

## 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](http://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](http://www.dpc.sa.gov.au/access-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 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.

In accordance with Premier and Cabinet Circular PC045, 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 the DPC website.

### 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 or using the online FOI application form [www.sa.gov.au/foi](http://www.sa.gov.au/foi).

### Further Information

In the first instance it may be helpful for you to contact the 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 DPC website..

General information about freedom of information is also available by visiting the State Records of South Australia website [www.archives.sa.gov.au](http://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](mailto: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](http://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 .....

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**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**

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Received on ..... / ..... / 20.....

Acknowledgment sent on ..... / ..... / 20.....