

## Fees and charges

### Charges for processing an application for access:

Application fee for access to documents	<b>\$42.00</b> GST exempt
Documents concerning your personal affairs (first two hours are free)	thereafter, <b>\$15.90</b> per 15 minutes applies
All other documents fee	<b>\$15.90</b> per 15 minutes applies
Photocopying of documents	<b>\$0.25</b> per page
Written transcript of words recorded or contained in documents	<b>\$8.55</b> 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	<b>\$42.00</b>
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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.

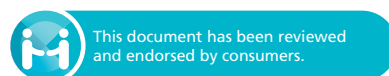
Applications for Internal Review of Determination must be dealt with in **14 (calendar) days**.

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](mailto:health.SALHNFOI@sa.gov.au)

Business Hours: Mon to Fri 9am to 4pm



# Request for Internal Review of Determination Under the

Freedom of Information Act 1991  
Section 29 & 38

Flinders Medical Centre

Noarlunga Hospital

Repat Health Precinct

Mental Health Services

Intermediate Care Services &  
Aboriginal Health

# Application for **Internal Review** of a Determination Freedom of Information Act 1991 (FOI Act) – Section 29 & 38

## Applicant Details

Surname: .....

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Given Name: .....

D.O.B: \_\_\_\_ / \_\_\_\_ / .....

Address: .....

.....

Suburb: .....

Postcode: .....

Telephone: .....

Email: .....

## Details of Internal Review

I am not satisfied with a determination made by the SALHN and therefore seek a review because:

*(Please place a tick in the appropriate box)*

- I have been refused access to a document
- I have been refused access to part of a document
- I have been refused a request to amend a personal document
- I have been given access to a document, but access has been deferred
- I am a third party specified in the documents but have not been consulted about giving access to another person
- I have been consulted but disagree with the determination to release the documents

## Comments

Include any additional comments you wish to be considered in the review of the determination (attach additional pages if necessary)

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## For further information:

Please telephone **(08) 8204 5514** if you require more information about the FOI process, or you wish to speak with an FOI Officer. (Voice mail is in operation out of hours and all messages are responded to promptly).

You may also email: [Health.SALHNFOI@sa.gov.au](mailto:Health.SALHNFOI@sa.gov.au)

## Payment of FOI Application Fee:

Please telephone SALHN Finance Officers on **(08) 8204 6076** so that you can make a prompt and secure payment.

Please note finance staff will not be able to assist with any FOI queries.

If you are eligible for fee waiver please tick this box and attach evidence to your application form

## Name and signature of applicant

Name: .....

Signature: .....

Date: .....