

Fees and charges

Charges for processing an application for access:

Application fee for access to documents	\$42.00 GST exempt
Documents concerning your personal affairs (first two hours are free)	thereafter, \$15.90 per 15 minutes applies
All other documents fee	\$15.90 per 15 minutes applies
Photocopying of documents	\$0.25 per page
Written transcript of words recorded or contained in documents	\$8.55 per page
Photographs, x-rays, video tapes, CD	(the actual cost incurred in producing the copy)
Any postal or delivering charges incurred	

Charges for processing an application for internal review:

The fee for making an application for review of a determination	\$42.00
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Charges for processing an application for amendment:

There are no fees or charges payable in relation to making an application for an amendment.

Waiver or reduction of fees

The application fee and all other charges must be waived if the Southern Adelaide Local Health Network is satisfied that the applicant is a concession card holder 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 (pension card, health care card, student card etc.) or proof of financial hardship.

Proof of identity

Proof of identity must be provided with all applications (i.e. a photocopy of your driver's licence, passport, birth certificate).

Timeframes for dealing with applications

Applications for access to documents and applications for amendment of documents must be dealt with in **30 (calendar) days** after the application is received.

Extension of time limit

The Principal Officer of SALHN may extend the period within which the application would be dealt with, if the application is for access to large number of documents or necessitates a search through large amount of information.

Internal Review

*Application for review of determination must be lodged within 30 days after the day on which the notice of determination is given to the applicant.

Applications for Internal Review of Determination must be dealt with in **14 (calendar) days**.

Please return completed forms and cheques/ money order to:

For more information

SALHN Freedom of Information Office
Flinders Medical Centre
Flinders Drive, Bedford Park SA 5042
Telephone: 8204 5514
Email: health.SALHNFOI@sa.gov.au

Business Hours: Mon to Fri 9am to 4pm



Request for Amendment Under the

Freedom of Information Act 1991 Section 31

Flinders Medical Centre

Noarlunga Hospital

Repat Health Precinct

Mental Health Services

Intermediate Care Services &
Aboriginal Health

Application for an **Amendment** under the Freedom of Information Act 1991 (FOI Act) – Section 31

Details of person applying for amendment of personal records

Name:

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D.O.B: ____ / ____ /

Residential Address:

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Postcode:

Details of request

In accordance with Section 31 of the FOI Act, I seek amendment of records held by the SALHN. I claim that the document(s), described below, relating to my personal affairs is/are:

- Incomplete Incorrect
 Out-of-date Misleading

Requesting amendment of notes held by:

- Flinders Medical Centre
 Repat Health Precinct
 Noarlunga Hospital
 Mental Health Services
 Intermediate Care Services and Aboriginal Health

If insufficient space, attach separate sheet and indicate the questions to which you are referring.

The document(s) containing the information is/are:

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Describe exactly what information you want changed:

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State the reason why you think this information is incomplete, incorrect, out of date or misleading:

Attach any documentation which would support your claim

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The records should be amended to indicate the following:

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Name and signature of applicant

Name:

Signature:

Date:

* Proof of identity of applicant is required (i.e. a photocopy of drivers licence, passport or birth certificate)