

Freedom of Information Act 1991

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.

How do I apply for access to Cabinet documents 10 to 20 years old?

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 (the Policy).

All applications must be made to the Department of the Premier and Cabinet (DPC).

If you prefer to lodge your application electronically, an online FOI application form is available at www.sa.gov.au/foi.

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 Cabinet documents 10 to 20 years old is available on the DPC website www.dpc.sa.gov.au/access-cabinet-documents.

If you are uncertain how to identify the documents you wish to request, contact the Accredited FOI Officer at DPC on phone (08) 8429 5493 for assistance.

What happens next?

After processing your application DPC 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.

How long will it take?

An FOI application must be dealt with within 30 calendar days of it being received. DPC

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 receipt of the application.

If the timeframe has not been extended and you do not receive a Notice of Determination within 30 calendar days, contact the Accredited FOI Officer at DPC for an update on the status of your application and to seek advice about your review rights.

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 Policy.

What if I want to access older Cabinet documents?

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

Further Information

In the first instance it may be helpful for you to contact the Accredited FOI Officer in DPC on phone (08) 8429 5493.

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 of South Australia 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 phone 08 8429 5489

I seek access to the Cabinet submission listed below:

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.....