



## APPLICATION FOR ACCESS TO DOCUMENTS

under *Freedom of Information Act 1991* – Section 13 **(ADULT)**

Please use **BLOCK** letters

### OFFICE USE ONLY

Received ..... / ..... / 20.....

Acknowledged ..... / ..... / 20.....

## DETAILS OF APPLICANT

Title ..... Last name ..... Given name(s) .....

Date of birth .....

Previous names (*if applicable*) .....

Australian Postal Address .....

.....Postcode .....

Phone .....

Previous address (*if applicable*) .....

.....

UR number (*if known*) .....

## DETAILS OF REQUEST

I request access to the following document(s)

.....

.....

.....

If you are seeking copies of clinical records, list the clinics where treatment was undertaken  
(*if known*)

1 .....

3 .....

2 .....

4 .....

**SA Dental**

**Central Adelaide Local Health Network**

Roma Mitchell House

136 North Terrace, Adelaide SA 5000

Tel: 08 7117 0052 | Fax: 08 7117 0014

[HealthSADSPublic@sa.gov.au](mailto:HealthSADSPublic@sa.gov.au) | [www.dental.sa.gov.au](http://www.dental.sa.gov.au)



**Government  
of South Australia**



## FORM OF ACCESS (✓) tick the relevant box

- ☐ I require a copy of the documents
- ☐ Via Registered Post
- ☐ Via Email – my email address is .....
- ☐ I would like to inspect the documents

## FEES AND CHARGES

A completed application form **must** be accompanied by a fee of **\$43.30 unless** you are seeking a fee waiver.

To have the application fee waived, this form **must** be accompanied by proof of financial hardship eg a copy of your Health Care Card or Pensioner Concession Card.

(✓) tick the relevant box

- ☐ I have enclosed a copy of my Health Care Card or Pensioner Concession Card because I qualify for a fee waiver

OR

- ☐ I have enclosed a cheque / money order for **\$43.30** (made out to SA Dental)  
Do not send cash through the mail

**NOTE:** This application is not valid until either the fee, or evidence in support of a fee waiver, has been received.

I understand that I may be required to pay processing charges in respect of this request and that I will be provided with a statement of any charges applied.

.....  
Signature of Applicant

.....  
Date

**Return your application to:**  
**SA Dental**  
**Freedom of Information**  
**c/- Client Relations Unit**  
**GPO Box 864**  
**ADELAIDE SA 5001**

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## Fees, Charges & Waivers @ 1 July 2025

**NOTE: Fees and charges are subject to change and should only be referenced from the SA Dental Website under Your Rights and Responsibilities – Accessing information (Freedom of Information Act 1991). Scroll to Cost.**

### Schedule of Fees and Charges for release of information under the FOI Act 1991 FOI Regulations 2003, Schedule 1 (Fees and Charges)

#### Prescribed Fees and Charges Section 53 (1) of the FOI Act

1	On application for access to an agency's document	\$ 43.30
2 (1)	For dealing with an application for access to an agency's document and the giving of access to the document  (a) in the case of a document that contains information concerning the personal affairs of the applicant  (i) for up to the first 2 hours spent by the agency in dealing with the application and giving access  (ii) for each subsequent 15 minutes so spent by the agency  (b) in any other case – for each 15 minutes so spent by the agency	No Charge        \$ 16.40  \$ 16.40
2 (2)	In addition to the fees specified above, the following fees are payable in respect of the giving of access to an agency's document  where access is to be given in the form of a photocopy of the document  where access is to be given in the form of a written transcript of words recorded or contained in the document  where access is to be given in the form of a copy of a photograph, x-ray, DVD or other medium in or on which information is stored	\$ 0.30 per page  \$ 9.70 per page  actual cost incurred by the agency in producing the copy
Review	On application for review by an agency of a determination made by the agency under Part 3, Section 29 (2)(b) of the FOI Act	\$ 43.30





### **Waiver and Remission**

An agency must waive or remit both the application fee and charges for dealing with the application and giving access when a person is the holder of a current concession or pension card (including student card holders) or when a person presents other evidence of financial hardship which is acceptable to the agency

- ***Section 53(2)(a) of the Act***

### **Access to documents by Members of Parliament – Prescribed Threshold**

A Member of Parliament who applies for access to an agency's document under the Act is entitled to access to the documents without charge, unless the work generated by the application involves fees and charges (calculated in accordance with Schedule 1) totalling more than \$1,000

- ***Section 5 (2)(b) of the Act***

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