



City of
Norwood
Payneham
& St Peters

Making a Request for Access to Information | and/or Documents

Under the *Freedom of Information Act 1991*

Please read the following information prior to completing the attached Request for Access to Information Application Form.

GUIDELINES

Under the *Freedom of Information Act 1991* a request for access to information and/or documents can be made to the Council at any time. Requests must be made in writing via completion of the Access to Information Application Form attached to the end of these guidelines.

All requests are dealt with by the Council'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 Council may be able to assist you to clarify 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 Council 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 the Council'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

Timeframes

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 Council may extend the timeframe for dealing with your application. The Council 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 **\$25.75**.
- 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 delivery charges incurred.
- fee for making an application for a review of a determination is **\$25.75**.

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 Council will waive or remit (reduce or refund) the application fee.

You will need, however, to provide evidence that 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

For further information contact the Council's Manager Governance & Civic Affairs, Lisa Mara on 8366 4549 or via email to lmara@npsp.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 at www.archives.sa.gov.au.

To purchase a copy of the *Freedom of Information Act 1991*, visit the Service SA legislation outlet at 101 Grenfell Street, Adelaide, or download a copy of the Act from www.legislation.sa.gov.au



Application for Access to Documents

Under Section 13 of the *Freedom of Information Act 1991*

Applicant Details

Surname

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 **\$25.75** 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 as proof of financial hardship if this is 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, this application will not be valid until the fee has been received by the Council

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

Applicant's Signature

Date / / 20.....

OFFICE USE ONLY

Received on / / 20.....

Acknowledgment sent on / / 20.....

