

SA Ambulance Service FREEDOM OF INFORMATION [FOI] APPLICATION FORM



*Request for Access to Documents
Under Section 13 of the Freedom of Information Act 1991*

Please read the attached 'FOI Fact Sheet' Request for Access to Documents' before completing and lodging your application.

Section 1: Details of Applicant:	
Surname:	
Given Names:	
Date of Birth:	
Australian Postal Address:	
Suburb:	Postcode:
Email: <i>(optional)</i>	
Contact Phone number/s:	
The information I am requesting: <input type="checkbox"/> relates to myself (proceed to section 3) <input type="checkbox"/> relates to another person (complete section 2) <input type="checkbox"/> does not relate to a specific person (proceed to section 3)	
Section 2: If you are applying for records relating to another person, please complete the following:	
<ul style="list-style-type: none"> • <i>For living third parties – a Patient Authority form must be signed and attached</i> • <i>For deceased third parties – proof of entitlement must be provided</i> • <i>For children – proof of guardianship must be provided</i> 	
Surname:	
Given Name:	
Date of Birth:	
Address:	
Suburb:	Postcode:
Your relationship to the person:	
<i>Please be aware that you may be asked to provide additional documents to prove that you are entitled to access third party information.</i>	

Section 3: Details of request:

Date of SA Ambulance attendance:

(if you are unable to recall the actual date please provide an estimated date range)

Additional details to assist us in locating your records, for example:

- Location / Address of incident:
- Estimated time of day:
- Hospital transported to (if known):
- Motor vehicle accidents – patient's location in the vehicle:
- Details of information you are specifically seeking:

Section 4: Forms of access (please tick)

- I wish to inspect the document/s
- I require a copy of the document/s
- I require access in another form (eg transcript) – provide details below:

Section 5: Fees and Charges

An application fee of **\$34.25** must be submitted with the completed application form, unless you are seeking to have the application fee waived.

- Eligible for fee waiver (must supply evidence of concession card or financial hardship)
- Enclosed cheque / money order
- Electronic Funds Transfer (EFT) our details:
Commonwealth Bank of Australia
BSB: 065 266
Account: 1001 9629
Reference: **Your name - FOI application**
(copy of payment receipt to be provided with application)

Section 6: Applicant signature:

Signature:

Name:

Date:

Please detach the Fact Sheet prior to returning your application

FOI FACT SHEET



Freedom of Information

The Freedom of Information Act 1991 (the FOI Act) gives you a legal right to request access to any documents held by any 'agency' that the Act applies to, this includes SA Ambulance Service.

Applications must be made in writing in accordance with Section 13 of the FOI Act. Applications are lodged with, and processed by, the agency that holds the documents you are seeking access to.

Requesting Access to Documents

When making an FOI application, you will need to provide enough information to enable the correct documents to be identified. If you are uncertain please contact our FOI officer for assistance.

If you are seeking access to documents relating to your own personal affairs, you may be asked to provide proof of your identity. If you are seeking access to documents on behalf of another person relating to their personal affairs, you will be asked to provide appropriate documentation to assure us of your right to access their information.

Access to documents can be provided in different ways, depending on how the information is stored. The different ways you can access documents include:

- Inspecting documents
- Requesting a copy of documents
- Hearing and or viewing audio and video tapes

Advice about how you would like to access the documents should be included in your FOI application.

How much does a FOI application cost?

There is a \$34.25 FOI application fee that must be paid to the agency that holds the documents at the time you lodge your application.

Processing charges may also be applicable. We will advise you of these charges once we receive your application and begin processing it.

Further information about fees and charges applicable under the FOI Act can be found in the Freedom of Information (Fees and Charges) Regulations 2003.

What if I have a concession card or can't afford to pay?

If you are the holder of a current concession card, or if you can satisfy our agency that the payment of the fee or charge would cause financial hardship, we are required to waive or remit (reduce or refund) the application fee.

If you are a concession cardholder you will need to provide our agency with evidence. For example by attaching a copy of your concession card to your FOI application. Alternatively you will need to provide written reasons as to why the payment of a fee or charge would cause you financial hardship.

Processing Requests for Access to Documents

After receiving your application, the agency is required to deal with it in accordance with the requirements of the FOI Act and provide you with a written decision. This is called a Notice of Determination. The Notice of Determination will include our decision in relation to your request and, if access has been refused in full or in part, the reasons why this has occurred. The agency will advise you of your rights of review and appeal if you are unhappy with their determination.

How long will it take?

A request for access will be dealt with as soon as practicable, or within 30 calendar days of it being received.

In certain circumstances we may extend the timeframe for dealing with your application. We will advise you within 20 calendar days if an extension is necessary, and why.

If we have not extended the timeframe for dealing with your application and you do not receive a determination within 30 calendar days you are entitled to lodge an application for review. For further information please contact our FOI office.

Access to documents by Members of Parliament

A Member of the South Australian Parliament who applies for access to a document held by our agency 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 questions specifically relating to your application please contact the SA Ambulance **Freedom of Information Office on 8274 0305.**

For more information about FOI within South Australia please visit the State Records website:

www.archives.sa.gov.au

A free copy of the Freedom of Information Act 1991 and Freedom of Information (Fees and Charges) Regulations 2003 can be obtained from the South Australian Legislation website at www.legislation.com.au