonwealth;
- b) that he or she is the holder of a current State concession card issued by the Department for Family and Community Services;
- c) that he or she is a totally and permanently incapacitated disability pensioner;
- d) that he or she is a British Commonwealth Service Pensioner in receipt of a pension from, and assessed as eligible by, the Commonwealth Department of Veteran Affairs;
- e) that he or she is in receipt of Commonwealth unemployment or sickness benefits or State financial assistance;
- f) that he or she is a holder of a student identification card issued under the State Transport Authority Act, 1974; or
- g) by such other evidence as the University may require that the fee or charge should be waived or remitted on the grounds of financial hardship.

FOR FURTHER INFORMATION

Contact the FOI Officer,
University Archives & Recordkeeping
The University of Adelaide SA 5005
Tel: (08) 8313 5184