

MINISTRY FOR SCIENCE AND MEDICAL RESEARCH
Application under the Freedom of Information Act 1989 (NSW)

Applicant details

Family name: Title: (Mr/s etc)

Given Names:

Australian Postal Address:

.....Postcode: Telephone:

Details of Application

I request access to document(s) concerning:

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

These documents Do Do not contain information about my personal affairs

I request an amendment of records for the following reasons:

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

Form of Access (see over)

I wish to inspect the document(s) I require a copy of the document(s)

I require access in another form:

Fees and Charges

Attached is a cheque/money order to the amount of \$30 to cover the application fee. **(Please do not send cash through the mail.)**

I understand that I may be required to pay additional charges and that I will be supplied with a statement of charges if appropriate.

In certain cases a 50% **reduction in fees and charges** may apply - see the section on fees and charges on the back of this form. If you consider you are entitled to a reduction, send a request with **copies of supporting documents** with this form.

I am am not requesting a reduction in fees and charges.

Applicant's Signature: **Date:**/...../.....

Applications should be sent to:

The Freedom of Information Officer
Ministry for Science and Medical Research
GPO Box 5341
Sydney NSW 2001

Enquiries: (02) 9228 3614

Please note

- You will need to provide sufficient information to enable the correct documents to be identified. Please contact the Ministry if you need help in doing so.
- If you are seeking documents relating to your personal affairs you may be asked for **proof of your identity**.
- If you are seeking a document(s) on behalf of another person relating to their personal affairs, you may be asked for a consent form signed by that person.
- Your request will be dealt with as soon as practicable and, in any case, within 21 days after the request has been received (with the appropriate fee).
- If appropriate, the Ministry will help you to apply to another agency or transfer the application to that agency for you.

Forms of access

Various forms of access are available depending on the form in which the information is stored. They include:

- Inspection of documents.
- Copy of documents.
- Hearing and/or viewing audio and/or video tapes.
- Transcript of a recorded document.
- Transcript of words recorded in shorthand or encoded form.
- Produce document from computerised information.

Where MSMR cannot grant access in the form you have requested, we might provide access in a different form.

Application fees and processing charges

The **application fee** is \$30. A cheque/money order for the appropriate amount **must be forwarded** to the Ministry with the request. Please make cheques or money orders payable to the "Ministry for Science and Medical Research".

There are **processing charges in addition to this fee**. For personal requests **no processing** charges will be payable for the first 20 hours. For non-personal requests processing charges of \$30 per hour will apply from the very first hour.

A **50% reduction in fees** will be granted to holders of Pensioner Health Benefit Cards or those with equivalent incomes and to children. Non-profit organisations may also be able to demonstrate financial hardship and receive a similar reduction. In addition, where a **demonstrated public interest** is involved a similar reduction may apply. Please contact our Freedom of Information Officer for further information.

Where **significant correction of a personal record(s)** results from an FOI request, provided the error was not due to the applicant's fault, a 100% refund of all fees and charges will be granted.

Refusal to process requests

The *Freedom of Information Act* sets out grounds on which requests may be refused. If this happens, the Ministry will write to you and tell you why.