



# Freedom of Information Application for Internal Review of Determination

(In accordance with Sections 29/38 of the Freedom of Information Act 1991, as amended)

Office Use Only: FOI No. ....
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## Details of Applicant

Surname: .....

Given Names: ..... Title (Mr/s etc.): .....

Australian Postal Address: .....

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Postcode: ..... Telephone: (Home) ..... (Work) .....

(Mobile) ..... Email: .....

I am dissatisfied with the decision of the Council in relation to FOI Application No..... concerning.....and therefore seek a review of this determination because:

***(Please place a tick in the appropriate box)***

- 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 access to another person
- I have been consulted but disagree with a decision to release the documents

## Comments

You may include any additional comment you wish to be considered in the review of the determination (include additional pages if necessary).

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

I am **the initial applicant/a third party** in relation to the subject FOI application. *(Please cross out whichever does not apply.)*

**Fees**

*For initial applicants:*

The Council **did/did not** grant me a reduction in fees and charges when I applied for access to documents. *(Please cross out whichever does not apply.)*

An application fee of \$42.00 must be submitted with this completed application form.

**Lodgement of Application**

This application must be lodged within 30 days of the Council’s determination which is the subject of review, and be addressed to:

The Chief Executive Officer  
(Refer to Freedom of Information Officer)  
City of Unley  
PO Box 1  
UNLEY SA 5061

or delivered to:

The Chief Executive Officer  
(Refer to Freedom of Information Officer)  
Civic Centre  
City of Unley  
181 Unley Road  
UNLEY SA 5061

**Advice of Determination**

The Council will undertake its internal review and advise you of its decision within 14 days of receipt of this application.

**APPLICANT’S SIGNATURE** ..... Date ...../...../20.....

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**(Council use Only)**

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

Acknowledgement sent on ...../...../20.....

# Freedom of Information Review and Appeal Guidelines

## 1. Internal Review

If you are dissatisfied (“aggrieved”) with a decision (“determination”) of the Council regarding a Freedom of Information application, you may apply to the Council for an internal review of the decision under Section 29 or Section 38 of the legislation.

An application for an internal review of a decision must be in writing and be addressed to the Chief Executive Officer. An application form can be provided upon request. The application must be lodged within 30 days of the original determination and must be accompanied by the application fee of \$42.00

The Council will undertake this internal review and advise you of the outcome within 14 days of receipt of the application for review. (If the Council fails to determine an internal review application within 14 days of its receipt, it is taken to have confirmed the initial decision.)

There is no right to an internal review of a determination made by the Chief Executive Officer.

## 2. External Review by the Ombudsman

After an internal review has been completed, if you are still dissatisfied with the Council’s determination, you may request an external review by the State Ombudsman.

You may also request an external review by the Ombudsman if you have no right to an internal review, i.e. when the Council’s decision was made by the Chief Executive Officer.

An application for review by the Ombudsman must be lodged within 30 days of the date of the Council’s determination. The Ombudsman cannot extend this time limit.

Investigations by the Ombudsman are free. Further information is available from the Office of the State Ombudsman, 50 Grenfell Street, Adelaide, Telephone 8226 8699 or Toll Free 1800 182 150. Email [ombudsman@agd.sa.gov.au](mailto:ombudsman@agd.sa.gov.au)

## 3. Appeal to the South Australian Civic and Administrative Tribunal (SACAT)

If you are dissatisfied with a determination after an internal review or after review by the Ombudsman, you may appeal to SACAT. (The definitions of what “aggrieved” means under the FOI Act are the same as those which allow you to apply for an internal review.)

Applications must be made within 30 days after the relevant determination was given to you or, if you have sought an investigation by the Ombudsman, within 30 days after the results of the Ombudsman’s investigation of the complaint were reported to you.

For information regarding Freedom of information reviews and submitting applications online to SACAT visit <http://www.sacat.sa.gov.au>