



Schedule of fees and charges

Under the *Freedom of Information (Fees and Charges) Regulations 2018*

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.

The following fees and charges may apply to your request depending on scope and circumstances.

1. On application for access to the University's documents **(\$37.50)**
2. In addition to the fees specified in subclause 1, the following fees are payable in respect of the giving of access to a University document:
 - a. in the case of a document that contains information concerning the personal affairs of the applicant:
 - i. for up to the first two hours spent by the University in dealing with the application and giving access **(No charge)**
 - ii. for each subsequent 15 minutes spent by the University **(\$14.10)**
 - b. in any other case - for each 15 minutes so spent by the University **(\$14.10)**
 - c. where access is to be given in the form of a photocopy of the document **(\$0.20/page)**
 - d. where access is to be given in the form of a written transcript of words recorded or contained in the document **(\$8.40/page)**
 - e. where access is to be given in the form of a copy of a photograph, x-ray, video tape, computer tape or computer disk **(the actual cost incurred in producing the copy)**
 - f. where a document is to be given to the applicant by post or delivery **(the actual cost incurred in posting or delivering the document)**
3. On application for review of a determination made by the University **(\$37.50)**

Waiver and Remission of Fees and Charges

A fee or charge will be waived where a person satisfies the University:

- a. that he or she is the holder of a current State concession card issued by the Commonwealth;
- b. that he or she is the holder of a current State concession card issued by the Department for Family and Community Services;
- c. that he or she is a totally and permanently incapacitated disability pensioner;
- d. that he or she is a British Commonwealth Service Pensioner in receipt of a pension from, and assessed as eligible by, the Commonwealth Department of Veteran Affairs;
- e. that he or she is in receipt of Commonwealth unemployment or sickness benefits or State financial assistance;

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- f. that he or she is a holder of a student identification card issued under the State Transport Authority Act, 1974; or
 - g. by such other evidence as the University may require that the fee or charge should be waived or remitted on the grounds of financial hardship.

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

You can also download a free copy of the *Freedom of Information Act 1991* and *Freedom of Information (Fees and Charges) Regulations 2018* from the South Australian legislation website at www.legislation.sa.gov.au.