PRINCIPAL OFFICE:
8 Elizabeth Street, Maitland
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PO Box 57, MAITLAND, SA 5573
Telephone (08) 8832 0000
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# FREEDOM OF INFORMATION – REQUEST FOR ACCESS TO DOCUMENTS	SF011
	Responsible Officer: FOI Accredited Officer
	Issue Date: 01/07/2026
	Next Review Date: June 2027

Under Section 13 of the Freedom of Information Act 1991

Please read the following information before completing the attached application form

FREEDOM OF INFORMATION

The South Australian (SA) Freedom of Information Act 1991 (FOI Act) gives you a legal right to request access to any documents held by any 'agency' that the FOI Act applies to. An 'agency' includes SA State Government Agencies, Local Government Councils and South Australian Universities.

Applications for access to documents must be made in writing in accordance with Section 13 of the FOI Act and be lodged with the agency that holds the documents. You can use the attached form to make an application to access documents or the online FOI application form at:

https://www.sa.gov.au/topics/about-sa/government/FOI-application

Alternatively you can send a letter or email to the agency that holds the documents.

REQUESTING ACCESS TO DOCUMENTS

When making an FOI application, you will need to provide enough information to enable the correct documents to be identified. If you are uncertain, it is recommended that you contact the relevant agency's FOI Officer for assistance.

If you are seeking documents relating to your own personal affairs, 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.

Information about how you would like to access the documents should be included in your FOI application.

FREQUENTLY ASKED QUESTIONS

1. How much does a FOI application cost?

A $44.70 FOI application fee must be paid to the agency that holds the documents at the time you lodge your application. Processing charges may also be applicable and the agency will advise you of these charges once it receives your application and begins processing it.

Further information about fees and charges applicable under the FOI Act can be found in the Freedom of Information (Fees and Charges) Regulations 2018 and the Government Gazette Fees Notice 2026 (published 14/05/2026 page 1269) or on Council's Fees and Charges Register.

2. What if I have a concession card or can't afford to pay?

If you are the holder of a current concession card, or if you can satisfy the agency that the payment of the fee or charge would cause financial hardship, the agency must waive or remit (reduce or refund) the application fee.

If you are a concession cardholder you will need to provide the agency with evidence. For example you can attach a copy of your concession card to your completed FOI application form. Alternatively you will need to provide written reasons why the payment of a fee or charge would cause you financial hardship.

3. How long will access to documents take?

A request for access will be dealt with as soon as practicable, or within 30 calendar days of it being received.

In certain circumstances the agency may extend the timeframe for dealing with your application. The agency will advise you within 20 calendar days if an extension is necessary, and why.

If the agency has not extended the timeframe for dealing with your application and you do not receive a determination within 30 calendar days, the legislation deems that the agency 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 at the agency you lodged your FOI application with.

4. Processing Requests for Access to Documents

After receiving your application, the agency is required to deal with it in accordance with the requirements of the FOI Act and provide you with a written decision. This is called a Notice of Determination. The Notice of Determination will include the agency's decision in relation to your request and, if access has been refused in full or in part, the reasons why this has occurred. The agency will advise you of your rights of review and appeal if you are unhappy with their determination.

5. Access to documents by Members of Parliament

A Member of the South Australian Parliament who applies for access to a document 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 totalling more than $1,000.

INTERNAL REVIEW

If you are unhappy with a determination made by an 'agency', which includes a SA State Government Agency, Local Government Council or South Australian University under the FOI Act in relation to:

- a freedom of information (FOI) application for access to a document; or
- an FOI application for amendment to your personal records

in most cases, you are 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 or using SF011B Application for Internal Review of Freedom of Information Determination.

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

FURTHER INFORMATION

For questions specifically related to your application, contact the agency that holds the documents you wish to access, and ask for the agency's FOI Officer or Unit.

Prior to making a formal Freedom of Information request to the Council, please contact the delegated FOI Officer at 08 8832 0000 or via email at admin@yorke.sa.gov.au to discuss your request for information.

If you want more information about how FOI operates in South Australia, please visit: www.archives.sa.gov.au

You can also download a free copy of the FOI Act, Freedom of Information (Fees and Charges) Regulations 2018, and Government Gazette Fees Notice 2026 (published 14/05/2026 page 1269-1270) from the South Australian legislation website at www.legislation.sa.gov.au.

FOI APPLICATION FORM

Request for Access to Documents

Under Section 13 of the Freedom of Information Act 1991

Agency Details	
Name of the Agency you are seeking to access documents from: **Yorke Peninsula Council**	
Details of Applicant	
Surname:	
Given Names:	
Australian Postal Address:	
Suburb:	Post Code:
Email (optional):	
Contact phone numbers:	
Details of documents being requested	
(Describe the documents you are seeking to 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 etc. Attach more pages if you cannot fit all of the information in this box.)	
Do the documents you have described above contain information about your personal affairs? YES / NO *(cross out whichever does not apply)*	
Form of Access	
(place a tick in the most appropriate boxes)	
I wish to inspect the documents	☐ Yes ☐ No
I require a copy of the documents	☐ Yes ☐ No
I require access in another form	☐ Yes ☐ No *(If yes please specify below)*
Specify other form of access here if applicable, e.g. transcript of a recorded document.	

Fees and Charges

An application fee of $44.70 must be submitted with the completed application form, unless you are seeking to have the application fee waived. If you are seeking to have the application fee waived, please attach evidence supporting why it should be waived e.g. attach a copy of your concession card or other evidence as proof of financial hardship.

In the following section please tick as appropriate

Application fee is in the form of ☐ Cheque ☐ Cash ☐ Money Order ☐ Credit Card

If you wish to pay your application fee via credit card you will need to contact the Agency to arrange payment. Do not send cash through the mail.

Do you require a fee waiver? ☐ Yes ☐ No

Is evidence of the need to waive fees attached? ☐ Yes ☐ No

(e.g. a copy of your concession card)

If no fee is attached and you do not qualify for a waiver, then this application will not be valid until the fee has been received by the agency.

Applicant's Signature:

Date ……/……/20…...