



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/1007  
7488901

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

Dear Mr Maher

On 17 July 2019, the Office of the Minister for Child Protection received your application made pursuant to the *Freedom of Information Act 1991* (the Act) for access to –

*“A copy of any current document which lists all staff and/or job titles in the Minister’s Office AND a copy of the current Confidential Ministers Directory between 1 January 2019 and 17 July 2019.”*

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

I have determined to release Document 1 and 3 in part pursuant to clauses 6(1) and 7(1)(c) of the Act.

I have determined not to release Document 2 pursuant to clause 20(1)(b) of the Act.

### **Document One – Partial Access**

The components considered for exemption pertain to the email addresses and mobile telephone number of ministerial and public sector staff based within the Office of the Minister for Child Protection’s Office.

### *Clause 6(1) – Documents Affecting Personal Affairs*

In considering the application of the personal affairs clause in this situation, I am mindful that the email address and mobile number of a public officer may be considered an unreasonable disclosure due to the proximity of these details to be able to access the person.

Whilst making this consideration, I am aware of the modified public interest test applied in considering this clause and in considering this, I am considerate of the welfare of these public officers, with the possibility of public disclosure of these details. As such, I am applying this clause to the personal email address and personal mobile phone number of these officers.

### *Clause 7(1)(c) – Document Affecting Business Affairs*

In considering the application of the business affairs clause in this situation, I consider the mobile telephone numbers and email addresses, the disclosure of which could have an adverse impact on the affairs of the agency and be on balance, contrary to the public interest.

In considering this, I consider that upon release of this information, a substantial adverse impact could be experienced by the agency through members of the public utilising this information for non-official means.

In considering the public interest test, I am mindful of the impact which could be experienced by the agency in administration of its duties. In this situation, I consider the public interest not being for the release of this information.

### **Document Two – Refusal of Access**

This document is considered exempt under Part 3, 1 20(1)(b) of the Act as it is an answer to a Question On Notice to the Parliament of South Australia.

### **Document Three – Partial Access**

The components considered for exemption pertain to the personal details for each staff member such as access pass number, alarm pin and DHS Screening information.

*Clause 6(1) – Documents Affecting Personal Affairs*

In considering the application of the personal affairs clause in this situation, I am mindful that the email address and mobile number of a public officer may be considered an unreasonable disclosure due to the proximity of these details to be able to access the person.

Whilst making this consideration, I am aware of the modified public interest test applied in considering this clause and in considering this, I am considerate of the welfare of these public officers, with the possibility of public disclosure of these details. As such, I am applying this clause to the personal email address and personal mobile phone number of these officers.

*Clause 7(1)(c) – Document Affecting Business Affairs*

In considering the application of the business affairs clause in this situation, I consider the mobile telephone numbers and email addresses, the disclosure of which could have an adverse impact on the affairs of the agency and be on balance, contrary to the public interest.

In considering this, I consider that upon release of this information, a substantial adverse impact could be experienced by the agency through members of the public utilising this information for non-official means.

In considering the public interest test, I am mindful of the impact which could be experienced by the agency in administration of its duties. In this situation, I consider the public interest not being for the release of this information.

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.

Yours sincerely



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

16/ 8 / 2019

# Hon Rachel Sanderson MP

Minister for Child Protection

## **CONFIDENTIAL**

This directory contains confidential information for  
Ministers and their staff only.  
Please do not disclose or distribute by any means.

### **Emergency Numbers**

Life threatening situation 000  
Police attendance 131 444  
Police Security Service Division 8116 9230

#### **Ministerial Office Details**

**Street Address:**

Level 12, 1 King William Street  
ADELAIDE SA 5000  
E: minister.sanderson@sa.gov.au

**Postal Address:**

GPO Box 1838  
ADELAIDE SA 5001  
DX: 838

**Telephone Details:**

T: (08) 8303 2926

#### **Ministerial Office Staff**

Name	Position and email address	Desk	Mobile/Other
Penny Pratt	Chief of Staff	8303 2923	
Brendan Clark	Adviser	8303 2996	
Mikala Ballard	Adviser	8303 2585	
Chantelle Reed	Adviser	8303 2574	
Elizabeth Staniford	Office Manager	8303 2592	
Karen Stoate	Ministerial Liaison Officer	8303 2199	
Damian Leach	Ministerial Liaison Officer	8303 2023	
Lucas Abbott	Ministerial Liaison Officer	8303 2563	
Lana Kravinskis	Executive Assistant	8303 2554	
Samuel Diprose	Parliamentary and Cabinet Officer	8303 2962	
Alexander Prior	Senior Business Coordinator	8303 2906	
VACANT	Administration Officer		
VACANT	Administration Officer		
Chris Dowling	Ministerial Driver		

#### **Electorate Office of the Member for Adelaide**

**Address:**

84 Prospect Road  
PROSPECT SA 5082  
T: 8269 1838  
F: 8269 4233  
E: adelaide@parliament.sa.gov.au

#### **Parliament House Office**

T: 8237 9275

Ministerial Office Acces Cards						
Staff Member	Ministerial Office Card Number	DCP Card Number (if they have one)	Alarm PIN	DHS Screening Expiry Date	Current staff cards as of 10 Sept 2018	Notes
Minister Sanderson						
Chris Dowling (Ministerial Driver)						
Penny Pratt (COS)						
Facilities & Assets						
ICT						
Elizabeth Staniford						
Katrina Stokes						
Mikala Ballard						
Chantelle Reed						
SPARE - (Builders)						
Samuel Diprose						
Not assigned						
Alexander Prior - V2						
Lana Kravinskis						
PSSB						
Nadina Labiszewski						
Karen Stoate						
Damian Leach						
SPARE						
SPARE						
SPARE						
Lucas Abbott						



# 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>(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<br>waive fees attached?<br>(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.....