



Government  
of South Australia

Minister for Child Protection

GPO Box 1838  
Adelaide SA 5001  
DX 838

Tel 08) 8303 2926

[minister.sanderson@sa.gov.au](mailto:minister.sanderson@sa.gov.au)  
[www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

19MCP/1263 – 19MCP/1262 – 19MCP/1261  
7583344 – 7583337 - 7583328

Hon Kyam Maher MLC  
Member of the Legislative Council  
Parliament House  
North Terrace  
ADELAIDE SA 5000

Dear Mr Maher

On 12 September 2019, the Office of the Minister for Child Protection received your three applications made pursuant to the *Freedom of Information Act 1991* (the Act) for access to –

*“Copies of any and all documents (including but not limited to hard copy or electronic briefings, minutes, reports, emails, letters, meeting agendas, diary entries and any other correspondence) between the Minister and/or Minister’s Office staff and the Treasurer and/or the Treasurer’s Office in regard to any FOI between 18 March 2018 and 12 September 2019.”*

A search of documents held by the Office of the Minister for Child Protection was undertaken and 14 documents have been identified as falling within scope of your request.

I have determined to release all documents in full.

Please be aware that in accordance with the Department of the Premier and Cabinet Circular PC405, *Disclosure Logs for Non-Personal Information Released through Freedom of Information*, this agency is required to publish a log of all non-personal information released under the FOI Act.

There are no costs levied for the processing of your application.

If you have any questions regarding this determination, please do not hesitate to contact me by telephoning (08) 8303 2926.

If you are dissatisfied with this determination, you can seek an Internal Review by writing to the Hon. Rachel Sanderson MP, Minister for Child Protection as the Principal Officer. Your request should be sent within 30 days of receipt of this letter.

I have enclosed a copy of your rights to review and appeal this determination, which explains your review options.



Elizabeth Staniford  
**Accredited Freedom of Information Officer**  
**Office Manager**  
**Office of the Minister for Child Protection**

11 / 10 / 2019

# FREEDOM OF INFORMATION DOCUMENT SCHEDULE

## OFFICE OF THE MINISTER FOR CHILD PROTECTION

OMCP REFERENCE NUMBER: 19MCP/1263 – 19MCP/1262 – 19MCP/1261

FOI REFERENCE NUMBER: 7583344 – 7583337 - 7583328

ITEM	DATE	TITLE	DETERMINATION	OTHER
1	14/8/2018	Email – From Claire Wilson	Release in full	
2	5/12/2018	Email – From Claire Wilson	Release in full	
3	5/12/2018	Email – From Elizabeth Staniford	Release in full	
4	12/12/2018	Email – From Claire Wilson	Release in full	
5	13/12/2018	Email – From Claire Wilson	Release in full	
6	11/2/2019	Email – From Claire Wilson	Release in full	
7	17/7/2019	Email – From Rachael Colegate	Release in full	
8	17/7/2019	Email – From Elizabeth Staniford	Release in full	
9	17/7/2019	Email – From Rachael Colegate	Release in full	
10	17/7/2019	Email – From Rachael Colegate	Release in full	
11	17/7/2019	Email – From Elizabeth Staniford	Release in full	
12	17/7/2019	Email – From Elizabeth Staniford	Release in full	
13	13/12/2018	Email – From Claire Wilson	Release in full	
14	17/7/2019	Email – From Elizabeth Staniford	Release in full	

Out of Scope

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Out of Scope

**From:** Wilson, Claire (DTF)

**Sent:** Tuesday, 14 August 2018 2:19 PM

**To:** Church, Terri (DPC) <Terri.Church@sa.gov.au>; Wiseman, Kara (AGD) <Kara.Wiseman@sa.gov.au>; Midwinter,

1

Lucy (Education) <Lucy.Midwinter@sa.gov.au>; Fleming, Jennifer (DTTI) <Jennifer.Fleming2@sa.gov.au>; Hockings, Amanda (DHS) <Amanda.Hockings2@sa.gov.au>; Bergamaschi, Franca (DIS) <Franca.Bergamaschi@sa.gov.au>; Klass, Margaret (Health) <Margaret.Klass@sa.gov.au>; Xia, Silvia (DEM) <Silvia.Xia@sa.gov.au>; Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>; Bond, Fiona (PIRSA) <Fiona.Bond@sa.gov.au>; Rosmini, Michelle (AGD) <Michelle.Rosmini@sa.gov.au>; Ross, Ken (DEW) <Ken.Ross@sa.gov.au>; Phillips-Wilkinson, Jenna (DPTI) <Jenna.Phillips-Wilkinson3@sa.gov.au>

**Subject:** FOI - Treasurers Review of Government Funding

Afternoon All

I know there's been some communication back and forth about the below FOI request from Kyam Maher. Out of interest only, our Chief of Staff has asked that I ascertain which offices have already responded and whether you had records? (to reiterate, there is no issue with people having replied already, it's simply for our information).

*"Since 17 March 2018, copies of any and all documents (including but not limited to physical, electronic, or written briefs, minutes, emails, diary entries and any other correspondence) regarding the Treasurer's review of government funding and/or Treasurer's review of government expenditure between 17 March and 17 July 2018."*

Regards

Claire

**Claire Wilson**

Office Manager

Office of the Treasurer

Level 8 | 200 Victoria Square ADELAIDE SA 5000

t 820 41488 e [claire.wilson4@sa.gov.au](mailto:claire.wilson4@sa.gov.au)

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**Government of South Australia**

Department of Treasury  
and Finance

Out of Scope

**From:** Wilson, Claire (DTF) <[Claire.Wilson4@sa.gov.au](mailto:Claire.Wilson4@sa.gov.au)>

**Sent:** Wednesday, 5 December 2018 4:22 PM

**To:** Wiseman, Kara (AGD) <[Kara.Wiseman@sa.gov.au](mailto:Kara.Wiseman@sa.gov.au)>; Midwinter, Lucy (Education) <[Lucy.Midwinter@sa.gov.au](mailto:Lucy.Midwinter@sa.gov.au)>;  
Fleming, Jennifer (DTI) <[Jennifer.Fleming2@sa.gov.au](mailto:Jennifer.Fleming2@sa.gov.au)>; Hockings, Amanda (DHS) <[Amanda.Hockings2@sa.gov.au](mailto:Amanda.Hockings2@sa.gov.au)>;  
Bergamaschi, Franca (DIS) <[Franca.Bergamaschi@sa.gov.au](mailto:Franca.Bergamaschi@sa.gov.au)>; Klass, Margaret (Health) <[Margaret.Klass@sa.gov.au](mailto:Margaret.Klass@sa.gov.au)>;

2

Hickman, Grant (DEM) <[Grant.Hickman@sa.gov.au](mailto:Grant.Hickman@sa.gov.au)>; Staniford, Elizabeth (DCP) <[Elizabeth.Staniford3@sa.gov.au](mailto:Elizabeth.Staniford3@sa.gov.au)>; Bond, Fiona (PIRSA) <[Fiona.Bond@sa.gov.au](mailto:Fiona.Bond@sa.gov.au)>; Rosmini, Michelle (AGD) <[Michelle.Rosmini@sa.gov.au](mailto:Michelle.Rosmini@sa.gov.au)>; Rosmini, Michelle (AGD) <[Michelle.Rosmini@sa.gov.au](mailto:Michelle.Rosmini@sa.gov.au)>; Phillips-Wilkinson, Jenna (DPTI) <[Jenna.Phillips-Wilkinson@sa.gov.au](mailto:Jenna.Phillips-Wilkinson@sa.gov.au)>; Church, Terri (DPC) <[Terri.Church@sa.gov.au](mailto:Terri.Church@sa.gov.au)>

Cc: Cathro, Vicky (DTF) <[Vicky.Cathro@sa.gov.au](mailto:Vicky.Cathro@sa.gov.au)>

Subject: FOI - Indoor plants

Good afternoon all

I understand a number of offices received the FOI request from Blair Boyer regarding 'files, reports, documents, notes, briefings and emails detailing the cost of indoor plants.....', for consistency in responding, how are people planning on addressing the period 18 March 2017 - 17 March 2018?. Our office obviously holds no records from the former Government which I presume will be the same across the board - therefor I'm thinking we should all be adopting the same wording for this portion of the request.

In relations to the second date range, the invoice for our plants go to the Department of Treasury and Finance and the cost is split over the whole department and taken from our office budget automatically - I don't receive invoices. This is the same practice as the former Government, we have not added or removed any plants since the election. I would presume then that I could confidently respond that 'this office holds no files, reports, documents, notes, briefings and emails detailing the cost of indoor plants' but I would be interested to know how others plan on wording their responses.

Thanks in advance!

Claire

**Claire Wilson**

Office Manager

Office of the Treasurer

The Hon Rob Lucas MLC

Level 8 | 200 Victoria Square ADELAIDE SA 5000

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**Government of South Australia**

Department of Treasury  
and Finance

Out of Scope

**From:** Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>

**Sent:** Wednesday, 5 December 2018 5:13 PM

**To:** Bond, Fiona (PIRSA) <Fiona.Bond@sa.gov.au>; Wilson, Claire (DTF) <Claire.Wilson4@sa.gov.au>; Wiseman, Kara (AGD) <Kara.Wiseman@sa.gov.au>; Midwinter, Lucy (Education) <Lucy.Midwinter@sa.gov.au>; Fleming, Jennifer (DTTI) <Jennifer.Fleming2@sa.gov.au>; Hockings, Amanda (DHS) <Amanda.Hockings2@sa.gov.au>; Bergamaschi, Franca (DIS) <Franca.Bergamaschi@sa.gov.au>; Klass, Margaret (Health) <Margaret.Klass@sa.gov.au>; Hickman, Grant (DEM) <Grant.Hickman@sa.gov.au>; Rosmini, Michelle (AGD) <Michelle.Rosmini@sa.gov.au>; Rosmini,

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Michelle (AGD) <Michelle.Rosmini@sa.gov.au>; Phillips-Wilkinson, Jenna (DPTI) <Jenna.Phillips-Wilkinson@sa.gov.au>; Church, Terri (DPC) <Terri.Church@sa.gov.au>  
Cc: Cathro, Vicky (DTF) <Vicky.Cathro@sa.gov.au>  
Subject: RE: FOI - Indoor plants

Hi All

We do have plants and receive the invoices here so we will be disclosing them.

Regarding the 2017 period, we will note we are unable to disclose as this office does not hold any records for this time.

I am aware our department also received the same FOI.

**Elizabeth Staniford**  
Office Manager  
Office of the Minister for Child Protection  
GPO Box 1838, Adelaide SA 5001  
t (08) 8303 2592 e [elizabeth.staniford3@sa.gov.au](mailto:elizabeth.staniford3@sa.gov.au) w [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

Out of Scope

We haven't had any experience in outsourcing these functions either.  
We are also struggling with the workload, but so is our department.  
Regards  
Margaret

Out of Scope

From: Wilson, Claire (DTF) <[Claire.Wilson4@sa.gov.au](mailto:Claire.Wilson4@sa.gov.au)>  
Sent: Wednesday, 12 December 2018 2:46 PM  
To: Rosmini, Michelle (AGD) <[Michelle.Rosmini@sa.gov.au](mailto:Michelle.Rosmini@sa.gov.au)>; Midwinter, Lucy (Education) <[Lucy.Midwinter@sa.gov.au](mailto:Lucy.Midwinter@sa.gov.au)>; Fleming, Jennifer (DTTI) <[Jennifer.Fleming2@sa.gov.au](mailto:Jennifer.Fleming2@sa.gov.au)>; Hockings, Amanda (DHS) <[Amanda.Hockings2@sa.gov.au](mailto:Amanda.Hockings2@sa.gov.au)>; Bergamaschi, Franca (DIS) <[Franca.Bergamaschi@sa.gov.au](mailto:Franca.Bergamaschi@sa.gov.au)>; Klass, Margaret (Health) <[Margaret.Klass@sa.gov.au](mailto:Margaret.Klass@sa.gov.au)>; Hickman, Grant (DEM) <[Grant.Hickman@sa.gov.au](mailto:Grant.Hickman@sa.gov.au)>; Staniford, Elizabeth (DCP) <[Elizabeth.Staniford3@sa.gov.au](mailto:Elizabeth.Staniford3@sa.gov.au)>; Bond, Fiona (PIRSA) <[Fiona.Bond@sa.gov.au](mailto:Fiona.Bond@sa.gov.au)>; Ross, Ken (DEW) <[Ken.Ross@sa.gov.au](mailto:Ken.Ross@sa.gov.au)>; Phillips-Wilkinson, Jenna (DPTI) <[Jenna.Phillips-Wilkinson@sa.gov.au](mailto:Jenna.Phillips-Wilkinson@sa.gov.au)>  
Subject: FOI - Assistance

Afternoon All

I'm wondering if anyone has acquired in the past, or heard of the possibility, for sourcing assistance with an FOI. We are currently undertaking an external review which requires a lot of consultation with third parties, on top of that the FOI's are coming in. Our FOI officer is inundated and has already had all other duties removed to assist with freeing up her time. Our CoS has asked the question whether there is a way of having someone come in for a temporary period (either someone in a Department, an external consultant with expertise) literally for a few weeks just to assist with the external review?

I've had experience with external consultants to assist with archiving and records management but not in the area of FOI.

Anyone able to shed some light on what may be available?

Thanks

Claire

**Claire Wilson**  
Office Manager  
Office of the Treasurer  
The Hon Rob Lucas MLC  
Level 8 | 200 Victoria Square ADELAIDE SA 5000  
t 820 41488 e [claire.wilson4@sa.gov.au](mailto:claire.wilson4@sa.gov.au)

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Out of Scope

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**From:** Wilson, Claire (DTF)

**Sent:** Thursday, 13 December 2018 3:14 PM

**To:** Rosmini, Michelle (AGD); Wiseman, Kara (AGD); Midwinter, Lucy (Education); Church, Terri (DPC); Fleming, Jennifer (DTTI); Hockings, Amanda (DHS); Bergamaschi, Franca (DIS); Klass, Margaret (Health); Hickman, Grant (DEM); Staniford, Elizabeth (DCP); Bond, Fiona (PIRSA); Ross, Ken (DEW); Phillips-Wilkinson, Jenna (DPTI)

**Subject:** FOI

Afternoon All!

We have received the following FOI from Michael Brown seeking;

"All documents (including but not limited to reports, briefings, emails, notes, minutes, plans and other documents) mentioning or related to the areas of Para Hills, Para Hills West, Parafield, Parafield Gardens, Mawson Lakes or Greenfields."

We have rung Michael Browns EO and requested he narrow the scope to perhaps include a subject. He has refused. Given we do not register correspondence in Objective using suburbs and also the amount of consultation that would have to occur for each person who wrote to us, I am wanting to know if anyone else received this FOI and if so, what sources did you search and key words etc to ensure you had correctly captured every suburb in the request?

Thanks

Claire

**Claire Wilson**

Office Manager

Office of the Treasurer

The Hon Rob Lucas MLC

Level 8 | 200 Victoria Square ADELAIDE SA 5000

t 820 41488 e [claire.wilson4@sa.gov.au](mailto:claire.wilson4@sa.gov.au)

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Government of South Australia  
Department of Treasury  
and Finance

**From:** Wilson, Claire (DTF) <Claire.Wilson4@sa.gov.au>

**Sent:** Monday, 11 February 2019 11:43 AM

**To:** Church, Terri (DPC) <Terri.Church@sa.gov.au>; Wiseman, Kara (AGD) <Kara.Wiseman@sa.gov.au>; Midwinter, Lucy (Education) <Lucy.Midwinter@sa.gov.au>; Fleming, Jennifer (DTTI) <Jennifer.Fleming2@sa.gov.au>; Hockings, Amanda (DHS) <Amanda.Hockings2@sa.gov.au>; Bergamaschi, Franca (DIS) <Franca.Bergamaschi@sa.gov.au>; Klass, Margaret (Health) <Margaret.Klass@sa.gov.au>; Hickman, Grant (DEM) <Grant.Hickman@sa.gov.au>; Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>; Bond, Fiona (PIRSA) <Fiona.Bond@sa.gov.au>; Rosmini, Michelle (AGD) <Michelle.Rosmini@sa.gov.au>; Ross, Ken (DEW) <Ken.Ross@sa.gov.au>; Phillips-Wilkinson, Jenna (DPTI) <Jenna.Phillips-Wilkinson@sa.gov.au>

**Subject:** FOI - Boyer

Morning All

Just wondering if any other offices received the FOI's from Blair Boyer regarding OM Credit Card statements and Reimbursements.

Thanks

Claire

**Claire Wilson**

**Office Manager**

Office of the Treasurer

The Hon Rob Lucas MLC

Level 8 | 200 Victoria Square ADELAIDE SA 5000

t 820 41488 e [claire.wilson4@sa.gov.au](mailto:claire.wilson4@sa.gov.au)

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<Image001.gif>

Out of Scope

Out of Scope

From: Colegate, Rachael (DTF) <[Rachael.Colegate@sa.gov.au](mailto:Rachael.Colegate@sa.gov.au)>  
Sent: Wednesday, 17 July 2019 10:16 AM  
To: Phillips-Wilkinson, Jenna (DPTI) <[Jenna.Phillips-Wilkinson@sa.gov.au](mailto:Jenna.Phillips-Wilkinson@sa.gov.au)>; Sargood, Jennifer (DTTI) <[Jennifer.Sargood@sa.gov.au](mailto:Jennifer.Sargood@sa.gov.au)>; Midwinter, Lucy (Education) <[Lucy.Midwinter@sa.gov.au](mailto:Lucy.Midwinter@sa.gov.au)>; Klass, Margaret (Health) <[Margaret.Klass@sa.gov.au](mailto:Margaret.Klass@sa.gov.au)>; Bergamaschi, Franca (DIS) <[Franca.Bergamaschi@sa.gov.au](mailto:Franca.Bergamaschi@sa.gov.au)>; Bond, Fiona (PIRSA) <[Fiona.Bond@sa.gov.au](mailto:Fiona.Bond@sa.gov.au)>; Church, Terri (DPC) <[Terri.Church@sa.gov.au](mailto:Terri.Church@sa.gov.au)>; Hickman, Grant (DEM) <[Grant.Hickman@sa.gov.au](mailto:Grant.Hickman@sa.gov.au)>; Hockings, Amanda (DHS) <[Amanda.Hockings2@sa.gov.au](mailto:Amanda.Hockings2@sa.gov.au)>; Downs, Julie (AGD) <[Julie.Downs@sa.gov.au](mailto:Julie.Downs@sa.gov.au)>; McInnes, Sally (DEW) <[Sally.McInnes@sa.gov.au](mailto:Sally.McInnes@sa.gov.au)>; Staniford, Elizabeth (DCP) <[Elizabeth.Staniford3@sa.gov.au](mailto:Elizabeth.Staniford3@sa.gov.au)>; Wilson, Claire (DTF) <[Claire.Wilson4@sa.gov.au](mailto:Claire.Wilson4@sa.gov.au)>; Wiseman, Kara (AGD) <[Kara.Wiseman@sa.gov.au](mailto:Kara.Wiseman@sa.gov.au)>; Mets, Joanne (DHS) <[Joanne.Mets@sa.gov.au](mailto:Joanne.Mets@sa.gov.au)>  
Subject: RE: FOI

Good morning everyone

Yes this office has received the same FOI.

Kind regards

**Rachael Colegate**  
Executive Assistant  
to the Hon. Rob Lucas MLC  
Treasurer

Treasurer  
Level 8, 200 Victoria Square | ADELAIDE SA 5000  
T 08 8226 1813 e [rachael.colegate@sa.gov.au](mailto:rachael.colegate@sa.gov.au)

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Government of South Australia  
Department of Treasury  
and Finance



Proudly working with White Ribbon to create a safer workplace  
Australia's campaign to stop violence against women

**From:** Colegate, Rachael (DTF)  
**Sent:** Wednesday, 17 July 2019 12:39 PM  
**To:** Phillips-Wilkinson, Jenna (DPTI) <[Jenna.Phillips-Wilkinson@sa.gov.au](mailto:Jenna.Phillips-Wilkinson@sa.gov.au)>; Staniford, Elizabeth (DCP) <[Elizabeth.Staniford3@sa.gov.au](mailto:Elizabeth.Staniford3@sa.gov.au)>; Sargood, Jennifer (DTTI) <[Jennifer.Sargood@sa.gov.au](mailto:Jennifer.Sargood@sa.gov.au)>; Midwinter, Lucy (Education) <[Lucy.Midwinter@sa.gov.au](mailto:Lucy.Midwinter@sa.gov.au)>; Klass, Margaret (Health) <[Margaret.Klass@sa.gov.au](mailto:Margaret.Klass@sa.gov.au)>; Bergamaschi, Franca (DIS) <[Franca.Bergamaschi@sa.gov.au](mailto:Franca.Bergamaschi@sa.gov.au)>; Bond, Fiona (PIRSA) <[Fiona.Bond@sa.gov.au](mailto:Fiona.Bond@sa.gov.au)>; Church, Terri (DPC) <[Terri.Church@sa.gov.au](mailto:Terri.Church@sa.gov.au)>; Hickman, Grant (DEM) <[Grant.Hickman@sa.gov.au](mailto:Grant.Hickman@sa.gov.au)>; Hockings, Amanda (DHS) <[Amanda.Hockings2@sa.gov.au](mailto:Amanda.Hockings2@sa.gov.au)>; Downs, Julie (AGD) <[Julie.Downs@sa.gov.au](mailto:Julie.Downs@sa.gov.au)>; McInnes, Sally (DEW) <[Sally.McInnes@sa.gov.au](mailto:Sally.McInnes@sa.gov.au)>; Wilson, Claire (DTF) <[Claire.Wilson4@sa.gov.au](mailto:Claire.Wilson4@sa.gov.au)>; Wiseman, Kara (AGD) <[Kara.Wiseman@sa.gov.au](mailto:Kara.Wiseman@sa.gov.au)>; Mets, Joanne (DHS) <[Joanne.Mets@sa.gov.au](mailto:Joanne.Mets@sa.gov.au)>  
**Subject:** RE: FOI

This office has also received it.

Out of Scope

**From:** Staniford, Elizabeth (DCP)  
**Sent:** Wednesday, 17 July 2019 12:36 PM  
**To:** Sargood, Jennifer (DTTI) <[Jennifer.Sargood@sa.gov.au](mailto:Jennifer.Sargood@sa.gov.au)>; Colegate, Rachael (DTF) <[Rachael.Colegate@sa.gov.au](mailto:Rachael.Colegate@sa.gov.au)>; Phillips-Wilkinson, Jenna (DPTI) <[Jenna.Phillips-Wilkinson@sa.gov.au](mailto:Jenna.Phillips-Wilkinson@sa.gov.au)>; Midwinter, Lucy (Education) <[Lucy.Midwinter@sa.gov.au](mailto:Lucy.Midwinter@sa.gov.au)>; Klass, Margaret (Health) <[Margaret.Klass@sa.gov.au](mailto:Margaret.Klass@sa.gov.au)>; Bergamaschi, Franca (DIS) <[Franca.Bergamaschi@sa.gov.au](mailto:Franca.Bergamaschi@sa.gov.au)>; Bond, Fiona (PIRSA) <[Fiona.Bond@sa.gov.au](mailto:Fiona.Bond@sa.gov.au)>; Church, Terri (DPC) <[Terri.Church@sa.gov.au](mailto:Terri.Church@sa.gov.au)>; Hickman, Grant (DEM) <[Grant.Hickman@sa.gov.au](mailto:Grant.Hickman@sa.gov.au)>; Hockings, Amanda (DHS) <[Amanda.Hockings2@sa.gov.au](mailto:Amanda.Hockings2@sa.gov.au)>; Downs, Julie (AGD) <[Julie.Downs@sa.gov.au](mailto:Julie.Downs@sa.gov.au)>; McInnes, Sally (DEW) <[Sally.McInnes@sa.gov.au](mailto:Sally.McInnes@sa.gov.au)>; Wilson, Claire (DTF) <[Claire.Wilson4@sa.gov.au](mailto:Claire.Wilson4@sa.gov.au)>; Wiseman, Kara (AGD)

(11)

**Staniford, Elizabeth (DCP)**

---

**From:** Staniford, Elizabeth (DCP)  
**Sent:** Wednesday, 17 July 2019 3:39 PM  
**To:** Klass, Margaret (Health); Phillips-Wilkinson, Jenna (DPTI); Colegate, Rachael (DTF); Sargood, Jennifer (DTTI); Midwinter, Lucy (Education); Bergamaschi, Franca (DIS); Bond, Fiona (PIRSA); Church, Terri (DPC); Hickman, Grant (DEM); Hockings, Amanda (DHS); Downs, Julie (AGD); McInnes, Sally (DEW); Wilson, Claire (DTF); Wiseman, Kara (AGD); Mets, Joanne (DHS)  
**Subject:** RE: FOI

Yep us too. Very busy!

Elizabeth Staniford

Out of Scope

**From:** Colegate, Rachael (DTF)  
**Sent:** Wednesday, 17 July 2019 3:17 PM  
**To:** Phillips-Wilkinson, Jenna (DPTI) <[Jenna.Phillips-Wilkinson@sa.gov.au](mailto:Jenna.Phillips-Wilkinson@sa.gov.au)>; Staniford, Elizabeth (DCP) <[Elizabeth.Staniford3@sa.gov.au](mailto:Elizabeth.Staniford3@sa.gov.au)>; Sargood, Jennifer (DTTI) <[Jennifer.Sargood@sa.gov.au](mailto:Jennifer.Sargood@sa.gov.au)>; Midwinter, Lucy (Education) <[Lucy.Midwinter@sa.gov.au](mailto:Lucy.Midwinter@sa.gov.au)>; Klass, Margaret (Health) <[Margaret.Klass@sa.gov.au](mailto:Margaret.Klass@sa.gov.au)>; Bergamaschi, Franca (DIS) <[Franca.Bergamaschi@sa.gov.au](mailto:Franca.Bergamaschi@sa.gov.au)>; Bond, Fiona (PIRSA) <[Fiona.Bond@sa.gov.au](mailto:Fiona.Bond@sa.gov.au)>; Church, Terri (DPC) <[Terri.Church@sa.gov.au](mailto:Terri.Church@sa.gov.au)>; Hickman, Grant (DEM) <[Grant.Hickman@sa.gov.au](mailto:Grant.Hickman@sa.gov.au)>; Hockings, Amanda (DHS) <[Amanda.Hockings2@sa.gov.au](mailto:Amanda.Hockings2@sa.gov.au)>; Downs, Julie (AGD) <[Julie.Downs@sa.gov.au](mailto:Julie.Downs@sa.gov.au)>; McInnes, Sally (DEW) <[Sally.McInnes@sa.gov.au](mailto:Sally.McInnes@sa.gov.au)>; Wilson, Claire (DTF) <[Claire.Wilson4@sa.gov.au](mailto:Claire.Wilson4@sa.gov.au)>; Wiseman, Kara (AGD) <[Kara.Wiseman@sa.gov.au](mailto:Kara.Wiseman@sa.gov.au)>; Mets, Joanne (DHS) <[Joanne.Mets@sa.gov.au](mailto:Joanne.Mets@sa.gov.au)>  
**Subject:** RE: FOI

(10)

Has any office's received FOI's requests regarding James Stevens and Nicolle Flint this afternoon?

**Rachael Colegate**  
Executive Assistant  
to the Hon. Rob Lucas MLC



**Staniford, Elizabeth (DCP)**

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**From:** Staniford, Elizabeth (DCP)  
**Sent:** Wednesday, 17 July 2019 10:38 AM  
**To:** Bergamaschi, Franca (DIS); Colegate, Rachael (DTF); Phillips-Wilkinson, Jenna (DPTI); Sargood, Jennifer (DTTI); Midwinter, Lucy (Education); Klass, Margaret (Health); Bond, Fiona (PIRSA); Church, Terri (DPC); Hickman, Grant (DEM); Hockings, Amanda (DHS); Downs, Julie (AGD); McInnes, Sally (DEW); Wilson, Claire (DTF); Wiseman, Kara (AGD); Mets, Joanne (DHS)  
**Subject:** RE: FOI [DLM=For-Official-Use-Only]

Ours just came in 4 minutes ago

**Elizabeth Staniford**  
Office Manager  
Office of the Minister for Child Protection  
GPO Box 1838, Adelaide SA 5001  
t (08) 8303 2592 e [elizabeth.staniford3@sa.gov.au](mailto:elizabeth.staniford3@sa.gov.au) w [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

Out of Scope

Out of Scope

**From:** Wilson, Claire (DTF)

**Sent:** Thursday, 13 December 2018 3:53 PM

**To:** Bergamaschi, Franca (DIS) <Franca.Bergamaschi@sa.gov.au>; Klass, Margaret (Health) <Margaret.Klass@sa.gov.au>; Rosmini, Michelle (AGD) <Michelle.Rosmini@sa.gov.au>; Wiseman, Kara (AGD) <Kara.Wiseman@sa.gov.au>; Midwinter, Lucy (Education) <Lucy.Midwinter@sa.gov.au>; Church, Terri (DPC) <Terri.Church@sa.gov.au>; Fleming, Jennifer (DTTI) <Jennifer.Fleming2@sa.gov.au>; Hockings, Amanda (DHS) <Amanda.Hockings2@sa.gov.au>; Hickman, Grant (DEM) <Grant.Hickman@sa.gov.au>; Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>; Bond, Fiona (PIRSA) <Fiona.Bond@sa.gov.au>; Ross, Ken (DEW) <Ken.Ross@sa.gov.au>; Phillips-Wilkinson, Jenna (DPTI) <Jenna.Phillips-Wilkinson@sa.gov.au>

**Subject:** RE: FOI [DLM=For-Official-Use-Only]

Thanks everyone for your responses. It seems some have been refused the narrowing of scope and some are still waiting to hear. I believe Lucy is going to contact the AGD:FOI email for some advice on where to go from here. Would be good for us all to take the same approach, especially if it's anticipated to be a big one!

Claire

Out of Scope

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# FOI FACT SHEET

## Your Rights to Review and Appeal

### *South Australian Freedom of Information Act 1991*

Please read the information in this fact sheet before completing the attached application form
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#### **INTERNAL REVIEW**

If you are unhappy with a determination made by an agency (includes South Australian State Government Agency, Local Government Council or University) under the *Freedom of Information Act 1991* (FOI Act) in relation to:

- a freedom of information (FOI) application for access to a document, or
- an FOI application for amendment to your personal records

in most cases, you are entitled to apply for an Internal Review of that determination.

#### **Request an Internal Review**

An Internal Review must be lodged within 30 calendar days of you receiving advice of a determination that you are unhappy with.

Applications must be made in writing in accordance with Section 29 or Section 38 of the FOI Act or using the attached *FOI Application Form for Internal Review of a Determination* (Internal Review Form).

An Internal Review application must be made to the Principal Officer of the agency that made the determination you are seeking to have reviewed.

#### ***How much does an Internal Review cost?***

There is an application fee of **\$36.75** that must be paid when you lodge your Internal Review application if your review request is for access to documents.

There is no application fee for an Internal Review of an FOI application for amendment to your personal records.

Agencies generally accept payment by cash, money order or cheque. If you would like to pay by credit card you will need to ask the agency if they are able to accept credit card payments.

If, as a result of an Internal Review an agency changes or reverses a determination so that access to a document is, or will be, given, the agency will refund the Internal Review application fee paid by the applicant, where applicable.

#### ***What if I have a concession card or can't afford to pay?***

If you are the holder of a current concession card or if you can satisfy the agency that the payment of the application fee would cause financial hardship, the agency must waive or remit (reduce or refund) it.

If you are a concession cardholder you will need to provide evidence e.g. attach a copy of your concession card when you make the application. Alternatively you will need to give written reasons as to why the payment of a fee would cause you financial hardship.

#### ***How long does an Internal Review take?***

You will be advised of the outcome of your Internal Review application within 14 calendar days of it being received by the agency.

If the agency does not deal with your Internal Review application within 14 calendar days (or you remain unhappy with the outcome of the Internal Review) you are entitled to an External Review

by the Ombudsman SA. Alternatively you may apply for a review by the South Australian Civil and Administrative Tribunal (SACAT). See the External Review section below.

### ***When can't I apply for an Internal Review?***

If the original application determination was made by the Principal Officer of an agency rather than another accredited FOI Officer within the agency, you cannot apply for an Internal Review. However, you can apply for an External Review by the Ombudsman SA or apply for a review by SACAT.

## **EXTERNAL REVIEW**

After an Internal Review has been completed, or where you are unable to apply for an Internal Review, and you are unhappy with the determination, you have the right to apply for an External Review. All applications for External Review should be made to the Ombudsman SA.

### ***How long will an External Review take and how much will it cost?***

If you wish to make an application for an External Review you must do so within 30 calendar days after being notified of the determination. However, the Ombudsman SA can extend this time limit at their discretion. There is no fee or charge for External Reviews undertaken by the Ombudsman.

Contact Details:
<b>Ombudsman SA</b> <b>Phone:</b> 8226 8699 <b>Toll Free:</b> 1800 182 150 (within SA) <b>Email:</b> <a href="mailto:ombudsman@ombudsman.sa.gov.au">ombudsman@ombudsman.sa.gov.au</a>

## **REVIEW BY SACAT**

You have a right to apply for a review by SACAT if you are unhappy with:

- a determination not subject to Internal Review
- an Internal Review determination, or
- the outcome of a review by the Ombudsman SA.

You must exercise your right of review with SACAT within 30 calendar days after being advised of the above types of determinations or the results of a review.

Any costs will be determined by SACAT, where applicable.

For more information contact SACAT.

Contact Details:
<b>South Australian Civil and Administrative Tribunal (SACAT)</b> <b>Phone:</b> 1800 723 767 <b>Email:</b> <a href="mailto:sacat@sacat.sa.gov.au">sacat@sacat.sa.gov.au</a>

# FOI APPLICATION FORM

## For Internal Review of a Determination

Under sections 29 & 38 of the South Australian *Freedom of Information Act 1991*

Please read the attached '*FOI Fact Sheet – Your Rights to Review and Appeal*'  
before completing and lodging your Internal Review application

<b>To the Principal Officer</b>	
Name of the Agency:	
<b>Details of Applicant</b>	
Surname:	
Given Names:	
Australian Postal Address:	
Suburb:	Post Code:
Emails ( <i>Optional</i> ):	
Contact phone numbers:	
FOI Application Reference Number ( <i>if known</i> ):	
<b>Details of Internal Review</b>	
<p>I am not satisfied with a determination made by your agency and, therefore, seek a review because:</p> <p>(<i>Please place a tick in the appropriate box</i>)</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I have been refused access to a document</li><li><input type="checkbox"/> I have been refused access to part of a document</li><li><input type="checkbox"/> I have been refused a request to amend a personal document</li><li><input type="checkbox"/> I have been given access to a document but access has been deferred</li><li><input type="checkbox"/> I am a third party specified in the documents but have not been consulted about giving access to another person</li><li><input type="checkbox"/> I have been consulted but disagree with the determination to release the documents</li></ul>	

## Comments

Include any additional comments you wish to be considered in the review of the determination (*attach additional pages if necessary*).

## Fees and Charges

An application fee of **\$36.75** must be submitted with the Internal Review application form, unless you are seeking to have the application fee waived. If you are seeking to have the application fee waived, please attach evidence supporting why it should be waived, e.g. attach a copy of your concession card or other evidence as proof of financial hardship.

An application fee is not required for an Internal Review of an FOI Amendment Application.

In the following section please tick as appropriate

- |  |                                 |                               |                                      |
|--|---------------------------------|-------------------------------|--------------------------------------|
| Is the application fee attached?   | <input type="checkbox"/> Yes    | <input type="checkbox"/> No   |                                      |
| Application Fee is in the form of<br><i>(Do not send cash through the mail)</i>                    | <input type="checkbox"/> Cheque | <input type="checkbox"/> Cash | <input type="checkbox"/> Money Order |
| Do you require a fee waiver?   | <input type="checkbox"/> Yes    | <input type="checkbox"/> No   |                                      |
| Is evidence of the need to<br>waive fees attached?<br><i>(e.g. a copy of your concession card)</i> | <input type="checkbox"/> Yes    | <input type="checkbox"/> No   |                                      |

If you wish to pay your application fee via credit card you will need to ask the agency you are applying to if they accept credit card payments.

If no application fee is attached and you do not qualify for fee waiver, the agency cannot process your application until the fee has been paid.

If the agency varies or reverses a determination so that access to a document is, or will be, given the agency will refund any Internal Review fees paid by the applicant.

Applicant's Signature:

Date ..... / ..... / 20.....

## OFFICE USE ONLY

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

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