



If calling please ask for [REDACTED]
Telephone: [REDACTED]

Reference: ESS-18-2387

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[REDACTED]

Dear [REDACTED]

I am writing in relation to your application made under the *Freedom of Information Act 1991* (the FOI Act) in which you requested access to the following documents:

"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) which lists all departmental staff who have been allocated as the primary contact for the Minister or the Minister's staff or the Minister's office."

In accordance with Premier and Cabinet Circular PC045, if you are given access to documents as a result of this FOI application, details of your application, and the documents to which access is given, may be published in the agency's disclosure log. A copy of PC045 can be found at <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars>.

A search has been conducted and one (1) document was located that is within the scope of your application. In respect of the document, I have determined as follows:

Document 1

I exempt document 1 under the provisions of Schedule 1 of the FOI Act that deals with exempt documents on the basis of:

Clause 1 (1) (a) states:

1. *Cabinet documents*

(1) *A document is an exempt document –*

(a) if it is a document that has been specifically prepared for submission to Cabinet (whether or not it has been so submitted)

As document 1 was prepared for submission to Cabinet, it is therefore exempt from disclosure under Clause 1 (1) (a) of the FOI Act.

Appeal Rights

If you are dissatisfied with this decision, you are entitled to exercise your rights of review and appeal as outlined in the attached documentation.

Should you have any enquiries in relation to this matter, please do not hesitate to contact me on [REDACTED]

Yours sincerely

[REDACTED]

Accredited Freedom of Information Officer

(1 July 2018

SCHEDULE OF DOCUMENTS

Freedom of Information application by [REDACTED] – *“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) which lists all departmental staff who have been allocated as the primary contact for the Minister or the Minister’s staff or the Minister’s office.”*

| Doc No | Description | Determination |
|---------------|----------------------------|--|
| 1 | Section 5: Portfolio Guide | Document exempt under clause 1 (1) (a) of Schedule 1 of the FOI Act. |