

Information Request – Freedom of Information Application for access under Section 13 of the Freedom of Information Act, 1991

Applicant Surname.....

Given names..... Title:(Mr/Ms/Miss)

Postal Address.....

..... Post Code

Phone Numbers..... Mobile

DETAILS OF REQUEST

(Describe the documents to which you seek access).

I request access to the following document(s) held by the Wattle Range Council.....

.....
.....
.....
.....

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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require a copy of the documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require access in another form	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If access in another form is required please specify

/over



Wattle Range Council
'Civic Centre', George Street, Millicent SA 5280
Post Address: PO Box 27, Millicent SA 5280

Telephone: (08) 8733 0900
Website: www.wattlerange.sa.gov.au

Facsimile: (08) 8733 4999
Email: council@wattlerange.sa.gov.au

FEES AND CHARGES

Attached is a cheque / cash to the amount of **\$35.00** 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.

Note: In certain cases a reduction / waiver in fees and charges may apply - see the section on fees and charges attached. If you consider you are entitled to a reduction / waiver, send a request with copies of supporting documents with this form, (e.g. photocopy of valid concession card).

I am requesting a reduction in fees and charges (place a tick in the appropriate box) Yes No

Applicants signature Date:

ADDRESS FOR APPLICATIONS

Send applications to:

The Freedom of Information Officer
Wattle Range Council
PO Box 27
MILLICENT SA 5280

OFFICE USE ONLY

Received on

Acknowledgement sent on

FOIMS entry code

Name Accredited Officer

Signature Accredited Officer

A/C No.

0105540.724

Receipt Number:

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

- 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 affair 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

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

REFUSAL TO PROCESS REQUESTS

Division 1, Section 18 of the Freedom of Information Act, 1991 explains the circumstances under which Council may refuse or defer access to information.

PRESCRIBED FEES AND CHARGES

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

- | | | |
|----|---|-------------|
| 1. | Application fee for access to an agency's documents | \$35.00 |
| 2. | (1) For dealing with an application for access to an agency's documents and in respect of the giving of access to the document (section 19 (1) (b) and (c)) – | |
| | (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 agency in dealing with the application and giving access | No charge |
| | (ii) for each subsequent 15 minutes spent by the agency | \$13.10 |
| | (b) in any other case – for each 15 minutes so spent by the agency | \$13.10 |
| | (2) In addition to the fees specified in sub clause (1), the following fees are payable in respect of the giving of access to an agency's document: | |
| | (a) where access is to be given in the form of a photocopy of the document (per page) | \$0.20 |
| | (b) where access is to be given in form of a written transcript of words recorded or contained in the document (per page) | \$7.85 |
| | (c) where access is to be given in the form of a copy of a photograph, x-ray, video tape, computer tape or computer disk | Actual Cost |
| | (d) where a document is to be given to the applicant by post or delivery | Actual Cost |
| 3. | On application for review by the agency of a determination made by the Agency. | \$35.00 |

WAIVER OF FEE

The application fee can be waived if the State Government Agency, Local Government Council or University is satisfied that the applicant is a concession cardholder; or that the payment of the fee would cause financial hardship to the person.

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 website www.legislation.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.

FREEDOM OF INFORMATION YOUR RIGHTS TO REVIEW AND APPEAL

INTERNAL REVIEW

Under Division 3, Section 29 of the Freedom of Information Act (SA) 1991, if you are dissatisfied or "aggrieved" by a determination made by an agency (regarding access to documents or amendment to records) you can apply to the agency concerned for an internal review of its' determination.

- An application for review of a determination must be made in writing
- It must be accompanied by an application fee as prescribed in the Freedom of Information Regulations.
- It must be addressed to the principal officer of the agency
- It must specify an address in Australia to which notices under this Act should be sent
- An application for review of a determination must be lodged at the agency **within 30 days** after receiving the notice of determination from the agency
- An agency must respond to an application for Internal Review **within 14 days** of receipt
- An agency that fails to respond within the 14 day timeframe is taken to have confirmed the original determination
- The agency may confirm, vary or reverse the determination
- If the determination is varied or reversed so that access to a document is to be given, the agency must refund any application fee in respect of the review

Where there is an entitlement for an internal review this must be sought before an application for external review can be made.

EXTERNAL REVIEW

If after an internal review has been completed, you are still dissatisfied with the agencies determination you can request an investigation by the Ombudsman (External Review) of the determination. The Ombudsman is empowered to investigate the conduct of any person or body in relation to a determination made by an agency under this Act.

Provided you have had an internal review, you can apply for an investigation by the Ombudsman within 30 days of receiving the internal review determination. Requests to the Ombudsman must be in writing, an application form is not required. Investigations by the Ombudsman are free. Further information is available from the Office of the Ombudsman, telephone (08) 8226 8699 or visit their website – www.ombudsman.sa.gov.au

APPEAL TO DISTRICT COURT

If you are dissatisfied with a determination by an agency after an internal review or after an investigation by the Ombudsman, you may appeal against the determination to the District Court.

Where there has been a review of determination by an agency or an investigation by the Ombudsman, an appeal must be commenced within 30 days after notice of the decision.

Where an application for review is made to the Ombudsman, an appeal to the District Court cannot be commenced until that application has been decided and the commencement of an appeal to the District Court bars any right to apply to the Ombudsman for a review.