



**REQUEST FOR INFORMATION**  
**FREEDOM OF INFORMATION ACT 1991**  
**(Community based clients / Members of the Public / Members of Parliament)**

**APPLICANT DETAILS**

Title: (Mr/Ms/Mrs/Miss/Dr) Surname: .....

Given Name(s): ..... DCS ID No: .....

Postal Address: .....

Postcode: ..... Telephone (required): .....

**MEDICAL RECORDS**

For access to **medical records** while in prison (SA Prison Health Service), you must apply to:

Freedom of Information Office  
Level 9A,  
The Queen Elizabeth Hospital  
28 Woodville Road, WOODVILLE SOUTH SA 5011  
Telephone: 8222 7275  
Email: [Health.TQEHFOI@sa.gov.au](mailto:Health.TQEHFOI@sa.gov.au)

**ONLINE APPLICATION**

You can apply for document/s under the *Freedom of Information Act 1991* (FOI Act) online at <https://www.sa.gov.au/topics/about-sa/government/FOI-application>.

**DETAILS OF REQUEST**

(If the document is not clearly identified, your application will not proceed further until clarification of the document sought). Describe the document(s):

.....  
.....  
.....  
.....

Do the document(s) contain information about **your personal affairs**: YES/NO

**FORMS OF ACCESS**

Copy: YES/NO  
Inspection of document(s): YES/NO  
Other (If yes, please describe): YES/NO .....

**FEES AND CHARGES**

Please enclose a cheque for **\$37.50** to cover the application fee and the first two hours dealing with the application for *personal records*. Additional fees and charges may apply to cover the cost of finding, sorting, compiling and copying documents, or undertaking consultation required by the FOI Act. If further costs are required, you will be advised in writing to pay the cost prior to release of the documents.

**WAIVER OF FEES AND CHARGES**

I understand that I may be eligible to have some of the fees waived or remitted if:

- I hold a current pensioner health benefits or concession card issued by the Commonwealth;
- I hold a current State concession card issued by the Department for Communities and Social Inclusion;
- I am a totally and permanently incapacitated disability pensioner;
- I am a British Commonwealth Service Pensioner in receipt of a pension from, and assessed as eligible by, the Commonwealth Department of Veteran Affairs;
- I am in receipt of Commonwealth unemployment or sickness benefits or State financial assistance;
- I hold a student identification card issued under the *State Transport Authority Act 1974*; or
- such other evidence as the agency may require that the fee or charge should be waived or remitted on the grounds of financial hardship.

Should you wish to pursue a waiver of the fees and charges you will need to forward a photocopy of a concession card or evidence in support of fees and charges being waived on the grounds of financial hardship. If no fee is attached and you do not qualify for a waiver of the fee then this application will not be valid until the fee has been received by the agency.

**PROOF OF IDENTITY (excluding Members of Parliament)**

Photo identification must be produced before records can be made available. To avoid delays, applicants should submit a signed photocopy of a current Australian Drivers Licence, Passport (I.D. page), or South Australian Proof of Age Card. If no photo identification is provided, the documents will need to be collected from a nominated DCS office upon production of ID.

I understand that if I am dissatisfied with a determination or I do not receive a response within 30-days of the agency receiving my application I can apply for a review.

**Applicants signature:** ..... **Date:** .....

Please return form to:

Freedom of Information  
Department for Correctional Services  
C/- GPO Box 1747  
ADELAIDE SA 5001

For further information call **8226 9324**

OR email [dcoreleaseofinformation@sa.gov.au](mailto:dcoreleaseofinformation@sa.gov.au)

## DEPARTMENT FOR CORRECTIONAL SERVICES

### *Freedom of Information Act 1991*

The Department for Correctional Services receives applications pursuant to the *Freedom of Information Act 1991* (FOI Act). If you would like to obtain documents from the Department you must submit a current 2020-2021 [FOI Application Form](#) or write (reference to the FOI Act) to the Manager Freedom of Information. Your request must be signed and dated.

#### **What documents can I request?**

You are entitled to request any document that is held by the Department; however, that does not mean the document will be released. There are 19 exemptions in Schedule 1 of the FOI Act which preclude information being released. For example, the exemptions safeguard confidential government and private information, and protect the public.

You are entitled to request a document that you believe contains your PERSONAL AFFAIRS; however, if the document contains information that is exempt it will not be released in full. Exempt information will be removed from the document and you will only receive the information that is not exempt.

#### **Describing the document**

You must CLEARLY identify the document that you want so it can be located. Using too many words to describe the document can make its identity confusing and result in undue delays. It would assist if you can provide specific dates, locations, corrections staff involved and where you believe the document is located.

#### **How many documents can I request?**

If you are requesting a waiver of the prescribed FEE only 2 hours of work will be allocated to your application. If more than 2 hours is required you will be asked to reduce the scope. If you do not reduce the amount of documents your application may be refused.

An example of 2-hours work is approximately a 20 page document.

If you pay the prescribed FEE after the first 2 hours of work you will be asked to pay further fees and charges to cover the cost of processing your application.

#### **Medical Records**

The Department does not hold medical records for prisoners. An application for medical records must be made (in writing) to:

SA Prison Health Service  
Freedom of Information Office  
Level 9A, The Queen Elizabeth Hospital  
28 Woodville Road  
WOODVILLE SOUTH SA 5011

**Criminal History** (contact SA Police), **Sentencing Remarks** (contact Courts)

**Parole Board** documents are exempt documents under Schedule 1 of the FOI Act. If you want Parole documents you must write directly to the Presiding Member of the Parole Board.

**Fee:** On 1 July 2020 the prescribed fee for an FOI request increased to **\$37.50**.

**Enquiries** If you have any queries about the FOI PROCESS please contact the FOI Unit on 8226 9324.