



Government
of South Australia

Minister for Child Protection

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Adelaide SA 5001
DX 838
Tel (08) 8303 2926

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www.childprotection.gov.au

Our reference: MCP/18/074

Hon Kyam Maher MLC
Legislative Council
Parliament House
ADELAIDE SA 5000

Dear Mr Maher

I refer to your Freedom of Information application dated 22 May 2018 and received in the Office of the Minister for Child Protection on the same date. You have requested:

"The name of the electronic document management or filing system or systems used by the Minister's office, and a current index of all briefs a) received by the Minister's office; b) requested by the Minister's office; c) generated by the Minister's office; d) returned to the department after consideration by the Minister's office staff."

I wish to advise that a search was conducted for documents held by the Office of the Minister for Child Protection and one document was identified matching the scope of your request.

I have considered this document and determined to release in full.

The name of the electronic document management or filing system used by the Office of the Minister for Child Protection is *Objective*.

Please be aware that in accordance with Department of the Premier and Cabinet Circular PC045, *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.

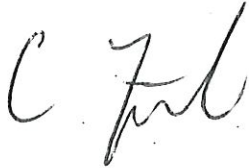
If you have any questions regarding this determination please contact me on telephone (08) 8303 2592.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Fenech', written in a cursive style.

Christian Fenech

ACCREDITED FREEDOM OF INFORMATION OFFICER

(8 June 2018

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FREEDOM OF INFORMATION ACT 1991
YOUR RIGHTS TO REVIEW AND APPEAL

1. INTERNAL REVIEW

If you are dissatisfied or "aggrieved" with certain decisions or "determinations" of an agency/council/university (regarding access to documents or amendment of records), under S.29 and S.38 of the *Freedom of Information Act (SA) 1991*, you can apply to the agency/council/university concerned for an internal review of its determination.

To apply for an internal review of a determination you must write a letter addressed to the Principal Officer or lodge an internal review application form with the same agency/council/university as made the determination. This also must be addressed to the Principal Officer. The application must be accompanied by the appropriate fee (if applicable). The application should be lodged within 30 days of the original determination.

The agency/council/university will undertake its internal review and advise you of its decision within 14 days of receipt of the application.

There is no right to an internal review of a determination made by a Minister or Principal Officer of an agency/council/university.

2. INVESTIGATION BY THE OMBUDSMAN/POLICE COMPLAINTS AUTHORITY

After an internal review has been completed, if you are still dissatisfied with the agency/council/university's determination, you can request an external review by the Ombudsman/Police Complaints Authority of the determination. The Ombudsman/Police Complaints Authority is empowered to investigate the conduct of any person or body in relation to a determination made by an agency/council/university under this Act. (If an application determination was made by a police officer, or the Minister responsible for the administration of the SA Police, applications for external review are made to the Police Complaints Authority. All other applications for external review should be made to the Ombudsman.)

You may also request an external review by the Ombudsman/Police Complaints Authority if you have no right to an internal review.

The application for review by the Ombudsman/Police Complaints Authority should be lodged within 30 days of the after the date of a determination.

Investigations by the Ombudsman/Police Complaints Authority are free. Further information is available from the Office of the Ombudsman or Police Complaints Authority.

3. 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 or the Police Ombudsman.

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:
South Australian Civil and Administrative Tribunal
(SACAT)

Phone: 1800 723 767

Email: sacat@sacat.sa.gov.au