



*lifestyle location of choice*

PO Box 396, Kadina 5554 • 51 Taylor St, Kadina 5554 • ABN 36 670 364 373  
 Tel 08 8828 1200 • Email [info@coppercoast.sa.gov.au](mailto:info@coppercoast.sa.gov.au) • Web [www.coppercoast.sa.gov.au](http://www.coppercoast.sa.gov.au)

# FREEDOM OF INFORMATION (FOI)

RECORD NO : .....  
 FILE NO : 13.40.2

## REQUEST FOR ACCESS TO DOCUMENTS

### UNDER SECTION 13 FREEDOM OF INFORMATION ACT 1991

<b>NAME OF COUNCIL HOLDING DOCUMENTS</b>	<b>COPPER COAST COUNCIL</b>
--	-----------------------------

APPLICANT			
NAME			
ADDRESS		POSTAL	
MOBILE PHONE		ALTERNATE NUMBER	
EMAIL			

DETAILS	
PROPERTY ADDRESS (If relevant)	
REQUEST DETAILS (Describe the documents to which you seek access. If you are applying for access to personal information, please provide enough information to assist with identification of documents e.g. date of birth, previous names).	
DO THE DOCUMENTS YOU HAVE DESCRIBED ABOVE CONTAIN INFORMATION ABOUT YOUR PERSONAL AFFAIRS?	<input type="checkbox"/> YES <input type="checkbox"/> NO

FORM OF ACCESS	
TO INSPECT THE DOCUMENTS IN PERSON	<input type="checkbox"/> YES <input type="checkbox"/> NO
COPY OF THE DOCUMENTS SENT VIA EMAIL	<input type="checkbox"/> YES <input type="checkbox"/> NO
I REQUIRE ACCESS IN ANOTHER FORM	<input type="checkbox"/> YES – Please specify _____ <input type="checkbox"/> NO

APPLICATION FEE	
APPLICATION FEE PAID \$40.75	<input type="checkbox"/> YES <input type="checkbox"/> NO
I WISH TO MAKE PAYMENT OVER THE PHONE BY DEBIT/CREDIT CARD You will be called on the number provided above within 24 hours after submission	<input type="checkbox"/> YES <input type="checkbox"/> NO
I AM REQUESTING THE FEES AND CHARGES TO BE WAIVED If you consider you are entitled to a reduction, please send photocopies of supporting documents with this form e.g. a photocopy of your pension card or health care card	<input type="checkbox"/> YES <input type="checkbox"/> NO

**REQUESTS FOR ACCESS TO DOCUMENTS**

- As an applicant you need to provide sufficient information to enable the correct document or documents to be identified. You are also entitled to assistance from the agency to help you with your application.
- If you are seeking documents relating to your personal affair you may be requested to provide proof of your identity.
- If you are seeking a document on behalf of another person relating to their personal affairs, you may be asked to submit written consent signed by that person.
- A request will be dealt with as soon as practicable, or within 30 calendar days after it is received.
- If an extension of time is required you will be notified within 14 days after receipt of this application.
- In some circumstances you may be required to direct the application to another agency. Assistance in doing this will be provided.
- If the document(s) requested do not exist a refund will be issued, a refund is only issued if none of the documents you requested are available. If one or more documents are available you will not be eligible for a refund.

**FORMS OF ACCESS**

You can request access to documents in various forms 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
- requesting a transcript of a recorded document
- requesting a transcript of words recorded in shorthand or encoded form
- requesting a document be produced from computerised information

**PRESCRIBED FEES AND CHARGES**

Application fee for access to documents is **\$40.75**.

Charges for processing an application for access are:

- for documents concerning your personal affairs, the first two hours are free after which **\$15.40** is charged for each subsequent 15 minutes.
- for all other documents, there is a charge of **\$15.40** for each 15 minutes spent.

In addition to these charges the following is payable in respect to:

- a photocopy of the document (**\$0.25 per page**)
- a written transcript of words recorded or contained in the document (**\$9.10 per page**)
- a photograph, x-ray, video tape, computer tape or computer disk (**the actual cost incurred in producing the copy**)
- any postal or delivering charges incurred.

The fee for making an application for a review of a determination is **\$40.75**.

**WAIVER OF FEES AND CHARGES**

The application fee and any additional charges can be waived if the State Government Agency, Local Government Council or University is satisfied that the applicant is a concession cardholder; or that the payment of the fee would cause financial hardship to the person.

**ACCESS TO DOCUMENTS BY MEMBERS OF PARLIAMENT**

A Member of Parliament who applies for access to documents held by a State Government Agency, Local Government Council or University is entitled to access the document without charge unless the work generated by the application involves fees and charges totaling more than \$1,000.

**FOR FURTHER INFORMATION**

To purchase a copy of the Freedom of Information Act, please visit the Service SA legislation outlet at 101 Grenfell Street, Adelaide, or download a copy of the Act from the website [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au).

DECLARATION			
I declare that the information I have provided is true and correct.			
SIGNATURE		DATE	

OFFICE USE ONLY			
PAID	<input type="checkbox"/> YES	<input type="checkbox"/> NO	RECEIPT NUMBER
AUTHORISED OFFICER			SIGNATURE