



# Provision of adoption information and the exercise of the Chief Executive's discretion under section 27(5) of the *Adoption Act 1988* Procedure

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## 1. Purpose

This procedure provides guidance about the:

- provision of adoption information to applicants for adoption information
- Chief Executive's exercise of discretion<sup>1</sup> not to reveal adoption information under section 27(5) of the *Adoption Act 1988*
- provision of adoption information under section 27 of the *Adoption Act 1988*.

The Department for Child Protection (DCP, the Department) recognises the National Apology for Forced Adoptions<sup>2</sup> and acknowledges the importance of family, identity and cultural background to those affected by adoption. The language used in this procedure is consistent with the *Adoption Act 1988* ("Adoption Act") and is not intended to offend.

In addition to the guidelines regarding section 27(5), this procedure provides general information about the process by which certain persons may apply for and obtain adoption information pursuant to section 27 of the Adoption Act. This procedure has been established as required under section 27(6) of the Adoption Act, regarding the Chief Executive's discretion not to reveal adoption information under section 27(5) of the Adoption Act.

## 2. Scope

The procedure applies to all staff in the DCP Freedom of Information (FOI) Team who receive, respond to and manage requests for documents and information.

## 3. Authority

### 3.1 Legislative context

This procedure should be read in conjunction with the following Acts:

- The [Adoption Act 1988](#) (SA) ("the Adoption Act")
- [Freedom of Information Act 1991](#)
- Sections 153 and 154 of the [Children and Young People \(Safety\) Act 2017](#)

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<sup>1</sup> Please note that this discretion may be delegated to senior officers within DCP.

<sup>2</sup> On 21 March 2013, the then Prime Minister Julia Gillard apologised on behalf of the Australian Government to people affected by forced adoption or removal policies and practices.

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## 3.2 Whole of Government requirements

- National Information Sharing Framework

## 3.3 DCP requirements

Not applicable.

# 4. Procedure requirements

## 4.1 The application process

This procedure provides information to the parties of a South Australian adoption, and certain relatives or descendants of adopted persons who are eligible to make an application for adoption information held by DCP under the Adoption Act. The law regarding the release of Adoption information is governed by the Adoption Act, in particular section 27. This procedure is intended to assist applicants with understanding how DCP applies that law to an application to obtain adoption information.

This procedure provides guidance on:

- who can make an 'Application for Provision of Adoption Information'
- how an application for documents and information can be made
- how applications are processed
- restrictions placed on the release of information
- the circumstances in which DCP may refuse to provide a document or information, or may provide a document in redacted form
- the avenues for complaint if an applicant is dissatisfied with the process or the outcome of the application.

### Who can make an application for adoption information?

Once an adopted person is 18 years of age or over, an application for provision of adoption information pursuant to section 27 of the Adoption Act can be made by:

- a 'party' to an adoption being
  - an adopted person
  - an adoptive parent
  - a birth parent

or

- where the adopted person is deceased or cannot be located - a lineal descendant (for example a son, daughter, grandson or granddaughter) of an adopted person
- where the birth parents consent or are deceased or cannot be located - a person who would have been a relative of the adopted person if the adoption order had not been made.

Section 27 of the Adoption Act specifies the types of documents and information that each of these applicants can obtain.

DCP can also advise the Registrar of Births Deaths and Marriages about access to pre-adoption birth certificates: see section 41(4) of the Adoption Act.

**Information may be provided earlier**

Section 27A of the Adoption Act provides that information may be provided before the adopted person turns 18 if consent to the disclosure is given by:

- in the case of disclosure to an adopted person
  - the adoptive parents; and
  - if the name of a birth parent is to be disclosed – that parent; or
- in the case of disclosure to a birth parent
  - the adoptive parents; and
  - if the adopted person has attained the age of 12 years – the adopted person.

**4.1.1 Making an application**

To make an application pursuant to section 27 of the Adoption Act, an applicant must either complete an [Application for Provision of Adoption Information form](#) or make a request in writing stating that the request is made pursuant to the Adoption Act. The applicant must lodge the application with the DCP FOI Team (refer to [4.8 Assistance with applications or enquiries](#) for contact and address details of the FOI Team).

The application must provide the following information:

- the applicant's full name and date of birth
- proof of identity of the applicant (for example driver's licence, pension card, signed statement from financial institution)
- a postal or email address for the applicant (also helpful if phone number is provided)
- details of the information the applicant is requesting
- identify which party they are to the adoption
- if the person is not a party to an adoption, their relationship to the adopted person.

**Proof of identity**

The preferred proof of identity for an applicant is:

- photo identification with a signature (for example, a driver's licence or passport)
- where relevant, evidence of a name change (for example, a marriage certificate).

**Applications by descendants**

If the applicant is a descendant of an adopted person, or an adoptive parent or relative of a birth parent, the applicant must attach a statement from the birth parent or adopted person stating that they give their consent for the applicant to apply for the adoption information. This statement of consent must be signed by the birth parent or adopted person. If the birth parent or adopted person has changed their name since the adoption, copies of documents which prove the change of name must also be provided. If the birth parent or adopted person is deceased, the applicant must provide proof of their death (for example, a Death Certificate or Obituary Notice) and proof of the applicant's relationship to the deceased.

**4.1.2 Incomplete applications**

Where insufficient information is provided in the application form to enable the application to be processed, the FOI team will notify the applicant in writing that the request is incomplete and what additional information is required. DCP may provide or arrange assistance where possible.



### 4.1.3 Withdrawal of applications

An applicant may choose to withdraw their application, either verbally or in writing, at any time prior to the FOI Team finalising the application. DCP cannot process any applications which are incomplete or have not been made by persons specified in 4.1 or where the information sought falls outside the scope of information provided for in section 27 of the Adoption Act.

### 4.1.4 Processing an application

#### Processing times

Upon the receipt of a complete application, the FOI team will acknowledge the application by email (or postal letter if no email address is provided). A copy of the Post Adoption Support Service (PASS) flyer will be attached to the acknowledgment. Processing times for the application will depend on a number of matters including:

- the size and scope of the application
- the need to contact the applicant for clarification or to seek further information
- the need to undertake further research and archival retrieval
- consultation with other parties to an adoption (procedural fairness, see Part 4.3).

If an applicant requires their information urgently for a particular reason such as legal, medical or service provision, the applicant must provide evidence of this and identify the request as urgent.

#### Type of information provided

Unless otherwise requested in the application, DCP will search for and provide the following types of adoption records:

- for local adoptions where the adoptee is over 18 years of age:
  - the Department's adoption files
  - the Department's adoption index cards
  - sealed envelope held at State Records for adoptions completed pre-1989
  - Maintenance or Affiliation file (if relevant to the adoption)
- for intercountry adoptions where the adoptee is over 18 years of age:
  - the Department's adoption files
  - the Department's adoption index cards
  - Australians Aiding Children Adoption Agency file (for records from between approximately 1990-2005)
  - information about the adoption provided to the Department by the relevant overseas country (some of this may require translation before consideration for release, and both language versions will be made available).

Refer to Part 8. Definitions in this procedure for a definition of the above file types.

#### When documents are not provided or redacted

If a decision is made to refuse to provide a document, or part of a document on the basis of section 27(5) of the Adoption Act or for other reasons, the document will either be held from release or information will be removed ('redacted') from the document. The applicant will be informed of the refusal in writing.

The redaction of information is the process of removing information from view by blocking out information in the copy of a document provided to the applicant. Where information has been redacted from a



document, a code (see below) indicating the type of information redacted will be provided. This code will then be explained in the decision notice.

### **Notification of a decision**

The delegated decision maker will notify the applicant of the decision in writing. This decision notice must include the following information:

- the decision about what information will be provided
- the date the decision was made
- who to contact about the decision
- if a statement of wishes has been lodged by a party to an adoption, a copy of the statement of wishes
- authorisation to access a pre-adoption birth certificate from the Registry of Birth Deaths and Marriages (if applicable).

A copy of the decision notice and all documents that come within the scope of the request will be retained in departmental records (in both redacted and un-redacted form).

### **How access is to be provided**

The applicant will be provided with a copy of the released or partially released documents by secure email or in paper form, depending upon the applicant's preference. Each file or record released to the applicant will include a file cover or header detailing what the file or record is.

### **Personally significant original documents**

Where personally significant original documents, such as those mentioned below, are located during the processing of a request, they may be provided to the applicant and a colour copy will be retained in DCP records.

Examples of personally significant original documents include but are not limited to:

- education, training and certificates of achievement (including school reports)
- correspondence addressed to the adopted person (including from relatives)
- photographs.

### **Documents that cannot be located or do not exist**

Where searches have been conducted and some or all of the documents within the scope of the request cannot be located, DCP will provide a written decision notice to the applicant which explains this and the steps taken to locate the documents.

## **4.2 Information or documents which are not disclosed – Guideline to the application of section 27(5) of the Adoption Act**

When making a determination about whether information/documents will be provided or not, the Chief Executive and/or their delegate will take into account any relevant information held in DCP files, including any information that has been provided to DCP by a person affected by the disclosure of the information (see Part 4.3 below regarding natural justice). The Chief Executive will also have regard to the objects and guiding principles of the Adoption Act set out in section 3 of the Adoption Act, and the intention behind section 27 and any other relevant provisions in the Adoption Act.

Section 27 of the Adoption Act reflects support for the concept of open adoption by providing that (in general), parties to an adoption may obtain adoption information. However, there are some circumstances



in which the Chief Executive or their delegate may withhold access to adoption information. These are discussed below.

### **Section 27(5) of the Adoption Act**

Section 27(5) provides that the Chief Executive has an absolute discretion to determine that adoption information should not be provided because the disclosure of the information would:

- a. be an unjustifiable intrusion on the privacy of the person to whom the information relates; or
- b. give rise to a serious risk to the life or safety of a person; or
- c. in the case of information relating to a person adopted before 17 August 1989—not be in the best interests of the adopted person, taking into account the rights and welfare of the adopted person and any other prescribed matter.

### **Section 27(5)(a): The Chief Executive has determined that disclosure would be an unreasonable intrusion on the privacy of the person to whom the information relates**

The Chief Executive has delegated certain individuals to undertake this work (see part 7 below). The delegated decision maker will consider whether the information is personal information relating to a person other than the applicant, and whether the disclosure of the information would be an unreasonable intrusion into the privacy of that person. The decision on what constitutes an unreasonable intrusion of a person's privacy will be made on a case-by-case basis. It is an objective test based upon whether the ordinary person would find this measure as intrusive. The test does not require special consideration of whether a given person is aggrieved by the intrusion, but whether an ordinary member of the community would take this view.

### **Documents or information that would disclose the names of birth siblings of the adopted person**

Section 27(4) of the Adoption Act provides that DCP must not reveal the names of siblings (full biological sibling or half biological sibling)<sup>3</sup> of the adopted person (“birth siblings”) where those siblings have not attained the age of 18 years. However, if the birth siblings of the adopted person have attained the age of 18 years, DCP must apply section 27(5) of the Adoption Act to determine whether or not the release of the siblings' names would be an unjustifiable intrusion on the privacy of the person to whom the information relates (see Part 4.3 regarding natural justice below).

In making the decision pursuant to section 27(5) of the Adoption Act the Chief Executive will take various factors into account including:

- whether there is an indication in the adoption file that the birth siblings are aware of the existence of the adopted person
- whether the adopted person already knows the names of the birth siblings.

### **Other personal information relating to a third party**

Other examples of documents or information where disclosure may be an unjustifiable intrusion on the privacy of the person to whom the information relates include, but are not limited to:

- letters to and from other parties that are not related to the circumstances of the adoption
- personal information about third parties, including but not limited to:
  - financial affairs
  - criminal records
  - marital or other personal relationships

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<sup>3</sup> Section 27(1)(d) of the Adoption Act 1998 refers to a sibling of “the whole or half blood of the adopted person”.



- employment records
- personal qualities or attributes
- health information not related to the adoption
- the addresses of birth relatives if they were not aware of the adoption
- personal opinions or personal statements made by third parties
- information arising from personal discussions between birth parents and or adoptive parents and DCP staff
- names of third parties (such as birth parents' friends, medical practitioners or other personal advisers)
- documents relating entirely to another party and not the circumstances of the adoption (for example assessment by the Department of the adoptive parents when they first applied to adopt a child).

**Section 27(5)(b): The Chief Executive has determined that disclosure of the information would give rise to a serious risk to the life or safety of a person**

The decision whether the release of information would give rise to a serious risk to the life or safety of a person will be made on a case by case basis. However, it should be understood that the threshold for 'serious risk' is high and that a general concern that a person would be distressed or unhappy about the release of information would not ordinarily meet the statutory requirement. It would also be expected that some evidence would be provided in support of such a claim.

**Section 27(5)(c): the Chief Executive has determined, in relation to documents or information relating to a person adopted before 17 August 1989, that the disclosure of the information would not be in the best interest of the adopted person, taking into account the rights and welfare of the adopted person and any other prescribed matter**

In addition to the consideration of the rights and welfare of the adopted person the Chief Executive (or delegate) will take into account any relevant information held in DCP files, including any information that has been provided to the DCP by a person likely to be affected by the disclosure of the information (see Part 4.3 below regarding natural justice and Part 4.4 regarding Statement of Wishes). The Chief Executive (or delegate) will also have regard to the objects and guiding principles of the Adoption Act set out in section 3, and the intention behind section 27 and any other relevant provisions in the Adoption Act.

#### 4.2.1 Other reasons for not disclosing documents or information

There may be other reasons why DCP does not disclose information, such as:

- documents or information the disclosure of which is an offence
- documents or information subject to Legal Professional Privilege.

#### 4.3 Natural Justice and Procedural Fairness requirements

Procedural fairness, or as it is otherwise known, natural justice is a set of principles which apply to all decisions of government which may adversely affect the rights and legitimate expectation of a given person or persons. The natural justice requirements around government decision making is often referred to as administrative law, and is principally concerned with ensuring a fair process is adopted, rather than being focussed on the outcome or result.

Following a range of decisions in the High Court of Australia, government departments of all levels are legally obliged to apply these natural justice principles during particular decisions making steps. Decisions made by the Chief Executive or their delegate in relation to adoption applications are not immune to these requirements. In a practical sense, this may mean that in some circumstances, an appropriate person in DCP may need to locate and contact one or more of the parties to the adoption. The purpose of this is to notify the other parties that information that may affect them may be released by DCP. If the other parties are



concerned with the release of this information, this is their opportunity to inform the decision maker and state why it should not be released.

Before the process is undertaken, the applicant will be notified in writing by the FOI team of the decision to undertake the procedural fairness process. DCP recognises this may be a sensitive subject for an applicant and will not proceed with contacting other parties until an applicant is aware that DCP is undertaking this process.

The fact that a person has expressed their concern about the release of the information does not mean the applicant will be refused. The refusal must still fall within the Chief Executive's discretion provided in section 27(5) of the Adoption Act.

#### 4.4 Statement of Wishes

Section 27B(4) of the Adoption Act provides that:

- any person who lodged an old section 27B direction (commonly known as a veto) was entitled to give, prior to 17 December 2022, the Chief Executive a written statement setting out the persons wishes in relation to contact by another party to the adoption.

An "old section 27B direction" was a direction by a party to an adoption that the Department could not disclose information in its possession that would enable the person to be traced.

All vetoes expired on 17 December 2022.

A Statement of Wishes is a written statement provided to the Chief Executive of the Department for Child Protection by an adopted person, birth parent or adoptive parent that sets out their wishes in relation to contact by another party to the adoption.

A Statement of Wishes may include:

- whether the person who lodged the Statement of Wishes, wishes to be contacted by all or some of the parties to the adoption; or an agency on their behalf
- under what circumstances the person who lodged the Statement of Wishes wants to be contacted, if at all
- the preferred means of contact (phone, email, letter, face to face).

The Adoption Act requires that the Department must provide the Registrar of Births, Deaths and Marriages with a copy of the Statement of Wishes. The Registrar will release this along with any certificates provided to applicants.

A Statement of Wishes is not a veto. It does not prevent the Department from releasing information that identifies the person making the Statement of Wishes or information, which would enable that person to be traced.

The Chief Executive may take into account the information set out in a Statement of Wishes when exercising discretion pursuant to section 27(5) of the Adoption Act (see 4.2). However, the fact that a Statement of Wishes expressing concern about the release of the information was provided does not mean that this information will not be disclosed. The refusal must still fall within the Chief Executive's discretion provided in section 27(5) of the Adoption Act.



A Statement of Wishes stays in effect until such time as the person making the statement withdraws it. A copy of the Statement of Wishes will be provided with any information released on an application for Provision of Adoption Information.

## 4.5 Access to other departmental records (Freedom of Information and provision of information to care leavers)

Where an adopted person over the age of 18 years is seeking access to departmental records which do not come within the types of adoption information specified in section 27 of the Adoption Act (for example, information about their time in out of home care under a foster care arrangement), the FOI team will advise the adopted person of the existence of the information and assist them to request this information pursuant to section 153 of the *Children and Young People (Safety) Act 2017* or via a *Freedom of Information Act 1991* application.

Applicants who wish to make either of these applications are encouraged to contact DCP's FOI Team (see [4.8 Assistance with applications or enquiries](#)).

## 4.6 Applicant's right of review

### 4.6.1 Reconsideration of a decision to withhold information

Where a decision has been made to redact or withhold information and the applicant is dissatisfied with this decision, the applicant may apply to have the decision reconsidered.

The applicant may write to DCP within 30 calendar days from the date the decision was made and provide information setting out why the decision should be reconsidered. This should include evidence (where available). A briefing will be prepared for the Chief Executive who will review the information supplied by the applicant and consider whether there may be a reason for changing the decision. The Chief Executive will provide a reconsideration decision notice to an applicant in writing within 30 calendar days of receiving the request.

### 4.6.2 Complaints

The Adoption Act does not specifically provide for review of decisions made under section 27. A person may contact the DCP's Complaints and Feedback Management Unit if they are not satisfied with a decision made under section 27 of the Adoption Act. A complaint can be lodged in the following ways:

- online: <https://www.childprotection.sa.gov.au/contact-us/complaints-reviews-and-feedback>
- by telephone: 1800 003 305
- in writing to: Complaints and Feedback Management Unit, Department for Child Protection, GPO Box 1072, Adelaide SA 5001.

### 4.6.3 External complaints

An applicant may also seek an external review of any decision made by the Chief Executive under the Adoption Act by the Ombudsman SA under its general complaints handling process. The Ombudsman can be contacted as follows:

Telephone: (08) 8226 8699  
Toll free: 1800 182 150 (outside metro SA only)  
Facsimile: (08) 8226 8602



Email: [ombudsman@ombudsman.sa.gov.au](mailto:ombudsman@ombudsman.sa.gov.au)  
 Street address: Level 8, 95 Grenfell Street, Adelaide SA 5000  
 Postal address: Ombudsman SA, PO Box 3651, Rundle Mall SA 5000

There is no statutory right of appeal against decisions of the Chief Executive under section 25. However, it may be possible to seek judicial review of the decision in the Supreme Court of South Australia.

#### 4.7 Support to parties of an adoption and other information

Parties to an adoption should be aware of the following:

- it is recommended that parties to an adoption have a person to support them during their search for records about the adoption. The [Departmental records Fact Sheet](#) which sets out information about support services that may be available to assist. There are also other [fact sheets](#) that provide information on DCP records and information about other agencies that may hold adoption information.
- the language used in past departmental records reflects the attitudes of Australian society at the time that the records were made. Today, some of this language is considered to be inappropriate. Its use in past records is not intended to cause offence or distress.

#### 4.8 Assistance with applications or enquiries

For assistance with making an application or for any enquiries regarding access to DCP records, please contact:

The FOI Team  
 Department for Child Protection  
 Postal Address: GPO Box 1072, Adelaide SA 5001 Telephone: 8226 4399  
 Email: [DCP.FOI@sa.gov.au](mailto:DCP.FOI@sa.gov.au)

### 5. Compliance, monitoring and evaluation

The procedure will be monitored by the Manager, Redress and Information Release and reviewed and updated as required.

### 6. Related documents

Related documents, forms and templates
<a href="#">Departmental records fact sheet</a>
<a href="#">Post Adoption Support Services (PASS) fact sheet</a>
<a href="#">Provision of Adoption Information form</a>



## 7. Roles and responsibilities

Role	Authority/responsibility for
Chief Executive	<p>Section 27 of the Adoption Act confers certain powers on the Chief Executive. These powers are formally delegated to other officers in the Department for Child Protection, including (at this point in time):</p> <ul style="list-style-type: none"> <li>• Deputy Chief Executive</li> <li>• Director, Legal Services</li> <li>• Manager, Redress and Information Release</li> <li>• Supervisor FOI</li> <li>• Supervisor Adoption Services.</li> </ul>

## 8. Glossary

Term	Meaning
Affiliation file	A file associated with the adoption file.
Australians Aiding Children Adoption Agency	<p>A non-government adoption agency that was operational in South Australia (under section 29 of the Adoption Act) to conduct certain intercountry adoption activities from about 1990 to 2005.</p> <p>The agency no longer exists.</p>
Chief Executive	Chief Executive, Department for Child Protection.
Index card	Prior to the introduction of electronic data bases, the Department maintained details of each adoption on hard copy cards. These form part of the adoption record.
Maintenance file	Prior to the introduction of Commonwealth legislation regulating parental child support payments, the Department for Child Protection was responsible for such regulation. This was conducted by the Department's Maintenance Branch, which created a file for each matter where payment was required for a child. This included payment by a putative father of a child to be adopted for such costs as hospital fees and the fee for the child's birth certificate.
Sealed envelope	The Adoption Act 1988 provided for openness in adoption (access to identifying information). Prior to this, adoption was a secret matter and the Adoptions Court would seal court documents with identifying details (such as the child's original birth certificate) in an envelope. These could only be opened via a court order. When the Adoption Act 1988 commenced, the Court gave these sealed envelopes to the Department as they were considered part of the record of the adoption that could



Term	Meaning
	be accessed (under section 27 of the Act) by the relevant parties.

## Document control

Reference No./ File No.	<i>(Please complete all ** fields)</i>		
<b>Document Owner</b>	<b>Lead Writer (position)</b>		
Directorate/Unit: Legal Services	Manager, Redress and Information Release		
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<a href="#">Risk Assessment Matrix</a>	Moderate	Rare	Low

REVISION RECORD		
Approval Date	Version	Revision description
March 2018	V1.0	Draft for external consultation
May 2018	V2.0	Second draft for final review
July 2018	V3.0	Final approved version
14 January 2022	V3.1	Desktop review including transfer to the procedure template
14 December 2022	V4.0	Updated to reflect commencement of amended provisions in the Adoption Act 1988 to take effect 18 December 2022
10 January 2025	V5.0	Review as per the DCP policy review cycle