

INTERNAL REVIEW OF DETERMINATION

RECORD NO :

FILE NO : 13.40.2

APPLICATION FORM

If you are dissatisfied with a determination made by an 'agency' including a South Australian State Government agency, Local Government council, or South Australian university under the Freedom of Information Act 1991 (FOI Act) in relation to:

- a Freedom of Information application for access to a document; or
- a Freedom of Information application to amend your personal records,

you are in most cases, entitled to apply for an internal review of that determination.

An Internal Review must be lodged within 30 calendar days of you receiving advice of a determination that you are unhappy with. Applications must be made in writing in accordance with Section 29 or Section 38 of the FOI Act.

An Internal Review application must be made to the Principal Officer of the agency that made the determination you are seeking to have reviewed.

APPLICANT			
NAME			
ADDRESS		POSTAL	
MOBILE PHONE		ALTERNATE NUMBER	
EMAIL			

DETAILS	
I have submitted an application requesting access to documents/amendment to a personal document in accordance with the Freedom of Information Act 1991. I am not satisfied with the determination made by your agency and, therefore, seek a review because: ☐ 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 believe I have been charged too much ☐ I am a third party specified in the documents but have not been consulted about giving to another person ☐ I have been consulted but disagree with the determination to release the documents	
ADDITIONAL COMMENTS	

FEES AND CHARGES	
Pursuant to Freedom of Information (Fees and Charges) Regulations 2018 an application fee of \$43.30 for an internal review of FOI determination must accompany this form, unless you are seeking to have the application fee waived. Please attach evidence, e.g. a copy of your concession card, or other evidence as proof of financial hardship if this is the case. You are not required to pay a fee or charge if seeking a review of a determination regarding an application to amend your personal records or a review of a fee or charge determined by the agency.	
DO YOU QUALIFY FOR A FEE WAIVER?	☐ YES ☐ NO
IS PROOF ATTACHED?	☐ YES ☐ NO ☐ N/A
IS THE FEE ATTACHED?	☐ YES ☐ NO ☐ N/A
APPLICATION FEE IS IN THE FORM OF:	☐ CHEQUE ☐ CASH ☐ CREDIT CARD

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

OFFICE USE ONLY	
PAID	☐ YES ☐ NO
OFFICER	
CONCESSION, PENSION OR HEALTH CARE CARD SIGHTED	☐ YES ☐ NO