FREEDOM OF INFORMATION POLICY

Classification	Policy
Date Reviewed	October 2025
Next Review	September 2028
Responsible Officer	Chief Financial Officer
Related Policies	Public Interest Disclosure Policy Risk Management Framework

1. Context

The *Freedom of Information Act 1991* (the Act) gives members of the public a legally enforceable right of access (subject to certain restrictions) to documents within the possession of South Australian government agencies, including Adelaide Festival Corporation (the Corporation).

2. Purpose

The purpose of the Act is to make the business of government open and accountable to the public. The Corporation, through this policy, fully supports the objectives and spirit of the Act and is active in its endeavours to continually improve records management practices.

3. Strategic Plan Desired Outcomes

This policy relates to the Strategic Plan goal of *'To govern with integrity'.*

4. Legislative Requirements and Corporate Policy Context

This policy relates to the following legislations and standards:

a. Freedom of Information in South Australia (State Records of South Australia) http://www.archives.sa.gov.au/foi
b. *Freedom of Information Act 1991*

5. **Interpretation**

Freedom of Information refers to the right for members of the public to access information held by government organisations.

6. Policy

Documents held by the Corporation fall broadly into the categories described below. While most are available in hard copy, it should be noted that some are only available electronically. The listing of these categories does not necessarily mean all documents are accessible in full or in part under the Act. The categories include:

a. Corporate files containing correspondence, memoranda and minutes on all aspects of the Corporation's operations
b. Policies, procedures and guidelines prescribing the way various activities and programs are to be performed
c. Accounting and financial reports relating to the running of the Corporation
d. Corporation annual reports, strategic plans and policy reports

e. Minutes of meetings and terms of reference

f. Documents relating to the functions of the Corporation's teams

g. Documents relating to Work Health and Safety (WHS) issues and investigations

h. Documents relating to the Corporation's volunteer activities

7. Process

In accordance with the FOI Act, applications must be made in writing. Applicants may choose to write a letter or apply online.

Freedom of Information online application

Enquiries and written applications under the *Freedom of Information Act 1991* for access to documents in the possession of Adelaide Festival Corporation should be attentioned to the Chief Financial Officer at **info@adelaidefestival.com.au**.

In accordance with the Act, applications for access to documents held by the agency must:

- Be made in writing direct to the Corporation in a suitable form such as that described on the web page of State Records of South Australia (http://www.archives.sa.gov.au/files/forms_foi_request_for_access.pdf).
- Specify that the application is made under the *Freedom of information Act 1991*
- Include the applicant's name and postal address in Australia
- Describe the documents the applicant would like to access
- Specify whether the documents contain information about the applicant's personal affairs
- Request how the applicant wants to access the document, e.g. by inspection, or by provision of a copy
- Include the application fee unless the application is to amend personal records, the applicant holds a concession card (proof will be required), or the applicant is otherwise exempt. A current schedule of FOI fees and charges is available from State Records of South Australia (here).

State Records of South Australia provides information on making an FOI application.

In accordance with the Act, the Corporation will respond to all valid applications within 30 calendar days, unless an extension is permitted under the Act (e.g., where consultation with third parties is required). Applicants will be advised in writing if an extension is necessary.

Applicants who are dissatisfied with a determination made by the Corporation have the right to seek an internal review within 30 days of the decision. In addition, applicants may request an external review by the South Australian Ombudsman or the District Court, in accordance with the Act. Information about review processes will be provided with each FOI determination

8. Communication

This policy will be made available on the Corporation's website and updated as required to reflect changes in legislation or procedure.