

Making an FOI application for access to Cabinet documents 10 to 20 years old

Please read the following information prior to completing the attached Freedom of Information (FOI) application form to request access to Cabinet documents.

Applications for Access

The attached application form allows you to request access to Cabinet documents 10 to 20 years old under FOI and the Government's *Disclosure of Cabinet Documents 10 Years or Older* policy. These requests should be made to the Department of the Premier and Cabinet for processing.

All applications will be dealt with by the Accredited FOI Officer in the Department of the Premier and Cabinet.

You will need to provide sufficient information to enable the Department to identify the Cabinet documents you want to access. To assist you to do this, a list of Cabinet documents 10 to 20 years old are available on the Department's website www.dpc.sa.gov.au/access-cabinet-documents. If you are uncertain how to identify the documents you wish to request, you can seek assistance by contacting the Department's Accredited FOI Officer on telephone (08) 8226 2768 or by email DPCFOIUnit@dpc.sa.gov.au.

After processing your application the Department of the Premier and Cabinet will provide you with a Notice of Determination that will inform you of the outcome of your application. If the documents are to be released they will be included with the Notice of Determination. If access has been refused in full or in part, the reasons why this has occurred will be provided along with information about your rights of review.

What Cabinet documents can be accessed?

The Cabinet documents available under the *Disclosure of Cabinet Documents 10 Years or Older* policy are Cabinet submissions, Cabinet notes and Cabinet agendas 10 to 20 years old.

Applications for Cabinet documents over 20 years old can be made under FOI using the standard Request for Access form available from the State Records SA website <http://www.archives.sa.gov.au/content/foi-forms>

How long will it take?

An FOI application must be dealt with within 30 calendar days of it being received. The Department may however extend the time to deal with the application. If an extension is necessary the Accredited FOI Officer will advise you within 20 calendar days of the Department receiving the application.

If the timeframe has not been extended and you do not receive a Notice of Determination within 30 calendar days, the legislation deems that your application has been refused and you are entitled to lodge an application for review. The *Application for Internal Review of Determination* is available on the State Records SA website <http://www.archives.sa.gov.au/content/foi-forms>

How much will it cost?

There are no fees or charges for making and processing an application for Cabinet documents 10 to 20 years old under the *Disclosure of Cabinet Documents 10 Years or Older* policy.

Electronic Lodgement

Your application form may be lodged electronically either by:

- scanning a completed copy of the attached application form, or
- completing the electronic lodgement form (available via the State Records SA website <http://www.archives.sa.gov.au/content/foi-forms>)

and emailing it to the DPC FOI Unit via DPCFOIUnit@dpc.sa.gov.au.

Further Information

In the first instance it may be helpful for you to contact the Freedom of Information Officer in the Department of the Premier and Cabinet, on telephone (08) 8226 2768.

For a copy of the *Disclosure of Cabinet Documents 10 Years or Older* policy, please visit the Department of the Premier and Cabinet website www.dpc.sa.gov.au/access-cabinet-documents.

General information about Freedom of Information is also available by visiting the State Records SA website www.archives.sa.gov.au.

FOI Application for Access to Cabinet documents 10 to 20 Years Old

Under Section 13 of the *Freedom of Information Act 1991*

Lodgement of Application

To: The Accredited Freedom of Information Officer
FOI Unit
Department of the Premier and Cabinet
GPO Box 2343, Adelaide SA 5001
Email: DPCFOIUnit@dpc.sa.gov.au

Details of Applicant

Last Name
Given Names
Australian Postal Address
..... Post Code
Tel (hm) Tel (wk) Tel (mob)
Email (Optional)

Details of Request

(Select the Cabinet documents you seek access to from the list of Cabinet submissions available on the DPC website www.dpc.sa.gov.au/access-cabinet-documents or by contacting DPC FOI Unit on (08) 8226 2768)

I seek access to the Cabinet submission listed below:
(please tick whichever is appropriate):

and any related

Cabinet note

Cabinet agenda

Date	Departmental Docket / Docket Number	Cabinet Submission Title	Minister (if available)

Personal Affairs *(please cross out whichever does not apply)*

These documents do / do not contain information about my personal affairs.

Form of Access *(please place a tick in the appropriate box)*

- I wish to inspect the documents
- I require a copy of the documents
- I require access in another form (please specify below)

Specify

.....

Fees and Charges

There are no fees or charges for making and processing an application for Cabinet documents utilising this process.

Applicant's Signature

Date / / 20.....

OFFICE USE ONLY

Received on / / 20.....

Acknowledgment sent on / / 20.....