

# Freedom of information

## Rights to internal review

The FOI Act provides members of the public (an applicant or a third party) who are aggrieved by a determination made by an agency in relation to access to a document or a request to amend personal records, to a review of the determination by an alternate senior officer of the agency.

An application for internal review can also be made if a determination for an FOI application has not been provided by the agency within the statutory processing time period (30 days unless so extended by the Principal Officer).

In accordance with the FOI Act, applications for internal review of a determination made by an agency must:

- be made in writing: you may choose to write a letter, email or use the [internal review application form](#)
- specify that the internal review application is made under the FOI Act
- be accompanied by an internal review application fee of \$34.25 (all internal review application fees will be refunded if the initial determination is varied or reversed). No internal review application fee is required from pensioners or health card holders and other financially disadvantaged applicants
- specify an address in Australia to which information can be sent
- be lodged with DEWNR within 30 days after the day on which notice of the determination was given or within such further time as the principal officer allows.

Applications for an internal review should be addressed to:

The Principal Officer, FOI  
Department of Environment, Water and Natural Resources  
GPO Box 1047  
Adelaide SA 5001

Or emailed to: [DEWNR.FOI@sa.gov.au](mailto:DEWNR.FOI@sa.gov.au)

For more information on how to make an internal review application please visit the State Records website at: [www.archives.sa.gov.au/foi](http://www.archives.sa.gov.au/foi) or telephone the accredited Freedom of Information Officer on (08) 8463 6625.

## Rights to external review

The FOI Act provides members of the public (an applicant or a third party) who are aggrieved by a determination made by an agency following an internal review, to an external review of the determination by the South Australian Ombudsman.

An application for external review can also be made if a determination for an internal review application has not been provided by the agency within the statutory processing time period (14 days).

For further information on your rights of external review, please visit the South Australian Ombudsman website at: [www.ombudsman.sa.gov.au](http://www.ombudsman.sa.gov.au) or telephone (08) 8226 8699.

## Appeal to SACAT

If you are dissatisfied with:

- a determination not subject to internal review, eg. extensions to deal with an application
- an internal review determination, or
- the outcome of an external review by the State Ombudsman

you have the right to appeal to the South Australian Civil and Administrative Tribunal (SACAT).

If you wish to appeal to SACAT you must do so within 30 (calendar) days after being advised of the determination or the results of the review.

Any costs will be determined by SACAT, where applicable.

For more information please contact SACAT directly on telephone 1800 723 767 or email: [SACAT@SACAT.sa.gov.au](mailto:SACAT@SACAT.sa.gov.au)

