

## DETAILS OF APPLICANT

Name of person making this request: \_\_\_\_\_  
(Surname) (Given names)

Name of person you are requesting information on: \_\_\_\_\_  
(Surname) (Given names)

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Relationship to person you are requesting information on: \_\_\_\_\_

Your postal address: \_\_\_\_\_

Your telephone number/s: \_\_\_\_\_

Email address: \_\_\_\_\_

Please list any other information which will help us locate your medical record, for example date/s of admission, reason for admission, type of illness/surgery and/or specific parts of the medical record.

Date & Time of birth only

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred method of delivery:  Australia Post  Email  I will collect in person

Declaration: I understand that charges will be made in respect of this request and I will be supplied with a statement of charges that I will pay.

Your signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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I, \_\_\_\_\_ hereby authorise \_\_\_\_\_  
(name of person authorising release) (name of authorised person)

to obtain a copy of the documents relating to \_\_\_\_\_ on my behalf.

\_\_\_\_\_  
(Signature of person authorising release)

**Please return your Freedom of Information (FOI) application form with a cheque or money order of \$33.60 made payable to Kerang District Health along with supporting documentation.**



# Freedom of Information

Burgoyne Street,  
PO Box 179,  
Kerang 3579

Phone: 5450 9200  
Fax: 5450 9209

Email: [foi.kdh@kdh.org.au](mailto:foi.kdh@kdh.org.au)

## What is 'Freedom of Information'?

The Victorian Freedom of Information Act gives you the right to request information held by Kerang District Health. The Act gives you;

- The right to access documents about your personal affairs and the activities of Kerang District Health; and
- The right to request that incorrect or misleading information held by Kerang District Health about you be removed or amended.

## You can apply for access to:

- Documents about your own personal affairs, regardless of the age of the documents.
- Documents relating to another person's personal affairs, where conditions are met.
- Documents of a non-personal nature, not older than 5th July 1978.

You may ask for a copy of the document, or you may request access to the document. Costs apply.

## What information is not available?

Not all information is automatically available. The Freedom of Information Act allows an agency to refuse access to certain documents or information. These documents or information are often called "exempt" documents. In some cases you may be refused access to an entire document. Alternatively, you may be given access to a document with exempt information deleted.

Documents that you may not be able to access include;

- Some internal working documents
- Documents covered by legal professional privilege, such as legal advice.
- Documents containing personal information about other people.
- Documents provided to Kerang District Health in confidence.
- Documents containing information provided to Kerang District Health by a business.
- Documents which are covered by security

## How to apply—make a request

Applications must be made in writing and can be made by completing the application form. The application should include a legible photocopy of your photo identification that shows your signature (e.g. Driver's license, Passport), as well as the application fee. All of these requirements will ensure your request is valid and can be processed in a timely manner.

If you wish to request another person's information, that person's written and signed authority or documentation which proves guardianship or Power of Attorney must be supplied with the application form.

If the person is deceased, the Legal Representative (executor of Will or administrator of estate) or Senior Next of Kin's written and signed authority must be provided with the application.

For persons between 16 and 18 years of age, it is preferable that the person apply for access to their own record. If this is not possible, written and signed authority from the person must be supplied with the application. If there are any Family Court Orders in place, a copy of the order should be provided with the application.

You can authorise an organisation (e.g.. Solicitor, Police) to make a request on your behalf. For someone to make a request on your behalf for your personal information, you must give them your written authorisation.

Once we have received your request and payment of fees, the FOI officer will review all the information you are requesting access of. When your request has been processed you will be sent a letter with our decision to either;

- Release all documents you requested.
- Release part of the documents you requested.
- Release none of the documents you requested.

The Freedom of Information Act requires us to complete your requested within 30 days from the date received. This time limit only applies if your request is sufficiently clear for the FOI Officer to process it and the application fee has been paid.

## APPLICATION CHECKLIST

This form must be accompanied by:

- \$33.60 (non refundable) application fee
- A photocopy of a form of identification which has a photograph e.g.. Drivers licence, Passport

If you are applying for another persons information, also include:

- The person's written and signed authority
- The person's executor /Senior Next of Kin's written and signed authority and a legible copy of evidence of their photo identity, where the patient is deceased.
- Documents verifying the person's Guardian / Enduring Guardian / Enduring Power of Attorney – Medical / Financial.
- Current Family Court Orders.

## CHARGES

- Application fee \$33.60
- Search fee of \$20.00 or part there of per hour
- Photocopying charge of 20 cents per A4 page
- Viewing charge of \$5.00 per 15 minutes (if applicable)
- Date & time of birth \$10.00

## For further information:

The Office of the Victorian Information Commissioner Website: [Office of the Victorian Information Commissioner – Freedom of Information | Privacy | Data Protection](#)

## Please address your application to:

**Freedom of Information Officer  
Kerang District Health  
PO Box 179  
Kerang 3579**

**Or email to: [FOI.KDH@kdh.org.au](mailto:FOI.KDH@kdh.org.au)**