



Requesting access to documents

Under Section 13 of the Freedom of Information Act 1991 (SA)

The South Australian *Freedom of Information Act 1991* (the FOI Act) gives you a legal right to request access to any documents held by the University.

Making an Application

Applications must be made in writing in accordance with Section 13 of the FOI Act. A template application form is available on the University's FOI website at www.adelaide.edu.au/legalandrisk/freedom-of-information/information-for-staff.

When making an FOI application, you will need to provide enough information to enable the correct documents to be identified. If you are uncertain on how to describe the documents, please contact the University's FOI Officer for assistance.

If you are seeking documents relating to your own personal affairs (e.g. information about your enrolment, employment or other association with the University), 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 may be asked to provide written consent signed by that person.

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 viewing audio and video tapes.

Please indicate your preferred method of access in your FOI application.

Fees and charges

An application fee (set by Regulation) must be paid to the University at the time you lodge your application. Processing charges may also be applicable.

Further information about fees and charges applicable under the FOI Act can be found in our fact sheet *Schedule of Fees and Charges* on the University's FOI website.

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

If you are the holder of a current concession card or student identification card issued by a secondary or tertiary educational institution, you are entitled to a fee waiver. You should attach a copy of your concession card to your completed FOI application form.

You may also apply for a waiver or reduction of fees or charges on the grounds of financial hardship. You will need to provide written reasons to satisfy the University as to why the payment of a fee or charge would cause you financial hardship.

How the University Processes Requests for Access to Documents

After receiving your application, the University will deal with it in accordance with the requirements of the FOI Act and provide you with a written determination.

This notice will include the University's decision in relation to your request and, if access has been refused in full or in part, the reasons why this has occurred. You will also be advised of your rights of review and appeal if you are unhappy with the determination.

How long will it take?

A request for access will generally be dealt with within 30 calendar days of the University's receipt of the application form and application fee (if no waiver applies).

In certain circumstances the University may formally extend the timeframe for dealing with your application. You will be advised within 20 calendar days if an extension is necessary, and why.

If the timeframe for dealing with your application has not been extended and you do not receive a determination within 30 calendar days, the legislation deems that the University has refused your application. If this is the case, you are entitled to lodge an application for review. For further information you should speak to the FOI Officer.

Further Information

For more information on requesting access to University of Adelaide documents, please visit our website at www.adelaide.edu.au/legalandrisk/freedom-of-information.

For questions specifically related to your application, contact the University's FOI Officer:

Legal and Risk Branch
The University of Adelaide SA 5005
Tel: (08) 8313 5804
Email: foi@adelaide.edu.au

If you would like more information about how FOI operates in South Australia, please visit the State Records of SA website at www.archives.sa.gov.au.