



Freedom of Information Application

All application forms must include the total fee of \$28.40 (application fee) or \$20.20 (access fee—per/part hr) by cheque/money order payable and mark attention to:

Freedom of Information
Tweddle Child & Family Health Service
53 Adelaide Street, Footscray, Vic 3011
Tel: + 61 3 9689 1577 Fax: + 61 3 9689 1922
Web: www.tweddle.org.au

The application fee maybe waived on proof of hardship.

Proof of Identification

Please include a photocopy of some form of identification, which includes the applicant’s current signature and date of birth e.g. Passport, Driver’s License, Birth Certificate.

Authority to release information

If you are requesting someone else’s information and the child is now over 18 years or if you are the partner of the admitted client, we require their written authority for you to access their confidential medical records, and some form of identification belonging to the client, which includes their current signature.

Court Orders

Is there a Family Court Order in place? No Yes if yes, please provide a copy

Client Details

First Name: _____	Surname: _____
Date of Birth: _____	Year of Admission (if known): _____

Applicant Details

First Name: _____	Surname: _____
Address: _____	
Suburb: _____	State: _____ Postcode: _____
Telephone (H): _____	(B): _____ (M): _____
Relationship to patient: Self <input type="checkbox"/> (your own information)	
Other <input type="checkbox"/> (please specify, e.g. parent) _____	

Information Requested

- Appointment to view medical file Photocopy of the medical file - 20c per page
- Other(specify) _____

Applicants Signature: _____ Date: _____

Office Use: SIGHTED/ATTACHED	<input type="checkbox"/> STAFF MEMBER _____	<input type="checkbox"/> COURT DOCUMENTS SIGHTED N/A
------------------------------	---	--

Costs for Freedom of Information Requests

THESE CHARGES ARE SET BY GOVERNMENT REGULATIONS

There are two costs associated with making a Freedom of Information (FOI) request:

- The application cost
- The access cost.

The application fee is a fixed cost which is non-refundable. The only exception is for people suffering hardship who can ask Tweddle to waive the application fee.

Access charges relate to the costs incurred in granting access to the documents that you have requested. These costs may or may not apply depending on the nature of your request. The following table outlines these costs. All fees and charges are exempt from GST.

Application fee	\$28.40 (non-refundable unless fee is waived).
Access Costs:	
Search charges	\$20 per hour or part of an hour
Supervision charges	\$5 per quarter hour
Photocopying charges	20c per black and white A4 page
Providing access in a form other than photocopying	The reasonable costs incurred by the agency in providing the copy.
Charge for listening to or viewing a tape	The reasonable costs incurred by Tweddle in making arrangements to listen to or view (supervision charges also apply).
Charge for making a written transcript out of a tape	The reasonable costs incurred by Tweddle in providing the written transcript