



**Government  
of South Australia**

**Minister for Human Services**

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**Our ref:** MCOR/18/031

Hon Kyam Maher MLC  
Parliament House  
North Terrace  
ADELAIDE SA 5000

Sent by email: [maher.office@parliament.sa.gov.au](mailto:maher.office@parliament.sa.gov.au)

Dear Mr Maher

### **Freedom of information application**

I refer to your application under the *Freedom of Information Act 1991* (the Act), received by the Office of the Minister for Human Services on 21 May 2018 seeking access to:

*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 or Minister's office staff.*

The purpose of this letter is to advise you of my determination.

I have determined that the document falls within the scope of your application is listed in the attached document schedule and that access will be granted in full to the document listed in the schedule.

I advise the electronic document management systems used by the Minister's office is Objective.

If you are dissatisfied with my determination, you can seek an internal review by writing to the Minister for Human Services as the Principal Officer of the agency. Your request should be sent within 30 days of your receipt of this letter.

In accordance with the requirements of Premier and Cabinet Circular PC045, details of your FOI application, and the documents to which you are given access, may/will be published on 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>.

If you have any questions in relation to this matter, please contact Amanda Hockings, Office Manager, on telephone 8463 3388 or by email at [amanda.hockings2@sa.gov.au](mailto:amanda.hockings2@sa.gov.au). If you disagree with publication, you will need to advise the Office Manager within two weeks of the date of this determination.

Yours sincerely



**Hon Michelle Lensink MLC**  
MINISTER FOR HUMAN SERVICES

28 / 5 / 2018

Encl Schedule of documents  
Document for release

**SCHEDULE OF DOCUMENTS – MCOR/18/031 A18956553**

Freedom of information application from the Hon Kyam Maher MLC seeking access to *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 or Minister’s office staff.*

No	Author	Addressee	Date	Description of document	Determination	Reason
1.	Office Manager, Minister for Human Services	Minister for Human Services	May 2018	Briefings Index – current index of all briefs: a) Received by the Minister’s office b) Requested by the Minister’s office c) Returned to the department d) Generated by the Minister’s office	Released in full	

**Name +**

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18MDIS/0254 - DHS Draft Briefing  
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