



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

www.childprotection.sa.gov.au

Our reference: 18MCP/1243

Ms Jayne Stinson MP
Member for Badcoe
Parliament House
ADELAIDE SA 5000

Dear Ms Stinson

I refer to your Freedom of Information application to the Office of the Minister for Child Protection made under the Freedom of Information Act 1991 (FOI Act), received on 4 December 2018. Your application sought access to:

"Since 1 August, 2018, copies of any and all documents (including by not limited to physical, electronic, or written briefs, minutes, emails, diary entries, letters and any other correspondence) regarding annual Christmas lunch or end of year celebration arrangements for foster carers and kinship carers.

A search was conducted for documents held by the Office of the Minister for Child Protection and *nineteen* documents were identified as falling within the scope of your request.

I have determined to fully release fifteen documents, partially release three documents, and refuse release of one document.

Document One

Refusal of Access

Clause 17 – Documents subject to contempt

In considering the contempt clause in this situation, I am mindful that documents drafted for the preparation of the proceedings of Parliament can be considered a contempt, contravening the privilege of Parliament.

This document was prepared with the intention of consideration for Parliament.



Document Two

Partial Access

Clause 6 – Documents affecting personal Affairs

In considering the personal affairs clause in this particular instance, I consider the need for public servants to be able to conduct their private lives in relative obscurity. The releasing of a public servant's mobile phone number, in my judgement, is an unreasonable disclosure.

Document Five

Partial Access

Clause 17 – Documents subject to contempt

In considering the contempt clause in this situation, I am mindful that documents drafted for the preparation of the proceedings of Parliament can be considered a contempt, contravening the privilege of Parliament.

This document was prepared with the intention of consideration for Parliament.

Clause 7 – Documents affecting business affairs

In considering the clause I consider that the department's ability to negotiate with private providers would be disadvantaged by the release of this information. In addition, these contain confidential budgetary information which is exempt from release.

Document Six

Partial Access

Clause 17 – Documents subject to contempt

In considering the contempt clause in this situation, I am mindful that documents drafted for the preparation of the proceedings of Parliament can be considered a contempt, contravening the privilege of Parliament.

This document was prepared with the intention of consideration for Parliament.

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 2023.

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



Damian Leach
ACCREDITED FREEDOM OF INFORMATION OFFICER

5 March 2019

Freedom of Information DOCUMENT SCHEDULE

File No: MCP/18/194-1

Reference No: 18MCP/01243

Minister for Child Protection's Office

4 December 2018

Doc No	Brief Description	Date of Doc	Full Access	Part Access or Refused Access	Other
1	Email Funding allocation for your information only	22/11/18		Refused	
2	RE: background information for carer events prior to Monday's reporting on 2017vs2018 spend	23/11/18		Full Release	
3	Email FW: Department for Child Protection Christmas Events	26/11/18	Yes	Full Access	
4	Email RE: Department for Child Protection Christmas Events	26/11/18	Yes	Full Access	
5	FW: PBN	26/11/18		Partial Access	
6	Email FW: PBN	27/11/18		Partial Access	
7	Email PBN Christmas Activities for Carers	27/11/18		Full Access	
8	Email RE: PBN Christmas Activities for Carers	27/11/18		Full Access	
9	RE: DCP Christmas Events	28/11/18	Yes	Full Access	
10	Gawler Children's Christmas Party	30/11/18	Yes	Full Access	
11	Gawler Children's Christmas Party 2018	04/12/18	Yes	Full Access	
12	Christmas Event	04/12/18	Yes	Full Access	
13	RE: Christmas Events – Marion and Semaphore	04/12/18	Yes	Full Access	
14	DCP Children's Christmas Event – Hindmarsh office	04/12/18	Yes	Full Access	
15	Tentative – Hindmarsh DCP Christmas event	-	Yes	Full Access	
16	Tentative – Mount Barker DCP Christmas event	-	Yes	Full Access	
17	Tentative – Southern Region DCP Christmas event	-	Yes	Full Access	
18	Tentative – Gawler DCP Christmas event	-	Yes	Full Access	
19	Tentative – 2018 Residential Care Christmas Party	-	Yes	Full Access	

Leach, Damian (DCP)

From: Stokes, Katrina (DPC)
Sent: Friday, 23 November 2018 3:58 PM
To: Manuel, Brett (DCP); Ballard, Mikala (DCP)
Cc: Schumann, Brette (DCP); Barr, Sue (DCP); Ward, Fiona (DCP)
Subject: RE: Background information for carer events prior to Monday's reporting on 2017v2018 spend

Thank you Brett and all, very much appreciate this for now and will pass this onto the Minister.

I would only call you if we get a call back from the journo (who said she was speaking to at least one kinship carer this afternoon). I expect the fact we haven't heard from her by now means that, that's hopefully it for today.

Kat

From: Manuel, Brett (DCP)
Sent: Friday, 23 November 2018 3:54 PM
To: Stokes, Katrina (DPC) ; Ballard, Mikala (DCP)
Cc: Schumann, Brette (DCP) ; Barr, Sue (DCP) ; Ward, Fiona (DCP)
Subject: Background information for carer events prior to Monday's reporting on 2017v2018 spend

Hi Kat and Mikala

The statements below are provided as background information and clarification on the current status. Brette has advised that they are not to be treated as official statements from the department at this stage. Depending on the specific question from a journalist, we may be able to use one/some of these.

I am leaving the office now, so my access to email will be cut til I'm home later tonight – but continue to be available by calls/SMS on media phone 0437 953 016 or my personal **Clause 6**

Thanks
Brett

- Prior to 2018, each office made an allocation for Christmas events for children under guardianship, foster and kinship families and carers so how it is reflected in reporting varies.
- This year there is a centralised budget that is funding more than 15 events cross the state. Some are combined events, so the costs are not easily apportioned to a specific spend per kinship carer.
- The department is interrogating 2017 budgets to bring clarification to this matter.
- In some areas both foster and kinship families celebrate together in combined events, in other areas there are separate dinners or lunches specifically for carers only.
- Events reflect the region, the carers and the organisations who are involved in events, often refined from feedback on the previous year.
- We are mindful that some of our carers are remotely located and it is not always convenient to attend a centralised event to their region and may have provided a small gift or other acknowledgement.

Brett Manuel
Manager Communications & Engagement

Department for Child Protection / L1 East, 31 Flinders Street Adelaide SA 5000
t (08) 8226 1105 (new # from 12/11/18) m 0403 645 647 e brett.manuel@sa.gov.au w
www.childprotection.sa.gov.au



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Please consider the environment before printing my email.

Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Monday, 26 November 2018 2:39 PM
To: Ballard, Mikala (DCP)
Subject: FW: DCP Christmas Events

FYI

I have printed a copy of the list for the Min.

Elizabeth Staniford

Office Manager

Office of the Minister for Child Protection

Level 12 North, 1 King William Street, Adelaide SA 5000

t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Manuel, Brett (DCP)
Sent: Monday, 26 November 2018 1:51 PM
To: Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>
Cc: Schumann, Brette (DCP) <Brette.Schumann@sa.gov.au>
Subject: FW: DCP Christmas Events

Hi Elizabeth

Here's a combined calendar of the events that I know about for either foster/kinship carers or children – or combined events.

If any of the events are at a time that the Minister would be free, I can find out more information for you.

Thanks
Brett

	Location	event
13/12/18	Gawler, Elizabeth, Salisbury teams combined	- Proposed kinship carer event Morning tea/afternoon tea at a Vadoulis Garden Centre at 10.30am. Nursery walk and gardening tips Attendees expected: 40
19/12/18	Southern Metro – Marion	Christmas event for children
14/11/18 (past)	Southern Metro	Had a morning tea for foster & kinship carers after Carer Info Session
19/12/18	Gawler	Gawler pool party & lunch. 120 Children
TBC	Elizabeth & Salisbury	Combined functions, Howey

TBC	Blair Athol	Proposing a carer lunch
TBC	Mt Barker	Proposing carer morning tea
18/12/18	Limestone – Mt Gambler	Lunch and lawn bowls event – Children's event, combined with ac.care and foster & kinship care
	Riverland	Co funded Christmas party
17/12/18	Murraylands	GOM Children's Christmas party + Personalised gifts and vouchers
6/12/18	Kadina	Christmas lunch, Apex Park
12/12/18	Port Pirie	Christmas lunch, Solomontown Beach
13/12/18	Ceduna	Family event on Ceduna Foreshore Co funded
18/12/18	Port Lincoln	Co funded Christmas party for children – Glen Forest Farm
TBC	Cooper Pedy	Christmas gifts co funded Event for Children and Carers co funded
TBC	Yalata	Co funded with youth council – carers and children BBQ lunch
18/12/18	Port Lincoln	Contribution to co funded Christmas event
21/12/18		Carers BBQ lunch and gift
19/12/18	Whyalla	Contribution to co funded Christmas event – Whyalla Hockey Club
11/12/18		Foster & Kinship Carers' Lunch
12/11/18	Port Augusta	Contribution to co funded Christmas event – pool party
20/12/18	Semaphore	Residential Care Children & Young People – Christmas event

From: Staniford, Elizabeth (DCP)

Sent: Monday, 26 November 2018 11:18 AM

To: Manuel, Brett (DCP)

Subject: DCP Christmas Events

Hi Brett

How was your weekend?

Following up on the list of DCP Christmas events. The Minister will be back in the afternoon so hoping to have some confirmed advice for her.

Thanks

Elizabeth Staniford

Office Manager

Office of the Minister for Child Protection

Level 12 North, 1 King William Street, Adelaide SA 5000

t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au



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Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Monday, 26 November 2018 3:12 PM
To: Manuel, Brett (DCP)
Subject: RE: DCP Christmas Events

Hi Brett

Do you know what times the below events will be held at?

Thanks

Elizabeth Staniford
Office Manager
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Manuel, Brett (DCP)
Sent: Monday, 26 November 2018 1:51 PM
To: Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>
Cc: Schumann, Brette (DCP) <Brette.Schumann@sa.gov.au>
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Hi Elizabeth

Here's a combined calendar of the events that I know about for either foster/kinship carers or children – or combined events.

If any of the events are at a time that the Minister would be free, I can find out more information for you.

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	Riverland	Co funded Christmas party
17/12/18	Murraylands	GOM Children's Christmas party + Personalised gifts and vouchers
6/12/18	Kadina	Christmas lunch, Apex Park
12/12/18	Port Pirie	Christmas lunch, Solomontown Beach
13/12/18	Ceduna	Family event on Ceduna Foreshore Co funded
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12/11/18	Port Augusta	Contribution to co funded Christmas event – pool party
20/12/18	Semaphore	Residential Care Children & Young People – Christmas event

From: Staniford, Elizabeth (DCP)
Sent: Monday, 26 November 2018 11:18 AM
To: Manuel, Brett (DCP)
Subject: DCP Christmas Events

Hi Brett

How was your weekend?

Following up on the list of DCP Christmas events. The Minister will be back in the afternoon so hoping to have some confirmed advice for her.

Thanks

Elizabeth Staniford

Office Manager

Office of the Minister for Child Protection

Level 12 North, 1 King William Street, Adelaide SA 5000

t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au



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Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Tuesday, 27 November 2018 11:07 AM
To: Stokes, Katrina (DPC)
Subject: FW: PBN
Attachments: Final - SOUTHERN.xlsx; Final - FAR NORTH - FAR WEST.xlsx; Final - NORTHERN.xlsx; Copy of Final - CENTRAL.xlsx; PBN - kinship care Christmas Events 2017 2018.doc

Hi Kat

Mikala asked I forward this information to you.

Cheers

Elizabeth Staniford
Office Manager
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Ballard, Mikala (DCP)
Sent: Monday, 26 November 2018 7:16 PM
To: Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>
Subject: Fwd: PBN

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----- Forwarded message -----

From: "Barr, Sue (DCP)" <Sue.Barr@sa.gov.au>
Date: Mon, Nov 26, 2018 at 6:52 PM +1030
Subject: RE: PBN
To: "Ballard, Mikala (DCP)" <Mikala.Ballard2@sa.gov.au>
Cc: "Schumann, Brette (DCP)" <Brette.Schumann@sa.gov.au>

Hi Mikala,
Please find attached the PBN as well as a series of excel spreadsheets which provide you with the detailed information regarding the broader events that include all carers for 2017 and 2018 Christmas events . Please note the spend is more in 2018 than 2017 both for kinship carer specific funding and the broader all carer and young people Christmas events combined.

Regards,

Sue Barr
Acting Deputy Chief Executive, Service Delivery and Practice
Department for Child Protection / 31 Flinders Street, Adelaide SA 5000
T (08) 8124 4116 M 0401 719 739 e sue.barr@sa.gov.au w www.childprotection.sa.gov.au



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I acknowledge that I work on the traditional country of the Kaurna people of the Adelaide Plains. I recognise and respect their cultural heritage, beliefs and relationship with the land. I acknowledge that they are of continuing importance to the Kaurna people living today.



Please consider the environment before printing my email.

From: Ballard, Mikala (DCP) <Mikala.Ballard2@sa.gov.au>

Sent: Monday, 26 November 2018 4:19 PM

To: Schumann, Brette (DCP) <Brette.Schumann@sa.gov.au>; Barr, Sue (DCP) <Sue.Barr@sa.gov.au>

Subject: PBN

Hi Brette/Sue

Can you please send this through?

Thanks

Mikala Ballard

Ministerial Adviser

Office of the Minister for Child Protection

Level 12, 1 King William Street, Adelaide SA 5000

p 8303 2585 e mikala.ballard2@sa.gov.au w www.childprotection.sa.gov.au

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Diprose, Samuel (DCP)


From: Mansell, Katie (DCP)
Sent: Tuesday, 27 November 2018 11:36 AM
To: Staniford, Elizabeth (DCP)
Cc: Diprose, Samuel (DCP)
Subject: PBN | Christmas Activities for Carers
Attachments: PBN - kinship care Christmas Events 2017 2018.doc

Elizabeth,

I have attached a PBN which was sent directly from Sue Barr to Mikala Ballard last night as it was urgent. I am now formally returning it in order to 'close the loop' on this one.

Regards

Katie Mansell

 Cabinet and Parliament Coordinator

Business Operations Coordinator

Office of the Chief Executive

Department for Child Protection / Level 1 East, 31 Flinders Street, ADELAIDE SA 5000

t (08) 822 69305 e katie.mansell2@sa.gov.au w www.childprotection.sa.gov.au

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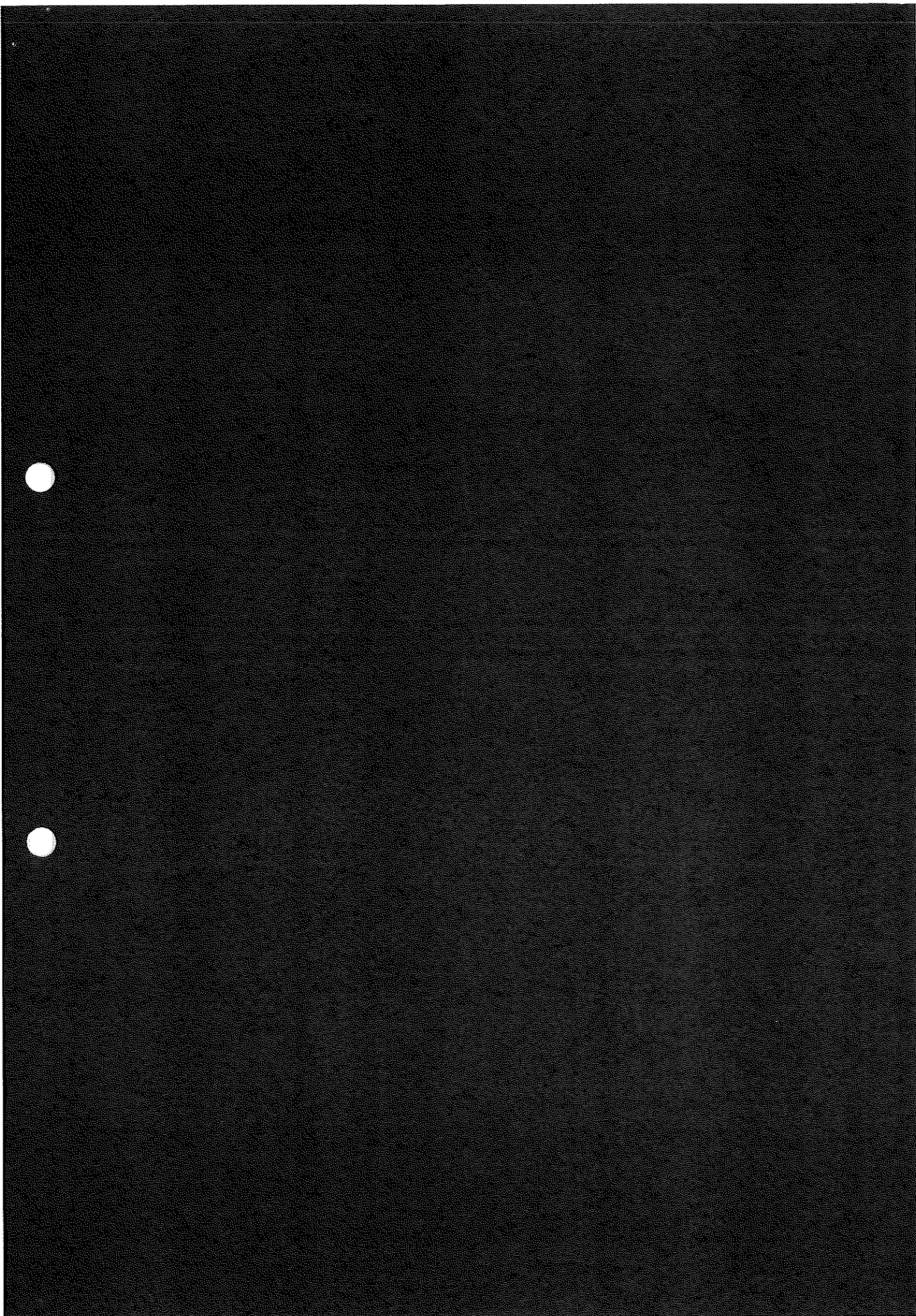
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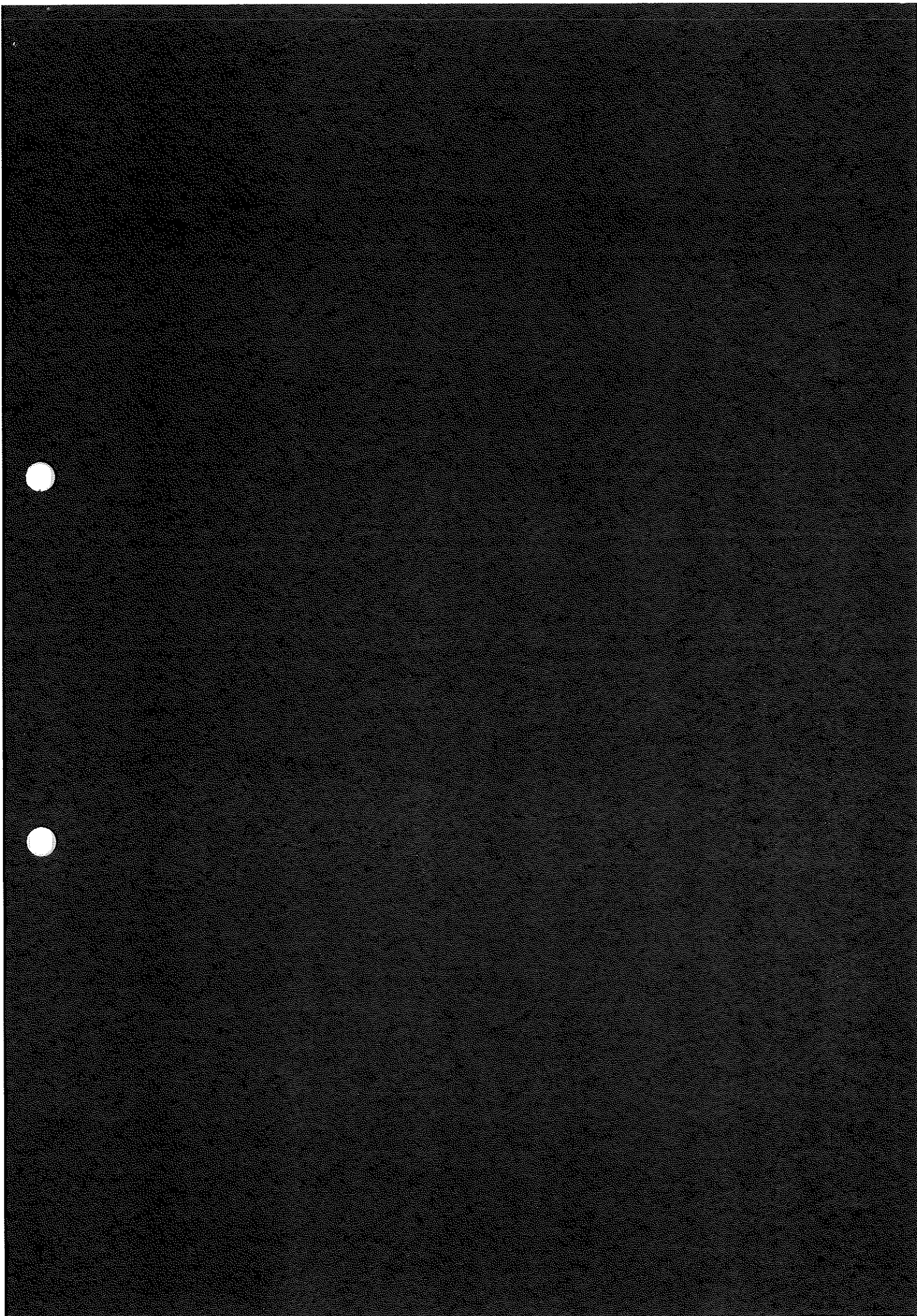


Please consider the environment before printing my email.

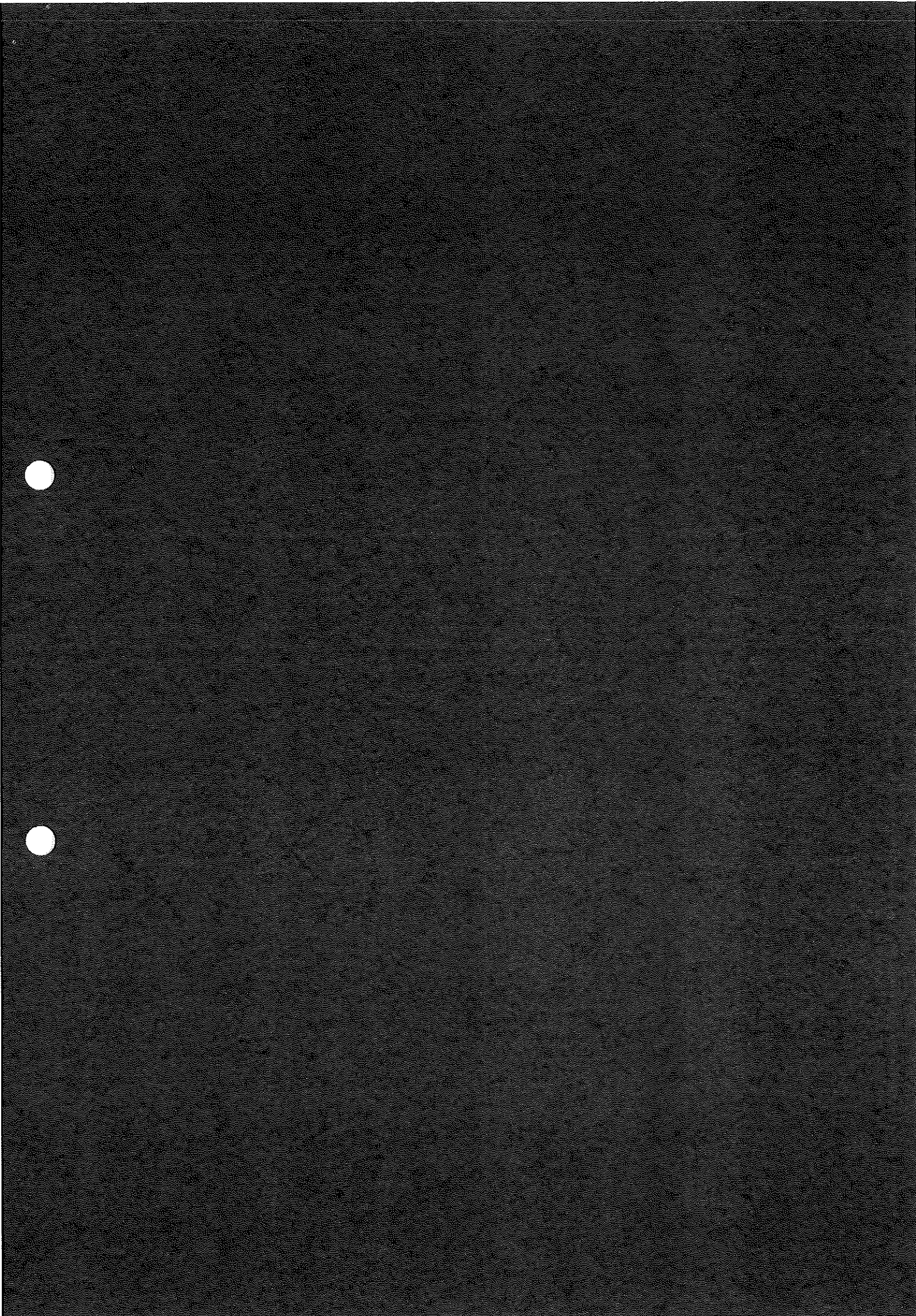














Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Tuesday, 27 November 2018 11:41 AM
To: Mansell, Katie (DCP)
Subject: RE: PBN | Christmas Activities for Carers

Thanks Katie.

Elizabeth Staniford
Office Manager
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Mansell, Katie (DCP)
Sent: Tuesday, 27 November 2018 11:36 AM
To: Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>
Cc: Diprose, Samuel (DCP) <Samuel.Diprose@sa.gov.au>
Subject: PBN | Christmas Activities for Carers

Elizabeth,

I have attached a PBN which was sent directly from Sue Barr to Mikala Ballard last night as it was urgent. I am now formally returning it in order to 'close the loop' on this one.

Regards

Katie Mansell
A/ Cabinet and Parliament Coordinator
Business Operations Coordinator
Office of the Chief Executive
Department for Child Protection / Level 1 East, 31 Flinders Street, ADELAIDE SA 5000
t (08) 822 69305 e katie.mansell2@sa.gov.au w www.childprotection.sa.gov.au
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Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Wednesday, 28 November 2018 10:24 AM
To: Manuel, Brett (DCP)
Subject: RE: DCP Christmas Events
Attachments: Christmas Events - 2018.docx

That does seem like a great idea!

I have attached the list and marked which the Minister may be interested in attending. Can you please follow up some further and get back to me? Once we have additional information we can confirm if the Minister will be able to attend.

Kind regards

Elizabeth Staniford
Office Manager
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Manuel, Brett (DCP)
Sent: Tuesday, 27 November 2018 8:36 AM
To: Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>
Subject: RE: DCP Christmas Events

Hi Elizabeth

I don't have full details, so if you can point me to the days when the Minister is likely to be available I can get solid details for you.

(PS: I have a feeling xmas event approvals will be centralised next year so we don't all have to go thru this again!)

Thanks

Brett

From: Staniford, Elizabeth (DCP)
Sent: Monday, 26 November 2018 3:12 PM
To: Manuel, Brett (DCP)
Subject: RE: DCP Christmas Events

Hi Brett

Do you know what times the below events will be held at?

Thanks

Elizabeth Staniford
Office Manager
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Manuel, Brett (DCP)
Sent: Monday, 26 November 2018 1:51 PM
To: Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>

Cc: Schumann, Brette (DCP) <Brette.Schumann@sa.gov.au>

Subject: FW: DCP Christmas Events

Hi Elizabeth

Here's a combined calendar of the events that I know about for either foster/kinship carers or children – or combined events.

If any of the events are at a time that the Minister would be free, I can find out more information for you.

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Brett

	Location	event
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14/11/18 (past)	Southern Metro	Had a morning tea for foster & kinship carers after Carer Info Session
19/12/18	Gawler	Gawler pool party & lunch. 120 Children
TBC	Elizabeth & Salisbury	Combined functions, Howey
TBC	Blair Athol	Proposing a carer lunch
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18/12/18	Limestone – Mt Gambier	Lunch and lawn bowls event – Children's event, combined with ac.care and foster & kinship care
	Riverland	Co funded Christmas party
17/12/18	Murraylands	GOM Children's Christmas party + Personalised gifts and vouchers
6/12/18	Kadina	Christmas lunch, Apex Park
12/12/18	Port Pirie	Christmas lunch, Solomontown Beach
13/12/18	Ceduna	Family event on Ceduna Foreshore Co funded
18/12/18	Port Lincoln	Co funded Christmas party for children – Glen Forest Farm
TBC	Cooper Pedy	Christmas gifts co funded Event for Children and Carers co funded

TBC	Yalata	Co funded with youth council – carers and children BBQ lunch
18/12/18	Port Lincoln	Contribution to co funded Christmas event
21/12/18	Whyalla	Carers BBQ lunch and gift
19/12/18		Contribution to co funded Christmas event – Whyalla Hockey Club
11/12/18	Port Augusta	Foster & Kinship Carers' Lunch
12/11/18		Contribution to co funded Christmas event – pool party
20/12/18	Semaphore	Residential Care Children & Young People – Christmas event

From: Staniford, Elizabeth (DCP)
Sent: Monday, 26 November 2018 11:18 AM
To: Manuel, Brett (DCP)
Subject: DCP Christmas Events

Hi Brett

How was your weekend?

Following up on the list of DCP Christmas events. The Minister will be back in the afternoon so hoping to have some confirmed advice for her.

Thanks

Elizabeth Staniford
Office Manager
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
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	Location	event	Ministerial Office Notes
13/12/18	Gawler, Elizabeth, Salisbury teams combined	- Proposed kinship carer event Morning tea/afternoon tea at a Vadoulis Garden Centre at 10.30am. Nursery walk and gardening tips Attendees expected: 40	Has this been confirmed for 10:30am? If it is an afternoon tea Minister may be able to attend.
19/12/18	Southern Metro – Marion	Christmas event for children	Please provide additional details
14/11/18 (past)	Southern Metro	Had a morning tea for foster & kinship carers after Carer Info Session	N/A
19/12/18	Gawler	Gawler pool party & lunch. 120 Children	Please provide additional details
TBC	Elizabeth & Salisbury	Combined functions, Howey	Please provide details as they are made available
TBC	Blair Athol	Proposing a carer lunch	Please provide details as they are made available
TBC	Mt Barker	Proposing carer morning tea	Please provide details as they are made available
18/12/18	Limestone – Mt Gambler	Lunch and lawn bowls event – Children's event, combined with ac.care and foster & kinship care	Unavailable
	Riverland	Co funded Christmas party	Please confirm date
17/12/18	Murraylands	GOM Children's Christmas party + Personalised gifts and vouchers	Unavailable
6/12/18	Kadina	Christmas lunch, Apex Park	Unavailable
12/12/18	Port Pirie	Christmas lunch, Solomontown Beach	Unavailable
13/12/18	Ceduna	Family event on Ceduna Foreshore Co funded	Unavailable
18/12/18	Port Lincoln	Co funded Christmas party for children – Glen Forest Farm	Unavailable
TBC	Cooper Pedy	Christmas gifts co funded Event for Children and Carers co funded	
TBC	Yalata	Co funded with youth council – carers and children BBQ lunch	
18/12/18	Port Lincoln	Contribution to co funded Christmas event	Unavailable
21/12/18	Whyalla	Carers BBQ lunch and gift	Unavailable

Formatted Table

19/12/18		Contribution to co funded Christmas event – Whyalla Hockey Club	
11/12/18		Foster & Kinship Carers' Lunch	<u>Unavailable</u>
12/11/18	Port Augusta	Contribution to co funded Christmas event – pool party	
20/12/18	Semaphore	Residential Care Children & Young People – Christmas event	<u>Please provide additional details</u>

Staniford, Elizabeth (DCP)

From: Manuel, Brett (DCP)
Sent: Wednesday, 28 November 2018 11:14 AM
To: Staniford, Elizabeth (DCP)
Cc: Wheeler, Bianca (DCP)
Subject: Re: DCP Christmas Events

Hi Elizabeth

Confirming that I've seen your email and will be working to get that into ASAP to you.

Thanks

Brett

Sent from my iPhone

On 28 Nov 2018, at 10:24, Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au> wrote:

That does seem like a great idea!

I have attached the list and marked which the Minister may be interested in attending. Can you please follow up some further and get back to me? Once we have additional information we can confirm if the Minister will be able to attend.

Kind regards

Elizabeth Staniford

Office Manager

Office of the Minister for Child Protection

Level 12 North, 1 King William Street, Adelaide SA 5000

t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Manuel, Brett (DCP)

Sent: Tuesday, 27 November 2018 8:36 AM

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

Subject: RE: DCP Christmas Events

Hi Elizabeth

I don't have full details, so if you can point me to the days when the Minister is likely to be available I can get solid details for you.

(PS: I have a feeling xmas event approvals will be centralised next year so we don't all have to go thru this again!)

Thanks

Brett

From: Staniford, Elizabeth (DCP)

Sent: Monday, 26 November 2018 3:12 PM

To: Manuel, Brett (DCP)

Subject: RE: DCP Christmas Events

Hi Brett

Do you know what times the below events will be held at?

Thanks

Elizabeth Staniford

Office Manager

Office of the Minister for Child Protection

Level 12 North, 1 King William Street, Adelaide SA 5000

t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Manuel, Brett (DCP)

Sent: Monday, 26 November 2018 1:51 PM

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

Cc: Schumann, Brette (DCP) <Brette.Schumann@sa.gov.au>

Subject: FW: DCP Christmas Events

Hi Elizabeth

Here's a combined calendar of the events that I know about for either foster/kinship carers or children – or combined events.

If any of the events are at a time that the Minister would be free, I can find out more information for you.

Thanks

Brett

	Location	event
13/12/18	Gawler, Elizabeth, Salisbury teams combined	- Proposed kinship carer event Morning tea/afternoon tea at a Vadoulis Garden Centre at 10.30am. Nursery walk and gardening tips Attendees expected: 40
19/12/18	Southern Metro – Marion	Christmas event for children
14/11/18 (past)	Southern Metro	Had a morning tea for foster & kinship carers after Carer Info Session
19/12/18	Gawler	Gawler pool party & lunch. 120 Children
TBC	Elizabeth & Salisbury	Combined functions, Howey
TBC	Blair Athol	Proposing a carer lunch
TBC	Mt Barker	Proposing carer morning tea
18/12/18	Limestone – Mt Gambier	Lunch and lawn bowls event – Children's event, combined with ac.care and foster & kinship care
	Riverland	Co funded Christmas party
17/12/18	Murraylands	GOM Children's Christmas party + Personalised gifts and vouchers

6/12/18	Kadina	Christmas lunch, Apex Park
12/12/18	Port Pirie	Christmas lunch, Solomontown Beach
13/12/18	Ceduna	Family event on Ceduna Foreshore Co funded
18/12/18	Port Lincoln	Co funded Christmas party for children – Glen Forest Farm
TBC	Coober Pedy	Christmas gifts co funded Event for Children and Carers co funded
TBC	Yalata	Co funded with youth council – carers and children BBQ lunch
18/12/18	Port Lincoln	Contribution to co funded Christmas event
21/12/18	Whyalla	Carers BBQ lunch and gift
19/12/18		Contribution to co funded Christmas event – Whyalla Hockey Club
11/12/18	Port Augusta	Foster & Kinship Carers' Lunch
12/11/18		Contribution to co funded Christmas event – pool party
20/12/18	Semaphore	Residential Care Children & Young People – Christmas event

From: Staniford, Elizabeth (DCP)
Sent: Monday, 26 November 2018 11:18 AM
To: Manuel, Brett (DCP)
Subject: DCP Christmas Events

Hi Brett

How was your weekend?

Following up on the list of DCP Christmas events. The Minister will be back in the afternoon so hoping to have some confirmed advice for her.

Thanks

Elizabeth Staniford
Office Manager
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

<image001.png>

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doubts about the validity of this message, please contact the sender by telephone. It is the recipient's responsibility to check the email and any attached files for viruses.



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<Christmas Events - 2018.docx>

Diprose, Samuel (DCP)

From: DCP:Gawler Office
Sent: Friday, 30 November 2018 12:07 PM
To: DCP:Minister
Subject: Gawler Children's Christmas Party
Attachments: 2018 Cover Letter for Invites to Organisations - Min Sanderson.pdf



Department for Child Protection / Shop 9, Gawler Central, Cnr Cowan & Murray Street, Gawler 5118
t (08) 8521 4444 e dcpgawleroffice@sa.gov.au w www.childprotection.sa.gov.au



Government of South Australia
Department for Child Protection

*For all children and young people to grow up cared
connected and empowered to reach their full poten*

RESPECT

TRUST

COURAGE

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Government of South Australia
Department for Child Protection

30 November, 2018

Gawler Office
DCP

Shop 9, Gawler Central
Cnr of Murray & Cowan Streets
Gawler SA 5118
DX 51801

Tel: 8521 4444
Fax: 8521 4468

ABN 54 598 525 171

www.childprotection.sa.gov.au

Minister for Child Protection

Hon. Rachel Sanderson

Minister.sanderson@sa.gov.au

Dear Hon. Minister Sanderson

Re: Invitation to attend Gawler Children's Christmas Party – 19th Dec 2018

In appreciation for your continued support and services provided to our young people, and their families and carers, we would like to invite you (or 2 representatives from your organisation) to attend our **2018 Gawler Children's Christmas Party**.

This year, our Children's Christmas Party will be held at the **Gawler Sport and Community Centre** (Princes Park, Nixon Terrace, Gawler) on **Wednesday 19th December** from **1:30pm to 4:30pm** (please see enclosed invitation).

The day will be filled with many free, fun activities for the children and attendees, including:

- Jumping Castle
- Photobooth
- Face Painting
- Sideshow Clown Game
- Footy Clinic
- Giant Jenga and Connect Four
- Bunnings Craft Activity Centre
- Fairy Floss, Ice-cream, Slushies, Popcorn, Sausage Sizzle and more...
- ... and a special visit from Santa!


It is also wonderful opportunity to build positive relationships with our young people, carers, and community organisations in a fun, social environment.

Please note however, it is a mandatory requirement by our Department for all adults attending in a work-related capacity (i.e. on behalf of a business or organisation), must have a current Child-Related Employment Screening (DCSI Clearance). If you are kindly able to confirm these details when you RSVP, along with the name of each representative attending the event, this will assist in our compliance processes.

If you could kindly **RSVP by next Wednesday 12th December**, via email to: DCPGawler@sa.gov.au, and remember to include the name of the representative/s attending, and the details of their DCSI Clearance.

On behalf of the Gawler Office, and Children's Christmas Party Committee, we thank you again for your support and hope you are able to attend our celebrations on the 19th December.

Kindest Regards,

A handwritten signature in black ink, appearing to be a stylized 'C' or 'G' followed by a flourish.

On behalf of the Gawler Children's Christmas Party Committee
Gawler Office
Department for Child Protection

★ MAKE A WISH ★



PARTY

MERRY
CHRISTMAS

The Department for Child Protection Invites you to our Gawler Christmas Party

WEDNESDAY

DECEMBER

19

1.30pm

to

4.30pm

LET'S CELEBRATE

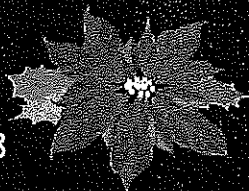


... FOOD, MUSIC, JUMPING CASTLE, SIDESHOW, PHOTOBOTH
SHOWBAGS, FACE PAINTING, SANTA & MORE ...

RSVP

ADDRESS

By Wednesday 5th December 2018
to Lauren or Sharree on 8521 4444



Gawler Sport & Community
Centre/Princes Park, Nixon
Terrace, Gawler

Document ID: [REDACTED]

Diprose, Samuel (DCP)

From: DCP:Gawler Office
Sent: Tuesday, 4 December 2018 10:41 AM
Subject: Gawler Childrens Christmas Party 2018

Good morning,

Please note there was a slight error on our invitation in regards to our RSVP email address.
The correct address is DCPGawlerOffice@sa.gov.au or simply reply to this email by Wednesday 12 December.

We hope to see you all there to celebrate the festive season!

Department for Child Protection / Shop 9, Gawler Central, Cnr Cowan & Murray Street, Gawler 5118
t (08) 8521 4444 e dcp Gawler Office@sa.gov.au w www.childprotection.sa.gov.au



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Department for Child Protection

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Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Tuesday, 4 December 2018 12:55 PM
To: Manuel, Brett (DCP)
Subject: Christmas Events

Hi Brett

Can you please follow up on further details for the following Christmas events:

- Hindmarsh Christmas Event – 18/12/2018
- Mount Barker Christmas Event – 18/12/2018
- Southern Region Christmas Event – 19/12/18
- 2018 Residential Care Christmas Event – 20/12/2018

We have held these tentatively in the diary but are seeking additional advice regarding times/venues etc.

Can you please advise?

Kind regards

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 w www.childprotection.sa.gov.au



Government of South Australia
Department for Child Protection

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Staniford, Elizabeth (DCP)

From: Manuel, Brett (DCP)
Sent: Tuesday, 4 December 2018 3:49 PM
To: Staniford, Elizabeth (DCP)
Subject: RE: Christmas Events - Marion & Semaphore

Hi Elizabeth

Still waiting for Hindmarsh and Mt Barker to confirmed, Mandy has made another call to get info.

In the meantime, here's the Southern and ResiCare details ...

Thanks
Brett

From: Staniford, Elizabeth (DCP)
Sent: Tuesday, 4 December 2018 12:55 PM
To: Manuel, Brett (DCP)
Subject: Christmas Events

Hi Brett

Can you please follow up on further details for the following Christmas events:

- Hindmarsh Christmas Event – 18/12/2018

Info coming shortly

- Mount Barker Christmas Event – 18/12/2018

Info coming shortly

- Southern Region Christmas Event – 19/12/18

Marion Pool – Outdoor pool at Parkholme (Oaklands Road, Cnr Hendry Street)

Suggested time to attend: Between 10am and 12noon; lunch from 11.30am

Attendees: children, carers, workers, NGO representatives

- 2018 Residential Care Christmas Event – 20/12/2018

Semaphore Waterslide Complex, The Esplanade, Semaphore

Attendees: children, workers

Time: 10am-12noon for 10 YEARS OR YOUNGER; 12:30-2.30pm from 11 YEARS

We have held these tentatively in the diary but are seeking additional advice regarding times/venues etc.

Can you please advise?

Kind regards

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 w www.childprotection.sa.gov.au



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Please consider the environment before printing my email.

Staniford, Elizabeth (DCP)

From: Manuel, Brett (DCP)
Sent: Tuesday, 4 December 2018 3:59 PM
To: Staniford, Elizabeth (DCP)
Subject: DCP Children's Christmas Event - Hindmarsh office

Hi Elizabeth

Here's the Hindmarsh office details:

- Semaphore Waterslide Complex, The Esplanade, Semaphore
- 11am – 2pm
- Children & DCP workers

Mt Barker info coming thru shortly.

Thanks
Brett



Staniford, Elizabeth (DCP)

Subject: Tent: Hindmarsh DCP Christmas event
Location: TBA

Start: Tue 18/12/2018 9:00 AM
End: Tue 18/12/2018 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Sanderson, Rachel (DCP)

Categories: Ministerial

5/11/18 – No details as yet



Staniford, Elizabeth (DCP)

Subject: Tent: Mount Barker DCP Christmas event - Time to be confirmed
Location: TBA

Start: Tue 18/12/2018 9:00 AM
End: Tue 18/12/2018 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Sanderson, Rachel (DCP)

Categories: Ministerial

5/11/18 – No details as yet.

Staniford, Elizabeth (DCP)

Subject: Tent: Southern Region Christmas event. Lunch served from 11.45am. Father Christmas et al arriving from 1.00pm
Location: Marion Outdoor Swimming Centre, Cnr Hendrie St & Oaklands Rd, Parkholme
Start: Wed 19/12/2018 10:00 AM
End: Wed 19/12/2018 2:00 PM
Show Time As: Tentative
Recurrence: (none)
Organizer: Sanderson, Rachel (DCP)
Categories: Ministerial

5/11/18 – Unlimited water slides for children (conditions apply) and inflatable obstacle course for confident swimmers, BBQ lunch, salads, watermelon and sushi will be service from 11.45am. Father Christmas, Mrs Claus and elves will be arriving at 1.00pm.

28/11/18 – Emailed Brett Manuel requesting further information

4/12/18 – Emailed Brett Manuel seeking further information

4/12/18 – Advice from Brett Manuel received. Suggested attendance between 10-12



Staniford, Elizabeth (DCP)

Subject: Tent: DCP: Gawler Christmas Event - Pool Party and Lunch - 18MCP/1230
Location: Gawler Sport and Community Centre

Start: Wed 19/12/2018 1:30 PM
End: Wed 19/12/2018 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Sanderson, Rachel (DCP)

Categories: TBC w Minister

28/11/18 – Emailed Brett Manual requesting further information. Minister has indicated an interest in attending.

3/12/18 – Formal invitation received.



30 November, 2018

Gawler Office
DCP

Shop 9, Gawler Central
Cnr of Murray & Cowan Streets
Gawler SA 5118
DX 51801

Tel: 8521 4444
Fax: 8521 4468

ABN 54 598 525 171

www.childprotection.sa.gov.au

Minister for Child Protection

Hon. Rachel Sanderson

Minister.sanderson@sa.gov.au

Dear Hon. Minister Sanderson

Re: Invitation to attend Gawler Children's Christmas Party – 19th Dec 2018

In appreciation for your continued support and services provided to our young people, and their families and carers, we would like to invite you (or 2 representatives from your organisation) to attend our **2018 Gawler Children's Christmas Party**.

This year, our Children's Christmas Party will be held at the **Gawler Sport and Community Centre** (Princes Park, Nixon Terrace, Gawler) on **Wednesday 19th December** from **1:30pm to 4:30pm** (please see enclosed invitation).

The day will be filled with many free, fun activities for the children and attendees, including:

- Jumping Castle
- Photobooth
- Face Painting
- Sideshow Clown Game
- Footy Clinic
- Giant Jenga and Connect Four
- Bunnings Craft Activity Centre
- Fairy Floss, Ice-cream, Slushies, Popcorn, Sausage Sizzle and more...
- ... and a special visit from Santa!

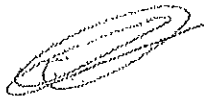
It is also wonderful opportunity to build positive relationships with our young people, carers, and community organisations in a fun, social environment.

Please note however, it is a mandatory requirement by our Department for all adults attending in a work-related capacity (i.e. on behalf of a business or organisation), must have a current Child-Related Employment Screening (DCSI Clearance). If you are kindly able to confirm these details when you RSVP, along with the name of each representative attending the event, this will assist in our compliance processes.

If you could kindly **RSVP by next Wednesday 12th December**, via email to: DCPGawler@sa.gov.au, and remember to include the name of the representative/s attending, and the details of their DCSI Clearance.

On behalf of the Gawler Office, and Children's Christmas Party Committee, we thank you again for your support and hope you are able to attend our celebrations on the 19th December.

Kindest Regards,

A handwritten signature in black ink, appearing to be a stylized 'G' or 'C' followed by a flourish.

On behalf of the Gawler Children's Christmas Party Committee

Gawler Office

Department for Child Protection

MAKE A WISH



PARTY

MERRY
CHRISTMAS

The Department for Child Protection Invites you to our Gawler Christmas Party

WEDNESDAY

DECEMBER

19

1.30pm

to

4.30pm

LET'S CELEBRATE



FOOD, MUSIC, JUMPING CASTLE, SIDESHOW, PHOTOBOOTH
SHOWBAGS, FACE PAINTING, SANTA & MORE

RSVP

ADDRESS

By Wednesday 5th December 2018
to Lauren or Sharree on 8521 4444

Gawler Sport & Community
Centre/Princes Park, Nixon
Terrace, Gawler

Staniford, Elizabeth (DCP)

Subject: Tent: 2018 Residential Care Christmas event for children and young people.
10.00am - 12.00pm for ages 0-10. 12.30pm-2.30pm for ages 11 and over
Location: Semaphore Waterslide Complex
Start: Thu 20/12/2018 10:00 AM
End: Thu 20/12/2018 2:30 PM
Show Time As: Tentative
Recurrence: (none)
Organizer: Sanderson, Rachel (DCP)
Categories: TBC w Minister

31/10/18 – Brett Manuel, DCP finding out more information

5/11/18 – Who is invited: All residential care, commercial care, foster care and kinship care

28/11/18 – Emailed Brett Manuel seeking additional information

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

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 \$34.25 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:

Ombudsman SA

Phone: 8226 8699

Toll Free: 1800 182 150 (within SA)

Email: ombudsman@ombudsman.sa.gov.au

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:

South Australian Civil and Administrative Tribunal (SACAT)

Phone: 1800 723 767

Email: sacat@sacat.sa.gov.au

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

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

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 \$34.25 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 (Do not send cash through the mail)	<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 waive fees attached? (e.g. a copy of your concession card)	<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.....