

FOI Application for Access to Cabinet Documents 10 Years or Older

Under s13 of the *Freedom of Information Act 1991*

Type over the shaded circles (°°°°°), or check box, to complete this form. Tab to move between fields.
Click F1 (help) or check the status bar to see help text.
Further instructions about completing this form are available at the end of this document.

To: The Freedom of Information Officer, FOI Unit, Department of the Premier and Cabinet
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 listing of Cabinet submissions available at www.sa.gov.au or contact the DPC FOI Unit on (08) 8226 2609

I seek access to the:

Cabinet submission listed below

and any related:

Cabinet agenda

Cabinet note

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

Personal Affairs

These documents contain information about my personal affairs

Form of Access

I wish to inspect the documents

I require a copy of the documents

I require access in another form – please specify _____

OFFICE USE ONLY

Received on / / 20.....

Acknowledgment sent on / / 20.....

Making an application for Access to Cabinet documents 10 Years or Older

How do I apply for access to Cabinet documents 10 years or older?

Applications for access to Cabinet documents under the Government's *Disclosure of Cabinet Documents 10 Years or Older* policy can be made by applying directly to the Department of the Premier and Cabinet. This application form allows you to request access to Cabinet documents through the Freedom of Information (FOI) process. Other exemptions under FOI will still apply to ensure sensitive information is not released that could put at risk things such as a person's privacy, national security or law enforcement. This may result in only part of a document being released or, where appropriate, access being denied.

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 your application to be processed. To assist you to identify the document or documents you wish to see, lists of Cabinet submissions between 10 and 20 years old are available for viewing at www.sa.gov.au. If you are uncertain how to identify the documents you wish to request, you can seek assistance by contacting the Accredited FOI Officer on (08) 8226 2609 or by email DPCFOIUnit@dpc.sa.gov.au.

What happens next?

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. 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 as soon as practicable, or within 30 (calendar) days of it being received. Applications made under the *Disclosure of Cabinet Documents 10 Years or Older* policy may be processed much quicker than other applications. However, there may be delays for applications where consideration needs to be given to a large volume of documents, or where consultation is required. If this is the case the Accredited FOI Officer will advise you within 20 (calendar) days if the timeframe for dealing with your application has been extended.

If the timeframe has not been extended and you do not receive a determination within 30 (calendar) days, the legislation deems that your application has been refused and you are entitled to lodge an application for review.

How much will it cost?

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

Electronic Lodgement

This form may be lodged electronically by completing it and emailing it to the Department of the Premier and Cabinet via DPCFOIUnit@dpc.sa.gov.au.

Further Information

Department of the Premier and Cabinet
Tel: (08) 8226 2609
Email: DPCFOIUnit@dpc.sa.gov.au