

FOI FACT SHEET

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

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

Please read the following information prior to completing the attached application form

PC031 DISCLOSURE OF CABINET DOCUMENTS 10 YEARS OR OLDER

The South Australian *Freedom of Information Act 1991* (FOI Act) and Premier and Cabinet Circular *Disclosure of Cabinet Documents 10 years or older* (PC031) allows you to request access to Cabinet documents 10 to 20 years old, this is known as the “Ten Year Rule”.

Applications for access to Cabinet documents must be made in writing to the Department of the Premier and Cabinet (DPC).

You can use the attached form to make an application to access Cabinet documents or the online FOI application form at www.sa.gov.au/foi.

Requests for access to Cabinet documents

When requesting access to Cabinet documents, you will need to provide sufficient information to enable the Cabinet documents you want to access to be identified. To assist you to do this, a list of all Cabinet documents 10 to 20 years old is available on the DPC website www.dpc.sa.gov.au/about-the-department/accountability/accessing-cabinet-documents.

If you are uncertain how to identify the documents you wish to request, contact the FOI Officer at DPC on phone (08) 8429 5489 for assistance.

Processing Requests for access to Cabinet documents

After processing your application DPC will provide you with a written determination in relation to your application. This is called a Notice of Determination. If the documents are to be released, they will be included in 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.

In accordance with Premier and Cabinet Circular [PC045 Disclosure Logs for Non-Personal Information released through Freedom of Information](#), if you are given access to documents as a result of your FOI application, details of your application, and the documents to which access is given, may be published in the agency’s disclosure log. A copy of PC045 can be found on DPC’s website.

How much will it cost?

Applications for access to Cabinet documents 10 to 20 years are free under PC031 unless access is sought in a format other than publishing on a website, e.g. hard copies or copy of a disc.

How long will it take?

An application for access to Cabinet documents will be dealt with as soon as practicable or within 30 calendar days of it being received.

In certain circumstances DPC may extend the timeframe for dealing with your application under section 14A of the FOI Act. DPC will advise you within 20 calendar days of receipt of the application if an extension is necessary, and why.

If you do not receive a determination within 30 calendar days it is suggested that you contact the FOI Officer at the agency you lodged your application with to request an update on the status of your application and to seek advice about your review rights.

Access to Cabinet documents over 20 years

Applications for Cabinet documents over 20 years old can be made under FOI using the FOI application form available from www.sa.gov.au/foi.

Further Information

If you need assistance in making an application for access to Cabinet documents, please contact the DPC FOI Unit.

Further information about freedom of information can be found on the State Records of South Australia website www.archives.sa.gov.au.

FOI APPLICATION FORM

Request to Access Cabinet Documents

under Section 31 of the South Australian *Freedom of Information Act 1991*

Please read the attached 'FOI Fact Sheet – Making an FOI application for access to Cabinet documents 10 to 20 years old' before completing and lodging your application

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

Applicant Details			
Surname:			
Given Names:			
Australian Postal Address:			
Suburb:		Post Code:	
Email (optional):			
Contact numbers:			
Application Details			
<p>Select the Cabinet documents you seek access to from the list of Cabinet submissions available on the DPC website www.dpc.sa.gov.au/about-the-department/accountability/accessing-cabinet-documents or by contacting DPC FOI Unit on phone 08 8429 5489.</p> <p>I seek access to the Cabinet submission listed below:</p>			
Date	Departmental Docket/Docket Number	Cabinet Submission Title	Minister available) (if

Personal affairs

Please place a tick in the appropriate box

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 charge for making and progressing an application for Cabinet Documents utilising this process. DPC may charge additional fees if access is requested in a format other than publishing on a website.

Applicant's Signature:

Date / / 20.....

OFFICE USE ONLY

Received on / / 20.....

Acknowledgment sent on / / 20.....