

## SUPPLEMENTARY GAZETTE



**THE SOUTH AUSTRALIAN  
GOVERNMENT GAZETTE**

PUBLISHED BY AUTHORITY

ALL PUBLIC ACTS appearing in this GAZETTE are to be considered official, and obeyed as such

ADELAIDE, THURSDAY, 3 OCTOBER 2002

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Due to amendments to the *Freedom of Information Act 1991* in 2001, publication of an Information Summary is no longer a requirement of the Act. Those received have been coordinated for publication in the *Government Gazette*. Information previously published in the Information Summary now forms part of each agency's Information Statement. Information Statements can be found in an agency's Annual Report or on their website.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****ANIMAL AND PLANT CONTROL COMMISSION**

(FOI Agency No. G16)

The Animal and Plant Control Commission is a statutory authority established pursuant to Section 5 of the *Animal and Plant Control (Agricultural Protection and Other Purposes) Act 1986*. The Commission reports directly to the Minister for Environment and Conservation and is responsible for the administration and enforcement of the Act. The purpose of the Animal and Plant Control Act is to provide for the control of animals and plants for the protection of agriculture and the environment and for the safety of the public.

Note: This Information Summary also includes the following agencies:

- The Exotic Animals Advisory Committee (G115)
- The Exotic Birds Advisory Committee
- The Deer Advisory Committee
- all animal and plant control boards established pursuant to Section 15 of the *Animal and Plant Control (Agricultural Protection and Other Purposes) Act 1986*
- all prescribed control bodies listed in Section 4 of the *Animal and Plant Control (Agricultural Protection and Other Purposes) Regulations 1987*.

**SECTION 1 – Policy Documents**

The Animal and Plant Control Commission has the following policy documents available:

- Animal and Plant Control Commission Planning Documents
- Animal and Plant Control Manual
- Annual reports of the:
  - Animal and Plant Control Commission
  - Pest Plants Commission
  - Vertebrate Pests Control Authority
- Board Member Induction Manual
- Code of Practice for Managing Fodder to Reduce the Spread of Proclaimed Plants
- Crown Lands Program Budget Setting Policy
- Guide to Board Planning
- Handbook for Vertebrate Pests Control
- Livestock Sale Inspection Policy
- Policy on Camels in South Australia

- Policy on Feral Deer in South Australia
- Policy on Guarantees of Board Loans
- Policy on the Entry, Movement and Keeping of Exotic Vertebrate Animals in South Australia
- Policy on the Keeping and Sale of Rabbits in South Australia
- Policy on the Management of Dingo Populations in South Australia
- Policy Relating to Feral Goats
- Proclaimed Plant Policies
- Risk Assessment and Management of Olives

Arrangements can be made to inspect any of these documents at the Soil & Water Environs Centre, Entry 4, Waite Road, Urrbrae between 9 a.m. and 4 p.m., Monday to Friday by contacting the FOI Contact Officer.

Note: Animal and plant control boards have various policy documents related to local issues. These can be obtained by contacting the appropriate board direct. Addresses and phone numbers of boards can be obtained from the Animal and Plant Control Commission.

## SECTION 2 – Information Statement

Copies of the Commission's Information Statement can be obtained free of charge from the FOI Contact Officer. The Commission's Information Statement is also included in the Commission's Annual Report.

## SECTION 3 – Contact Arrangements

Requests under the *Freedom of Information Act 1991* for access to documents in the possession of any agency covered by this Information Summary should be accompanied by a \$21.50 application fee and directed in writing to:

FOI Contact Officer  
Animal and Plant Control Commission  
G.P.O. Box 2834  
ADELAIDE S.A. 5001

Phone enquiries: Executive Officer: (08) 8303 9500

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****CARRICK HILL TRUST**  
(Department of Premier and Cabinet)**SECTION 1 – Policy Documents**

Annual Report (which includes financial statements).

Arrangements can be made to obtain copies of these documents between 9 a.m. and 5 p.m., Monday to Friday, by contacting the FOI Officer, 46 Carrick Hill Drive, Springfield, S.A. 5062. Phone: (08) 8379 3886.

**SECTION 2 – Information Statement**

Nil

**SECTION 3 – Contact Arrangements**

Requests and enquiries may be directed to:

The FOI Officer  
Carrick Hill  
46 Carrick Hill Drive  
SPRINGFIELD S.A. 5062

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****CEDUNA DISTRICT HEALTH SERVICES INC.**

## SECTION 1 – Policy Documents

Absconded/Missing Patients  
Acceptable Abbreviations  
Accident, Incident & Hazard Reporting  
Accommodation  
Acting Higher Duties – Nursing  
Admission  
Admission – Prior to  
Admission – Refusal of  
Admission and Discharges  
Advanced Resuscitation  
Aggression Management  
Air Evacuation of Patients  
Alcohol  
Ambulance Personnel and Patient Handover – Role of  
Australian Standards for Ethical Coding  
Autopsy  
Banning of Clients  
Blood Alcohol Estimation – Compulsory  
Blood Alcohol Testing – Responsibility of Registered Nurse  
Breast Feeding  
Cabcharge Vouchers – Issuing of  
Care of the Bereaved  
Catheterisation of Male Patients  
Children  
Cleaning – Discharge of Patient Unit  
Commissioning of Non Bio-Medical Electrical Appliances  
Community Home Based Services  
Complaints and Commendations – Handling of  
Confidentiality  
Consent  
Consent of Minors  
Consultation  
Contractors & Self Employed Persons

Critical Incident Debriefing  
CTG Monitoring & Reporting  
Custody of Minors  
Dangerous Drug Register  
Day Leave for Newborns  
Death – Viewing of Bodies in Viewing Room  
Death of a Patient  
Deceased Persons – Property  
Defib – Cardiac/Respiratory  
Defibrillator – Use of  
Developing a Policy  
Developing a Procedure  
Discharge – Patient  
Disclosure of Information – Confidentiality  
Doctor on Call – Emergency and after hours  
Doctor on Call – Woman in Labour  
Dress Code/Uniforms  
Drug Abuse within Hospital  
Drug Errors  
Drug Ordering in Hospital  
Drugs and Alcohol in Workplace  
Early Identification and Intervention Activities  
Effective LSCS  
Elective Surgery Booking  
Electrical Safety  
Employee Assistance Program  
Equal Employment  
Equipment – Electrical  
Equipment – Trial  
Escort  
Essential Power Supply  
Fire and Evacuation  
Fire Evacuation and Safety Training  
First Aid at Work  
Food  
Hazardous Substances  
Health Promotion  
Heat Stress and the Working Environment  
Identification Badges for Staff  
Identification of Patients  
Immunisation Program  
Immunisations – Storage and Administration of  
Imprest – Hospital and Outpatients  
Incidents  
Incidents involving Patients  
Incidents involving Visitors



Infection – Surveillance of  
Information Technology Security  
Intravenous Therapy  
Involvement of Police  
IV Cannulation  
Job Descriptions  
Labelling of Newborn Babies  
Laboratory Services  
Leave Rosters for all staff  
Linen Handling  
Manual Handling  
Meal Breaks  
Medical Care  
Medical Records  
Medication – Administration of Medication at CSUU  
Medication – Errors in Administration  
Medication – Management/Drug Calculation Competency  
Medication – Restrictions/Guidelines  
Medications – Administration and Management  
Medications – Checking of  
Medications – Misappropriation/Misuse of  
Mittens and Booties for Babies  
Monthly Check of Expiry Dates  
Motor Vehicle  
Narcotic and Psychotropic Drugs – Storage and Administration of  
Needle Exchange  
Needle Stick and Blood Accidents  
No Lift  
No Smoking  
Non Immunity Rubella in Pregnancy  
Notifiable Diseases  
Occupational Health, Safety and Welfare  
On Call Medical Service  
Operating Theatre Attire  
Outside Employment – all staff  
Oxygen and Suction – Checking of Equipment  
Patient Property – Unclaimed  
Patient Restraint  
Patient's Property – Loss/Damage  
Patient's Valuables  
Personnel Records  
Pilfering/Misdemeanours/Misconduct  
Plant and Equipment  
Practicing Certificates  
Protective Clothing and Equipment  
Quality Improvement

Radios and Electrical Appliances other than televisions  
Referral of Clients for Medical Assessment  
Rehabilitation  
Remote or Isolated Work  
Reporting Deaths to the Coroner  
Requisitions  
Research and Ethics  
Rights of Clients  
Role of Registered Nurse in Anaesthesia  
Rostering – allocation of Nurses  
Rostering – Call in Midwifery Staff  
Rostering – Emergency Call in Staff  
Rostering – Emergency Call in Staff in a Disaster  
Salaries/Wages  
Sales Representatives – Access to  
Sexual Harassment  
Sharps Disposal  
Single Use  
Single Use Items  
Smoking  
Staff – Warm up Exercises  
Staff Education  
Staff Grievances  
Staff Immunisations  
Staff Meals  
Staff Orientation  
Staff Performance Appraisal  
Staff Recognition Scheme  
Staff Requiring Treatment whilst on Duty  
Staff Service Awards  
Staff Training and Development  
Staff Under the Influence of Drugs and Alcohol  
Stock Control  
Stress Management  
Study Leave  
Superannuation  
Swabs, Needles and Instrument Count – The Standard of Practice for  
Talcum Powder – Use of  
Taxi Vouchers  
Telephone – Personal Telephone Usage by Staff During Work Hours  
Theatre – Swabs, Needles and Instrument Count – The Standard Practice for  
Timesheets  
Transfer of the Pregnant Woman or Neonate  
Transfers – Inter Hospital  
Triage – Ask Questions  
Triage System – Objectives

Uniforms Dress Code  
Universal Body Substance Isolation  
Universal Infection Control Procedures  
Waste Management  
Weekend Leave for Patients  
Work Experience Students  
Workplace Safety

## SECTION 2 – Information Statement

The Ceduna Hospital's Information Statement is available from the FOI Officer.

## SECTION 3 – Contact Arrangements

Requests under the *Freedom of Information Act 1991* for access to documents in the possession of the Ceduna District Health Services Inc. should be accompanied by a \$21.50 application fee and directed in writing to:

The FOI Officer  
Ceduna District Health Services Inc.  
P.O. Box 178  
CEDUNA S.A. 5690

An additional search fee of \$32.00 per hour applies and a deposit may be required. A reduction in the fee payable may be applicable in certain circumstances.

Enquires may be directed to the FOI Officer, Sandy Denton, telephone (08) 8625 2598 between 9 a.m. and 4 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****CITRUS BOARD OF SOUTH AUSTRALIA****SECTION 1 – Policy Documents**

The major policy document of the Citrus Board of SA is the Citrus Industry Act 1991 and, amongst other things, established the Citrus Board of SA in 1991.

The Citrus Board of SA has the following policy documents available:

- The Citrus Industry Act 1991 requires the Board to provide annual reports, which include financial statements, to the Minister each year by 30<sup>th</sup> June
- CBSA Strategic Plan 1996-2000
- CBSA Strategic Plan Review 2000-2001
- Requirements for registration (various)
- Rules and Practices relating to the South Australian citrus industry

Arrangements can be made to obtain copies of documents or inspect them at 148 Hindley Street, Adelaide, between the hours of 9 a.m. and 5 p.m., Monday to Friday, by contacting the FOI officer.

**SECTION 2 – Information Statement**

Copies of the annual report can be obtained, free of charge, by contacting the Records Officer (contact details below for FOI Officer).

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of the Citrus Board should be accompanied by a \$21.50 application fee and directed in writing to:

The FOI Officer  
Citrus Board of SA  
G.P.O. Box 2216  
ADELAIDE S.A. 5001

Enquiries may be directed to the FOI Officer, telephone (08) 8211 8056 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****CUMMINS & DISTRICT MEMORIAL HOSPITAL**

(FOI Agency No. H15)

A DIVISION OF

LOWER EYRE HEALTH SERVICES INC.

## SECTION 1 – Policy Documents

- Mission Statement
- Policies too numerous to list are available on request.

## SECTION 2 – Information Statement

Copies of the Cummins & District Memorial Hospital Information Statement, Annual Report and Policy documents can be obtained by contacting the CUMMINS HOSPITAL Freedom of Information Officer.

## SECTION 3 – Contact Arrangement

Requests under the Freedom of Information Act for access to information in the possession of CUMMINS HOSPITAL should be accompanied by a \$20.00 application fee and directed in writing to:

FOI Officer  
Cummins & District Memorial Hospital  
Tumby Bay Road  
CUMMINS S.A. 5631

Telephone: 8676 2163 Monday to Friday, 9 a.m. to 5 p.m.

The Cummins & District Memorial Hospital Inc. has instructions about the preparation of official correspondence. Although such documents would fall within type (a) they would not relate to one of the Department's functions and are unlikely to have a direct, tangible effect on any members of the public. Therefore, they would not have to be identified and published.

Freedom of Information Act 1989, Section 14 (1)(b) and (3)

Summary of Affairs of the Cummins & District Memorial Hospital Inc., FOI Agency No. H15

(Section 14 (1)(b) & (3) correspond to Section 9 (1) (b) & (3) in the South Australian *Freedom of Information Act 1991*).

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT OF THE PREMIER AND CABINET****SECTION 1 – Policy Documents**

The agency's policy documents (Circulars) are available from the Corporate Services Division of the department and are as follows:

*(Note: the new series has been updated and reissued as a result of the ongoing review of departmental circulars. The old series is being reviewed but is still current).*

**New Series:**

- No. 3 Gifts to Ministers, All Government Employees including agencies and their families (January 1989)
- No. 7 Security, Opening of Mail/Bomb Threat Calls (January 1989)
- No. 8 Use of Piping Shrike on Government of South Australia Letterhead, Advertisements and elsewhere (January 1989)
- No. 9 Appointment of Advertising Agencies by departments and government agencies (including Consultants for Public Relations and Specialist Consultants) Government Advertising Placement, Government Publicity and Photography (January 1992)
- No. 10 Management Requirements for Public Records (January 1989)
- No. 11 Telecommunications Equipment (July 1992)
- No. 12 Information Privacy Principles (Cabinet Administration Instruction 1/89) (July 1992)
- No. 13 Annual Reporting Requirements (May 2000)
- No. 14 Non-Payment of Board/Committee Fees to or for Government Employees or Officers of the Crown (August 1999)
- No. 15 Procedures for Submissions seeking the Review of Public Works by the Public Works Committee (October 1998)
- No. 16 Remuneration for Government Appointed Part-time Boards and Committees and Women on Boards and Committees (August 1999)

**Old Series:**

- No. 14 Accidents Involving Government Vehicles (May 1979)
- No. 15 Accidents and other matters which may result in Claims against the Government or require Special Investigation (June 1980)
- No. 28 Builders Licensing Act (August 1976)
- No. 39 City of Adelaide Planning Commission (June 1980)

- No. 40 State Government Insurance business (August 1977)
- No. 41 Fencing of Government Properties, cost sharing (May 1977)
- No. 42 Council Elections (June 1977)
- No. 43 Uniform Regional Boundaries for Government Departments (August 1980)
- No. 55 Grants to Appeals (August 1978)
- No. 58 Heritage items, development controls (January 1979)
- No. 60 Damage to Departmental Property caused by Servants of another Department or Instrumentality (June 1979)
- No. 78 Legal Services Commission of South Australia, remission of fees (April 1980)
- No. 84 Common Effluent Drainage Schemes (September 1980)
- No. 97 Use of Private Motor Vehicles by all Government Employees (January 1983)
- No. 112 Capital Works Efficiency Measures (September 1985)
- No. 114 Management of Government Real Property (including Crown Lands) (January 1986)

Please note that the following are available on the OCPE website: <http://www.ocpe.sa.gov.au/>

Commissioner's Guidelines:

- Guideline for a Planned Workforce
- Guideline for Executive Employment
- Guideline for the Recruitment and Employment of Non-Executive Employees
- Guideline for Ethical Conduct
- Guideline for Responsive and Safe Employment Conditions
- Guideline for Individual Performance Development
- Guideline for Planned Human Resource Development
- Guideline for the Protection of Merit and Equity
- Guideline for Continuous Improvement

Public Sector Management Act Determinations:

- PSMD 1 Executive Employment
- PSMD 2 Recruitment and Employment of Non Executive Employees
- PSMD 4 Enhanced Targeted Voluntary Separation Package Scheme (ETVSP Scheme)
- PSMD 5 Voluntary Flexible Working Arrangements
- PSMD 6 Defence Reserve
- PSMD 8 Frequent Flyer Schemes
- PSMD 9 Ethical Conduct – Access by Members of Parliament to Public Servants
- PSMD 11 Hours of Duty/Overtime/M Meal Allowances
- PSMD 12 Adjustments to Salaries
- PSMD 13 Allowances and Reimbursements for Employees Stationed in Country Locations
- PSMD 14 First Aid
- PSMD 15 Motor Vehicle Allowances
- PSMD 16 Travelling Expenses Reimbursement and Allowances
- PSMD 17 Camping Allowances
- PSMD 18 Camping Out Allowances
- PSMD 19 Relocation Expenses

PSMD 20	Allowance for Casual Cashiers and Paying Officers
PSMD 21	Payment of Private Telephone Rental and Official Calls/Licences to Drive Motor Vehicles
PSMD 22	Piloting of Hired or Government Owned Aircraft by Departmental Employees
PSMD 23	Part-time Interpreters or Translators Allowance
PSMD 24	Miscellaneous Industrial Provisions
PSMD 25	Industrial Disputes
PSMD 26	Salaries Adjustment (Public Offices) Act
PSMD 27	Volunteers in Government Agencies
PSMD 28	Job Representatives
PSMD 29	Recovery of Overpayments
PSMD 30	Management of Working in the Heat
PSMD 31	Remuneration During Leave

Public Sector Management Act Directions:

PSMDIR 6	Redeployment Practice
PSMDIR 9	Overseas Travel

Commissioners Circulars:

CC 6	Discipline and Disciplinary Appeals
CC 14	Recognition of Prior Service for Leave Purposes
CC 15	Sexual Harassment
CC 25	Special Leave Without Pay
CC 26	Work Experience Programs
CC 30	Use of Government Vehicles
CC 31	Guidelines for Public Servants Appearing before Parliamentary Committees
CC43	Evacuations – Legal Liabilities
CC45	Non Cash Pays
CC 46	Sick Leave
CC 47	Recreational Leave
CC 48	Long Service Leave
CC 49	Special Leave With Pay
CC 52	Employment Outside the Public Service
CC 53	Senior Officer Selection
CC 56	Invalidity Retirement/Temporary Disability
CC 59	Traffic Infringement Expiation Notices/Parking Offence Notices
CC 64	Guidelines for Ethical Conduct
CC 66	Transfer/Retirement of Incompetent Employees
CC 69	Whistleblowers Protection Act

Commissioners Determinations:

CD 7	Work Placement for Tertiary Students
CD 21	Transport/Travel Reimbursement for Employees with a Permanent Disability
CD 26	Cadetships
CD 30	Career Start Traineeships



Classification Standards:

The Technical Grades Stream  
The Operational Services Stream  
Administrative Services Stream  
The Professional Services Stream

Background Briefing Papers:

Enterprise Bargaining  
Recognition of Skill Development  
An Overview of Workforce Planning  
Appointment and Assignment Practices (for Non Executives) in the Public Service  
Grievance Resolution  
Current Directions in Competency Standards and Competency Based Training and Assessment  
Voluntary Flexible Working Arrangements

Other Supporting Material:

Code of Conduct for South Australian Public Sector Employees  
Conditions of Employment for Weekly Paid Employees  
The Whistleblowers Protection Act Guide for "Responsible Officers" (1993)  
*NB: not available electronically*  
People Mean Business Managing Diversity in the South Australian Public Sector (Jan. 1998)  
*NB: not available electronically*

SECTION 2 – Information Statement

The Department of the Premier and Cabinet published an Information Statement in accordance with the *Freedom of Information Act 1991* in its Annual Report for the financial year 2001-2002.

SECTION 3 – Contact Arrangements

Requests to access documents should be forwarded to:

Principal FOI Officer  
Department of the Premier and Cabinet  
G.P.O. Box 2343  
ADELAIDE S.A. 5001

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****GAWLER HEALTH SERVICE INC.**

(FOI Agency No. H24)

**SECTION 1 – Policy Documents**

Annual Report  
Constitution  
Allocation of Office Space to External Agencies Policy  
Disbursement of Capital Funds Policy  
Casual Staff Policy  
Admitting Privileges Policy  
Clinical/Research Ethical Approval Policy  
Complaints & Opinions Policy  
Maintaining Confidentiality in the Workplace Policy  
Consumer Focus Policy  
Delegations of Authority Policy  
Prevention of Discrimination/Bullying/Harassment Policy  
Donations/Sponsorships to External Organisations Policy  
Employee Assistance Programme Policy  
Industrial Relations Policy  
Maternal & Neonatal Services Policy  
Clean Needle Programme Policy  
Nursing Home/Hostel Placement of Approved Patients Policy  
Patient Transport Policy  
Quality Improvement Policy  
Risk Management Policy  
Service Recognition Policy  
Sexual Harassment Policy  
Non-Smoking Policy  
Staff Development Policy  
Student Placements/Work Experience Policy  
Uniforms Policy  
Volunteers Policy

**SECTION 2 – Information Statement**

A copy of the Gawler Health Service's Information Statement can be obtained, free of charge, via contact arrangements below.

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**SECTION 3 – Contact Arrangements**

Requests under the *Freedom of Information Act 1991* for access to information in the possession of the Gawler Health Service should be in writing, accompanied by a \$21.50 application fee and forwarded to:

The Freedom of Information Officer  
Gawler Health Service Inc.  
P.O. Box 196  
GAWLER S.A. 5118

Telephone enquiries to that Officer can be made on (08) 8521 2020 from 8.15 a.m. to 4.30 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****INSTITUTE OF MEDICAL AND VETERINARY SCIENCE**

## SECTION 1 – Policy Documents

- Occupational Health, Safety & Welfare

The IMVS practices, policies and procedures relating to Occupational Health, Safety and Welfare and Worker Rehabilitation.

- Administrative Instructions

Management directives which apply to the IMVS as a whole. These are broadly categorised as:

Administrative/General  
Equipment/Buildings  
Staffing/Human Resources  
Finance  
Clients/Consumers

## SECTION 2 – Information Statement

The most recent IMVS Information Statement is available for inspection or purchase – see contact arrangements below.

## SECTION 3 – Contact Arrangements

All enquiries and applications under the *Freedom of Information Act 1991*, in relation to the IMVS should be made in accordance with the provisions of that Act to:

IMVS Freedom of Information Officer  
Royal Adelaide Hospital  
North Terrace  
ADELAIDE S.A. 5000

Telephone: 8222 5353 between 9 a.m. to 5 p.m. weekdays.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****MOUNT GAMBIER AND DISTRICTS HEALTH SERVICE INC.**

## SECTION 1 – Policy Documents

- General Administrative Policies and Procedure Manuals
- Nursing Division Policies and Procedure Manuals
- Community and Allied Health Policies and Procedure Manuals
- Mount Gambier and Districts Health Service Incorporated Constitution
- Mount Gambier and Districts Health Service Incorporated By-Laws
- Mount Gambier and Districts Health Service Incorporated Disaster Plan
- Mount Gambier and Districts Health Service Incorporated Fire Prevention and Evacuation Procedure Manual
- Occupational Health, Safety, Welfare and Rehabilitation Policies
- Infection Control Policies
- Human Resource Management Policies
- Non Smoking Policy
- Bed Management Policy
- F.O.I. Information Statement
- Privacy Policy

## SECTION 2 – Information Statements

Copies of the Mount Gambier and Districts Health Service Incorporated Information Statement, represented by the Annual Report and Constitution of the Service can be obtained, free of charge, by contacting Administration on extension 577, between 0900 and 1600, Monday to Friday.

## SECTION 3 – Contact Arrangements

All enquiries and applications under the *Freedom of Information Act 1991* in relation to the Mount Gambier and Districts Health Service Incorporated should be made to:

Accredited Freedom of Information Officer  
Mount Gambier and Districts Health Service Inc.  
P.O. Box 267  
MOUNT GAMBIER S.A. 5290

Telephone: (08) 8721 1577

Fax: (08) 8721 1579

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****MURRAY BRIDGE SOLDIERS' MEMORIAL HOSPITAL INC.**

(FOI Agency No. H47)

**SECTION 1 – Policy Documents**

- Occupational Health and Safety Policy
- Rehabilitation Policy and Procedures
- Fire and Emergency Manual
- Infection Control Manual
- Nursing Procedure Manual
- Disaster Plan
- Admitting and Clinical Procedures
- Confidentiality Policy
- Manual Handling Policy
- Rights of Patients Policy
- No Smoking Policy
- Sexual Harassment Policy
- Equal Opportunities policy
- Constitution and Other Policies
- Freedom of Information Policy

**SECTION 2 – Information Statement**

Copies of the Information Statement can be obtained by contacting the FOI Officer.

**SECTION 3 – Contact Arrangements**

Enquiries concerning the procedure for inspecting and purchasing the Murray Bridge Soldiers' Memorial Hospital's Policy Documents and Information Statement should be made to:

The FOI Officer – Robyn Wright  
Murray Bridge Soldiers' Memorial Hospital  
Box 346  
MURRAY BRIDGE S.A. 5253

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****NARACOORTE HEALTH SERVICES INC.****SECTION 1 – Policy and Procedure Manuals**

Nursing Procedure Manual Volumes 1 & 2	Medical staff
Accident & Emergency Procedure Manual	Radiography Manual
Midwifery Procedure Manual Volumes 1 & 2	Physiotherapy Manual
Pharmacy Manual	Governing Body Manual
Nursing Orientation Manual	Admin & Finance Procedures
Nursing Home Unit Procedure Manual	Awards and Industrial Manual
CSSD Manual	Acts of Parliament
Theatre Manual	Job Description Manual
Palliative Care Manual	By-Laws and Constitution
High Dependency Manual	Medical Records Manual
Recovery Manual	Health Ancillary Cleaning Manual
Children's Ward Manual	Health Ancillary +B9 Catering Manual
Day Surgery Manual	Laundry Manual
Pre-Admission clinic	Orientation Manual
Cytotoxic Management	Nutrition Manual
Maintenance Manual	Patient Information Guide
Fire, disaster and Emergency (Fire board)	Occupational Health Safety & Welfare Manual
Quality Manual	Infection control Manual
Rehabilitation	Manual Handling Manual
Student Placement folder	
Policy/Protocol Manual	

**SECTION 2 – Information Statement**

Copies of the Naracoorte Health Service Inc. Statement of affairs can be obtained by contacting the FOI Officer.

**SECTION 3 – Access arrangements, procedures and points of contact:**

All policy and procedure documents, and Annual Reports (which include Information Statements and Information Summaries required under FOI Legislation) are available for viewing, and can be viewed by contacting the Chief Executive Officer or the Freedom of Information Officer.

Members of the public may visit the organisation between 9 a.m. and 5 p.m., Monday to Friday, or by appointment with the CEO or FOI Officer.

To access documents other than those available to the public it is necessary to contact:

Freedom of Information Officer  
Box 366,  
NARACOORTE S.A. 5271

Enquiries should be directed to the FOI Officer by telephoning the Naracoorte Health Service on (08) 8762 8100.



**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****NON-GOVERNMENT SCHOOLS REGISTRATION BOARD****SECTION 1 – Policy Documents**

The following policy documents are available free of charge from the Board's office:

- Part V of the Education Act 1972 (as amended);
- Information for proponents of new non-government schools;
- Application to establish a new/significantly changed non-government school in 2003;
- Formal application form for the establishment of a non-government school;
- Guidelines for the review of registration of non-government schools;
- Application for approval to enrol full fee paying overseas students; and
- Code of Practice.

**SECTION 2 – Information Statement**

Information Statements are published in the Non-Government Schools Registration Board Annual Report 2000-2001.

**SECTION 3 – Contact Arrangements**

All enquiries for inspection and supply of policy documents relating to the activities of the Non-Government Schools Registration Board, including the Register of Non-Government Schools, should be directed to:

The Registrar  
Non-Government Schools Registration Board  
12th Floor, SGIC Building  
211 Victoria Square  
ADELAIDE S.A. 5000

or

G.P.O. Box 2370  
ADELAIDE S.A. 5001  
Courier R2/17

Telephone: (08) 8226 1006, Fax: (08) 8226 1616

E-mail: [regboard@saugov.sa.gov.au](mailto:regboard@saugov.sa.gov.au)

Website: [www.dete.sa.gov.au/macnongov](http://www.dete.sa.gov.au/macnongov)

Documents relating to the activities of the Non-Government Schools Registration Board may be inspected and obtained at the Board's Office in the Non-Government Schools Secretariat at the above address, between the hours of 8.45 a.m. and 5 p.m. on all business days, by arrangement.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****NORTHERN ADELAIDE HILLS HEALTH SERVICE INC.**

## SECTION 1 – Policy Documents

NAHHS Policy Manual includes the following major policies:

- Safe Practice and Environment Policy
- Sexual Harassment Policy
- Domestic Violence Health Service Policy
- Rehabilitation Policy
- Equal Opportunity Policy
- Managing Diversity Policy
- Discrimination/Bullying/Harassment Prevention Policy
- No Smoking Policy
- Appointment and Selection Policy
- Confidentiality of Patient Information Policy
- Destruction of Clinical Records Policy

More specific policy and procedure manuals include:

- Ancillary Services
- Infection Control
- Medical Division
- Medical Records
- Day Centre
- Nursing Division
- Directors Guide
- Finance & Administration
- Pharmacy Services
- Safe Practice & Environment
- Counter Disaster/Fire
- Quality Improvement Program
- Linen Services
- Housekeeping Services
- Catering Services
- Maintenance Services

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**SECTION 2 – Information Statement**

NAHHS' Information Statement is published as part of its Annual Report. Copies of the NAHHS Annual Report can be obtained, free of charge, by contacting the Manager, Corporate Services.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of Northern Adelaide Hills Health Service Inc. should be accompanied by a \$21.50 application fee and directed in writing to:

Manager, Corporate Services  
Northern Adelaide Hills Health Service Inc.  
Hospital Road  
MOUNT PLEASANT S.A. 5235

Enquiries should be directed to:

Manager, Corporate Services by telephoning 8568 0000

Access to documents is available between 9 a.m. and 5 p.m. through prior arrangement with the Manager, Corporate Services. Any additional fees, in accordance with the FOI Act resulting from your application will be negotiated prior to the processing of your application.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****NORTHERN YORKE PENINSULA HEALTH SERVICE INC.**

## SECTION 1 – Policy Documents

- Delegations
- Director Orientation and Continuing Education
- Board Committees
- Policy Development
- Strategic Planning
- Board Self Evaluation
- Health Promotion
- Compliments/Complaints & Suggestions
- Coroners Cases
- Contacting Director of Nursing After Hours
- Medical Privileging
- Standing Drug Orders for Vaccines
- Ethics
- Patient/Client Rights and Responsibilities
- Prevention and Management of Aggression in the Workplace
- Statement and Guidelines regarding Resuscitation
- Statement regarding Organ Donation
- Statement regarding Care of the Terminally Ill Patient
- Consent for Operative Treatment and Administration of an Anaesthetic
- Breastfeeding
- Notifying Relatives about Death
- Hospital Patient Identification Policy.
- Single Use Items
- Confidentiality
- Internet
- I.T Security
- Injury Management
- Volunteer
- Involvement of Staff in Decision Making
- Equal Employment Opportunity
- Sexual Harassment
- Staff Appraisal
- Workers Rehabilitation

- Recognition of Service
- Code of Conduct for Staff and Visiting Medical Officers
- Poor Performance and Misconduct.

#### SECTION 2 – Information Statement

Copies of the Northern Yorke Peninsula Health Service Information Statement, Annual Report and Policy documents can be obtained by contacting the Freedom of Information Officer.

#### SECTION 3 – Contact Arrangements

Requests under the *Freedom of Information Act 1991* for access to information in the possession of the Northern Yorke Peninsula Health Service Inc. should be accompanied by a \$21.50 application fee and directed in writing to:

The Freedom of Information Officer  
Northern Yorke Peninsula Health Service Inc.  
Private Mail Bag 1  
WALLAROO S.A. 5556

Telephone 8823 0200  
Monday to Friday, 9 a.m. to 5 p.m.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PASSENGER TRANSPORT BOARD****SECTION 1 – Policy Documents**

The Passenger Transport Act was assented to on 26 May 1994 and, amongst other things, established the Passenger Transport Board on 1 July 1994. The Passenger Transport Board was incorporated into the Department of Transport, Urban Planning and the Arts on 20 October 1997. The Department's name was changed to the Department of Transport and Urban Planning to take effect from 1 July 2002.

The Passenger Transport Board has the following policy documents available:

- Annual Reports (which include financial statements)
- Customer Service Charter
- Small Business Charter
- Guidelines, Rules and Practices relating to the Transport Subsidy Scheme
- Passenger Transport Research and Development Fund Information Brochure
- Report to the Human Rights and Equal Opportunity Commission, October 1996, Stage 2 (Action Plan and Achievements of the Passenger Transport Board for the period October 1995 until October 1996).
- Assessment of the Access Cabs System (I. J. Kowalick November 2001)

Arrangements can be made to obtain copies of any of these documents, or to inspect them on 10th Floor, 136 North Terrace, Adelaide, between 9 a.m. and 4 p.m., Monday to Friday, by contacting the FOI Officer.

**SECTION 2 – Information Statement**

Copies of the Passenger Transport Board's Information Statement can be obtained, free of charge, by contacting the FOI Officer.

Documents relating to accreditation should be obtained from the Registration and Licensing Section of the Department of Transport.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of the Passenger Transport Board should be accompanied by a \$21.50 application fee and directed in writing to:

The FOI Officer  
Passenger Transport Board  
G.P.O. Box 1998  
ADELAIDE S.A. 5001

An additional search fee of \$8.00 per 15 minutes applies and a deposit may be required. A reduction in the fee payable may be applicable in certain circumstances.

Enquiries may be directed to the FOI Officer, telephone (08) 8303 0822 between 9 a.m. and 4.30 p.m., Monday to Friday.



**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PIKA WIYA HEALTH SERVICE INC.****SECTION 1 – Policy Documents**

- Confidentiality
- No Smoking Policy
- Equal Opportunity Policy
- Sexual Harassment Policy
- Medical Records Policy
- Consultation Policy
- Medical Reports Policy
- ‘Schedule 8’ Drugs Policy
- Personal Phone Calls Policy
- Phone Message Policy
- Requests for Prescription Policy
- Request for Specialist Referral Policy
- Telephone Requests for Pathology Results Policy
- Storage and Maintenance of Perishables Policy
- Continuity Of Care Policy

Arrangements can be made to obtain copies of these documents, or to inspect them at the Pika Wiya Health Centre, 40-46 Dartmouth Street, Port Augusta, between the hours of 10.30 a.m. and 3 p.m., by contacting the FOI Officer.

**SECTION 2 – Information Statements**

Copies of the Pika Wiya Service Statement of Affairs can be obtained, free of charge, by contacting the FOI Officer.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of Pika Wiya Health Service are free, and application should be directed to:

Anna Caponi  
Freedom of Information Officer  
P.O. Box 2021  
PORT AUGUSTA S.A. 5700  
Telephone: (08) 8642 9999

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****QUEEN ELIZABETH HOSPITAL & HEALTH SERVICE**

## SECTION 1 – Policy Documents

- The Queen Elizabeth Hospital Policy and Procedures Manual
- Medical Administration Policy Statement
- Department of Nursing Policy Statements
- Occupational Health & Safety Manual
- Emergency Procedure Manual
- Medical Records Policy
- Public Hospitals and Community Health Retention Disposal Schedule

The Health Service also has a Patient Information Directory for clients regarding inpatient services, a variety of leaflets and brochures on services available and information packages for community health programs.

## SECTION 2 – Information Statement

The Queen Elizabeth Hospital & Health Service, Freedom of Information Statement can be obtained by contacting the Freedom of Information Officer. (No Charge).

## SECTION 3 – Contact Arrangements

Applications under the *Freedom of Information Act 1991*, for access to documents held by The Queen Elizabeth Hospital & Health Service should be accompanied by a \$21.50 application fee and directed to:

The Freedom of Information Officer  
The Queen Elizabeth Hospital & Health Service  
28 Woodville Road  
WOODVILLE SOUTH S.A. 5011

A reduction in the fee payable may be applicable in certain circumstances.

All applications should be made in writing and accompanied by some form of ID.

Telephone enquiries should be directed to the Freedom of Information Officer by telephoning (08) 8222 7275, Monday to Friday, between 9 a.m. and 4 p.m.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****RENMARK PARINGA DISTRICT HOSPITAL INC.****SECTION 1 – Policy Documents**

- Quality Manual
- Fire Manual
- Disaster Plan
- Occupational Health & Safety Manual
- Job Description Manual
- Infection Control Manual
- Process Description Manual
- Rehabilitation Policy and Procedures Manual
- Interpreter Services Manual
- Operation and Maintenance Manual
- Residential Care Manual

**SECTION 2 – Information Summary**

Copies of the Renmark Paringa District Hospital Inc. Information Statement can be obtained free of charge by contacting the FOI Officer.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of Renmark Paringa District Hospital Inc. should be directed to:

The FOI Officer  
Renmark Paringa District Hospital  
P.O. Box 1946  
RENMARK S.A. 5341  
Telephone: (08) 8580 4112

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****REPATRIATION GENERAL HOSPITAL**

The Repatriation General Hospital is a teaching hospital of 270 beds and operates under the South Australian Health Commission Act 1976. The Repatriation General Hospital was opened in January 1942 and provides a comprehensive range of services for Veterans and the older community.

**SECTION 1 – Policy Documents**

- Administrative Policies and Procedures
- Contingency Plans (Emergency Procedures)
- Environmental Policies and Procedures
- Nursing Policies and Procedures

The Repatriation General Hospital also has available:

- Annual Report
- Disaster Plan
- Fire Manual
- Occupational Health and Safety Manual

Other policies and procedures that apply to all public hospitals in the state can be obtained from the South Australian Health Commission.

**SECTION 2 – Information Statement**

Copies of the Repatriation General Hospital Annual Report can be obtained from the freedom of information officer. Further Information relating to the Hospital can be accessed via the Hospitals website re: <http://www.rgh.sa.gov.au>

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**SECTION 3 – Contact Arrangements**

Requests made under the *Freedom of Information Act 1991* for access to information in the possession of The Repatriation General Hospital should be accompanied with a \$20.00 application fee and directed in writing to:

Freedom of Information Officer  
c/o Medical Records  
Repatriation General Hospital  
Daws Road  
DAW PARK S.A. 5041

Telephone: 8275 1177 from 9 a.m. to 5 p.m.  
Fax: 8374 2596

Exemption from fees may be available to applicants with a Veterans' or Pensioners' Concession.

Inquiries may be directed to the FOI Officer on (08) 8275 1177 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SA AMBULANCE SERVICE**

SA Ambulance Service is the trading name of S.A. St John Ambulance Service Inc., an entity incorporated under the Associations Incorporation Act 1985 and licensed under the Ambulance Services Act 1992, to provide a state wide ambulance service.

The entity was established on the 8 January 1993 as a joint venture between S.A. Government and the St John Priory in Canberra.

The responsibility for the management and administration of the ambulance service is delegated under the Ambulance Services Act to the Ambulance Board, which has approved or authorised the issue under delegated authority I of the following policy documents.

**SECTION 1 – Policy Documents****Relating to Establishment and Incorporation**

- Rules of Association
- Joint Venture Agreement
- Principles to govern the conduct of S.A. Ambulance Service

**Other Documents**

- Administrative Instructions- Patient Transport
- Ambulance Operating Criteria
- Country Branch Administrative Procedures Manual
- Equal Opportunity Policy
- Mission Statement
- Policies & Procedures Manual
- Patient Privacy Policy
- Harassment Policy
- Policy Notices – directives issued by senior staff specifying policies and procedures to be followed by employees (complete listing provided in Information Statement)

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## SECTION 2 – Information Statement

A copy of the S.A. Ambulance Service Information Statement may be obtained free of charge from the FOI Officer, using the contact arrangements set out in Section 3.

## SECTION 3 – Contact Arrangements

All enquiries and applications under the *Freedom of Information Act 1991* for access to documents held by S.A. Ambulance Service should be made in writing and in accordance of the Act. Applications should be addressed to:

The Freedom of Information Officer  
SA Ambulance Service  
G.P.O. Box 3  
ADELAIDE S.A. 5001  
Phone: 8274 0464  
Fax: 8272 9232

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SOUTH AUSTRALIAN COMMUNITY HOUSING AUTHORITY (SACHA)****SECTION 1 – Policy Documents**

Policy documents of the South Australian Community Housing Authority (SACHA) include:

- SACHA Annual Report
- SACHA Meeting Minutes
- SACHA Strategic Directions 2003-2007
- SACHA Business Plan 2002-2003
- SACHA Committee Meeting Minutes (Policy and Property, Audit and Finance)
- SACHAT (Internal Newsletter)
- SACHA News (External Newsletter)
- Register of Housing Co-operatives
- Register of Community Housing Associations
- Housing Co-operatives contracts and agreements
- Debenture documents
- Program Guidelines
- Finance, Rent and Tenancy Manuals

Inquiries concerning the procedures for inspecting and purchasing these documents should be directed to the:

Senior Administration Officer  
SACHA  
G.P.O. Box 1669  
ADELAIDE S.A. 5001

**SECTION 2 – Information Statement**

Policy documents and Information Statements may be inspected/purchased from SACHA during regular business hours from 8.45 a.m. to 5 p.m., Monday to Friday.



SECTION 3 – Contact Arrangements

SACHA is located at:

Level 1 (West)  
Riverside Centre  
North Terrace  
ADELAIDE S.A. 5000

Telephone: (08) 8207 0233  
Fax: (08) 8207 0150  
Country Toll Free: 1800 686 366

Email: [sacha@saugov.sa.gov.au](mailto:sacha@saugov.sa.gov.au)

Website: [www.sacha.sa.gov.au](http://www.sacha.sa.gov.au)

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SOUTH COAST DISTRICT HOSPITAL INC.****SECTION 1 – Policy Documents**

Policy documents and accreditation information are available on request. Arrangements can be made to obtain copies of these documents free of charge, or to inspect them at the hospital between 1030 hrs and 1530 hrs, by contacting the FOI Officer.

**SECTION 2 – Information Statement**

The South Coast District Hospital was opened on 23 November 1929. It is an accredited public hospital of 38 beds and was incorporated under the South Australian Health Commission Act 1976, on 23 November 1983. The Hospital provides services to the population in the Southern Fleurieu Peninsula, comprising the Local Government Areas of Port Elliot and Goolwa, Victor Harbor and Yankalilla.

Clinical services provided by the Hospital include Medicine, Surgery, Paediatrics and Obstetrics. There is also an Emergency Department, Special Observation Unit, Radiology Services provided by a firm of private practitioners, Operating Suite and Diagnostic Laboratories operated by the Institute of Medical and Veterinary Science.

The South Coast District Hospital also has responsibility for the Southern Fleurieu Health Services, which provides domiciliary care and community health services to the community of the Southern Fleurieu Peninsula.

Further information regarding the Hospital's objectives, functions, staffing and statistics is located in the South Coast District Hospital's 2002 Annual Report.

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**SECTION 3 – Contact Arrangements**

Requests under the *Freedom of Information Act 1991* for access to documents in the possession of the South Coast District Hospital should be accompanied by a \$21.50 application fee and directed in writing to:

The Freedom of Information Officer  
South Coast District Hospital  
Bay Road  
VICTOR HARBOR S.A. 5211

Additional search fees may apply and a deposit may be required.

A reduction in the fee payable may be applicable in certain circumstances.

Enquiries should be directed to the Freedom of Information Officer by telephoning (08) 8552 0500.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****ST MARGARET'S HOSPITAL****SECTION 1 – Policy Documents**

- Code of Fair Information Practice
- Consent to Hospitalisation/Treatment
- Complaints from Patients/Visitors
- Emergency Procedures Manual
- Equal Opportunity Policy
- Guidelines for Release of Information
- Goals, Vision, Mission and Values Statement
- Patients Property and Valuables Protection Policy
- Patient Rights Policy
- Quality Improvement Policy
- Sexual Harassment Policy

**SECTION 2 – Information Statement**

Copies of St Margaret's Hospital Information Statement, Annual Report and Policy documents can be obtained by contacting the St Margaret's Hospital Freedom of Information Officer.

**SECTION 3 – Contact Arrangements**

Requests under the *Freedom of Information Act 1991* for access to documents should be made in writing to:

FOI Contact Officer  
St Margaret's Hospital Inc.  
65 Military Road  
SEMAPHORE S.A. 5019

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of****TRANSPORT SA**

## SECTION 1 – Policy Documents

- Corporate Learning Framework (CFS002)
- Customer Service Framework (CFS003)
- Customer Services Strategy (CFS001)
- Drivers' Licensing Policy and Procedures Manual – Working Document
- Environment Strategy (CFS004)
- Finance Framework (CFS010)
- Human Resources Management Manuals Volumes 1-6 – Working Documents
- Information to the News Media
- National Guidelines for Medical Practitioners in Determining Fitness to Drive a Motor Vehicle
- Performance Measurement Framework (CFS006)
- Project Management Framework (CFS008)
- Quality Management Framework (CFS005)
- Redeployment Management Framework (CFS007)
- Regional Road Transport Strategy (CFS009)
- Renew 2001 (business efficiency strategy)
- Risk Management Framework
- Strategic Plan 2001 (includes corporate objectives)
- Various administrative and operational policies and procedures known as Corporate Policies (numbered from CP001) and Corporate Guidelines (numbered from CG001) – working documents
- Various Australian Standards, used in operational areas of the Department
- Vehicle Registration Policy and Procedures Manual – Working Document

## SECTION 2 – Information Statement

Copies of the Transport SA Information Statement, Annual Report and Policy documents can be obtained by contacting the TRANSPORT SA Freedom of Information Officers.

The Information Statement (along with application forms and other information) is also available on the Department's web site at <http://www.transport.sa.gov.au/>

## SECTION 3 – Contact Arrangement

Requests under the *Freedom of Information Act 1991* for access to information in the possession of Transport SA should be accompanied by the application fee (\$21.50) and directed in writing to:

**Registration and Licensing Matters**

Freedom of Information Officer  
108 King William Street  
ADELAIDE S.A. 5000

Telephone: 8226 7501  
9 a.m. to 5 p.m.

**All other Transport SA Matters**

Freedom of Information Officer  
33 Warwick Street  
WALKERVILLE S.A. 5081

Telephone: 8343 2036  
9 a.m. to 5 p.m.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****VETERINARY SURGEONS BOARD OF SA**

(FOI Agency No. G306)

**SECTION 1 – Policy Documents**

The Veterinary Surgeons Board operates under the provisions of the *Veterinary Surgeons Act 1985* and its Regulations.

The following publications are available for inspection and/or purchase:

- The Veterinary Surgeons Act and Regulations
- Annual Report, incorporating a statement of accounts
- Handbook for Veterinary Surgeons (Information, guidelines and policies of the Board)
- The Register of Veterinary Surgeons
- List of Veterinary Practices and Veterinary Hospitals
- Guidelines for Practice names
- Guidelines for Hospital Standards
- Guidelines and applications for Registration (including Specialist and Company)

Most of the above documents can be viewed at, or downloaded from, the Board's website:

[www.vsbsa.org.au](http://www.vsbsa.org.au)

**SECTION 2 – Information Statement**

Copies of the Information Statement of the Veterinary Surgeons Board can be obtained, free of charge, by contacting the FOI Officer.

**SECTION 3 – Contact Arrangements**

Requests under the *Freedom of Information Act 1991* for access to documents in the possession of the Veterinary Surgeons Board should be accompanied by the appropriate application fee and directed in writing to the Registrar.

Policy documents may be inspected, by appointment, by contacting:

The Registrar  
Ms Helen Ward  
13/70 Walkerville Terrace  
WALKERVILLE S.A. 5081

**Postal Address**

P.O. Box 218  
WALKERVILLE S.A. 5081

Phone: (08) 8269 3216

Fax: (08) 83425 325

Email: [vsbsa@senet.com.au](mailto:vsbsa@senet.com.au)



**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****WHYALLA HOSPITAL & HEALTH SERVICES INC.****SECTION 1 – Policy Documents**

Following is a list identifying the ‘policy’ documents of this agency as defined by the *Freedom of Information Act 1991* annual publication requirements. That is, documents used by this agency which affect or are likely to affect rights, privileges or other benefits, or obligations, penalties or other detriment’s to which members of the public are or may become entitled, eligible, liable or subject.

**Administrative Instructions**

<b>Number</b>	<b>Issue</b>	<b>Instruction</b>	<b>Date</b>
1	6	Visiting Hours	July’00
4	4	Access to Hosp by religious community groups	Feb’95
5	6	Interpreter Service Policy	June’99
9	4	Confidentiality & release of information	Feb’95
19	5	Policy for HRM & development	March’98
27	5	Admission & discharge policy	March’97
29	5	School visits	April’02
35	1	Boarding Policy	June’99
35A	5	Boarder charges for accommodation/meals	June’99
36	1	Risk Management policy	July’01
37	1	Not for cardiopulmonary resuscitation policy	Feb’02
41	2	Loaning hospital equipment	Oct’94
46	4	Quality Management policy	Nov’98
50	1	Policy for mgt victims of domestic violence	May’96
51	1	Hospital tender evaluation	Sept’90
56	4	Volunteers workers policy	Aug’00
56A	4	Guidelines for volunteer groups	Aug’00
58	5	Work experience students	Oct’98
62A	2	Complaints policy	May’97
63	1	Use of facilities by outsiders	Sept’92
65	1	Monetary & equipment donations	Sept’92
67	2	Clients rights & responsibilities	Feb’98
74	1	Treatment of donations and fundraising	Aug’93
77	3	Aboriginal recruitment & career development	Dec’00
89	1	Mgt of at risk and abused children	Sept’95

Number	Issue	Instruction	Date
90	2	Health promotion policy	Feb'02
91	1	Non medical mgt of attempted suicide	Aug'97
96	1	Discharge planning policy	Nov'98
99	1	Non medical mgt mental health patients	July'99
100	1	Cancelled/deferred procedures	Dec'99

### **Policy and Procedure Manuals**

In compliance with the Australian Council on Healthcare Standards' Equip Accreditation Guidelines, each Department/Discipline within the Health Service has established and published Policy and Procedure Manuals which indicate current practices with regard to their individual functions. A Department listing can be found in the Hospital's Information Statement published each year in the Annual Report.

### **Other Relevant Documents**

Whyalla Hospital & Health Services Inc. Strategic Plan

#### SECTION 2 – Information Statement

The most recent Information Statement for the Whyalla Hospital & Health Services Inc. will be found within the 00/01 Annual Report.

#### SECTION 3 – Agency Contact Arrangements

Members of the public enquiring about documents listed for purposes of inspection or purchase may contact:

***Dr Paul Rainsford***  
Director of Medical Services  
Whyalla Hospital & Health Services Inc.  
P.O. Box 267  
WHYALLA. S.A. 5600  
Telephone: (08) 8648 8501  
Facsimile: (08) 8648 8399

Office Hours: 8.30 a.m. to 5 p.m., Monday to Friday

It should be noted that members of the public seeking access to any of the listed policy documents should do so in writing to the above-named officer. Letters should state that access is sought under the *Freedom of Information Act 1991*.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****WOMEN'S AND CHILDREN'S HOSPITAL****SECTION 1 – Policy Documents**

<b>POLICY No.</b>	<b>TITLE</b>
91/98	Acceptance of Donations
36/98	Accreditation of Chaplains
46/98	Action in Cases of Actual or Suspected Harm to Infants/Children/Young people whilst in the Women's and Children's Hospital
15a/98	Admin/Clerical/Supervisory Staff
83/98	Administration of Long Service Leave for Non-Operating and Research Grant Employees
1/98	Admission and Discharge Planning
43/98	Agreed Principles and Procedural Arrangements relating to Staffing
21/99	Alerts, Allergies and Warnings
6/01	Alteplase for Clearing Occluded Venous Access Devices
9/01	Amphotericin Therapy (Conventional and Lipid Formulations)
15c/98	Ancillary Staff
78/98	Animal House Disease Prevention
51/98	Animal Usage
8/01	Antimicrobial Prescribing Agents Requiring Infectious Diseases Approval
4/01	Assessment, Admission and Referral of Detained Patients on Boylan Ward
81/98	Authority to Access Person History Application Form (Police Check)
3/99	Baby BeBe's Association with Product Sponsorship and Promotions (including Food Companies)
40/98	Bed Management
8/98	Behaviour Management in Hospital
22/99	Boarders
9/98	Breast Feeding
4/99	Bullying, Harassment and Intimidation
88/98	Camps – Attendance by WCH Employees
4/98	Centralised Room Bookings
54/98	Charges for the use of the Animal House Facility
14/99	Checking the Parenteral Administration of Therapeutic Substances
45/98	Clinical Placement/Experience (Non Employees) and Disbursement of Revenue
7/02	Compressed Weeks
82/98	Compulsory WCH Pre-Employment and Pre-Placement Health Assessments
14/98	Consent Policy
89/98	Consumer Complaints
31/99	Consumer Participation
34/98	Consumer Rights and Responsibilities
85/98	Continuing Education
41/98	Contract Work
33/98	Corporate Image Guidelines
28/98	Covert Camera Surveillance at the WCH and Affiliated Health Units
26/99	Critical Incident Stress Management
66/98	Delegations of Authority – Finance, Human Resources and Supply

<b>POLICY No.</b>	<b>TITLE</b>
55/98	Delineation of Medical/Dental Clinical Privileges and Admitting Rights
86/98	Departmental Record Management
92/98	Development and Management of Policies
67/98	Development of Occupational Health, Safety and Welfare Policies
60/98	Domestic Violence
16/98	Electrical Safety
61/98	Email Policy & Guidelines
96/98	Emergency Call System
27/98	Employee Immunisation
48/98	Equal Employment Opportunity
35/98	Ethical Guidelines for Consumer Feedback
90/98	Fire Safety
9/99	Guidelines for Relationships between Women's and Children's Hospital staff and the Pharmaceutical Industry
10/99	Guidelines for the Anti Viral Treatment of Herpes Zoster and Varicella
8/99	Guidelines for the Initial Treatment of Proven or Suspected Pneumococcal Meningitis
98/98	Guidelines for the management of Measles and Measles Contact
21/98	Guidelines for the management of Rubella and Rubella Contact during Pregnancy
7/01	Guidelines for the Ordering and Administration of Methadone to In-Patients on the Methadone Program
6/00	Guidelines for the use of Complementary Medicines
7/99	Guidelines for use of Non-Steroidal Anti-Inflammatory Drugs (NSAIDs) for Post Operative, Obstetric and Gynaecological Indications
2/00	Hand Held Records
9/00	Handwashing and handcare for staff who have hands on patient contact
25/98	Hazard Management
6/98	Health Promotion
13/00	Home and Community Based Care
95/98	Hospital Bylaws
14/00	Hospital in the Home
10/00	Identification Badges
64/98	Information Technology – Security
29/98	Inpatient Leave
62/98	Internet Use
3/01	Interpreting and Translating Services
10/01	Intranet & Internet Access Guidelines
32/98	Management of Aggressive Behaviour
99/98	Management of patients colonised or infected with Methicillin-resistant Staphylococcus Aureus (MRSA)
11/00	Management of Patients with Cystic Fibrosis
12/99	Management of Staff and Patients exposed to or suspected of having Pertussis
8/00	Management of Staff Significant Blood or Body Fluid (BBF) Exposure
23/98	Management of Varicella-zoster Infections and Varicella-zoster Contacts
24/99	Management of WCH Employees following a significant Non-Work Related Disability
38/98	Management of WCH Employees with Infectious Diseases
12/98	Management Protocol following Ingestion of Breast Milk from Someone other than the child's mother
15b/98	Managerial/Prof Staff
10/98	Media
15/99	Medical Record Tracking
1/02	Mental Health Interview Room (PED) use of
19/98	Motor Vehicle Safety
2/98	Name Changes
22/98	Non-Communal Use of Soft Toys
26/98	Occupational Health, Safety & Welfare
53/98	Ownership of Equipment and Animals Purchased under Grant Funding
3/00	Paediatric Intensive Care Unit

<b>POLICY No.</b>	<b>TITLE</b>
16/99	Patient Inquiry
23/99	Patient Labels
20/99	Patient Master Index
77/98	Patient Transport
30/98	Patients Changing their Election During Admission
15/98	Performance Management
3/98	Personal Files
12/00	Polio Vaccination in Long-Stay patients
13/98	Possession of Prohibited Substances by Patients and Visitors
1/00	Pre-Employment and Pre-Placement Health Assessment
70/98	Pregnant Employees
11/98	Presence of a Chaperone During Physical Examination
80/98	Protocol for Police Investigations into Unnatural or Suspicious Deaths and Injuries and/or Major Criminal Activities at the Women's and Children's Hospital
1/99	Providing for Training of Mandated Notifiers under the Children's Protection Act 1993
28/99	Provision of Expert Consultant Services
97/98	Public Address System
20/98	Purchasing
25/99	Qualified and Unqualified Neonatal Admissions
72/98	Rehabilitation
5/00	Release of Babies, Children and Adolescents on discharge or temporary leave
93/98	Reprocessing and Re-use of Single Use Medical Devices
87/98	Research
19/99	Responsibilities for managing clinical investigations
17/98	Room Allocation to Patients with Contagious Diseases or Recent Contact with Contagious Diseases
75/98	Safe Sleeping Environments for Children Under 2 years of age who sleep in cots in the Hospital
24/98	Safety Guarding for Plant and Machinery
57/98	Security and Access of Staff to Operating Theatres
17/99	Security of Patients and Patient Confidentiality
49/98	Sexual Harassment
84/98	Smoke Free Working Environment
2/99	Staff action when threatened during care delivery
44/98	Staff Breastfeeding
6/99	Staff Selection
18/99	Staff Transport
11/99	Staff Travel, Accommodation and Conference Attendance
2/01	Standard and Additional Precautions
37/98	Submissions
5/99	Suitable Partners for Hospital Fundraising
11/01	Tertiary Financial Support
2/02	Thioridazine Policy
39/98	Trading Tables
5/98	Training and Development
47/98	Uniform Policy/Dress Guidelines
52/98	Use of the Chapel
27/99	Visitors with Contagious Diseases
18/98	Ward/Unit management of multiple-use sterile fluid for injection or irrigation of a normally sterile site
7/98	Waste Management
4/00	Weapons or Explosive Devices
65/98	Windows 95
74/98	Work Experience
5/01	Workers Compensation Claims Management

## SECTION 2 – Information Statement

The latest information is available from the Hospital – see contact arrangements below.

## SECTION 3 – Contact Arrangements

Applications under the *Freedom of Information Act 1991* for access to documents in the possession of the Women's and Children's Hospital should be in writing and be accompanied by a \$21.50 application fee and directed to:

The Patient Information Officer  
Medical Record Department  
Women's and Children's Hospital  
72 King William Road  
NORTH ADELAIDE S.A. 5006

A reduction in the fee payable may be applicable in certain circumstances.

The Annual Report of the Women's and Children's Hospital was published in November 2001. Copies of this document can be obtained from the Public Relations Department.

Telephone inquiries in relation to patient information and FOI requests should be directed to the Patient Information Office on (08) 8161 6127.

Printed resources on health related topics are available from the Health Information Centre.

Policy documents and the WCH's Administrative Policy and Procedures Manual are available from Executive Administration. These are available to the public. The cost of individual policies vary, and the manual is available at a cost of \$150.00.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****YARROW PLACE RAPE AND SEXUAL ASSAULT SERVICE**

## SECTION 1 – Policy Documents

- Yarrow Place Strategic Plan
- After Hours Procedures Manual
- Medical Procedures Manual
- Yarrow Place Administrative Policies Manual
- Yarrow Place Training Policies Manual
- Client Rights Brochures

## SECTION 2 – Information Statement

Copies of Yarrow Place Annual Report, Strategic Plan and policy documents can be obtained by contacting Yarrow Place.

Many documents are also available on our website:

***<http://www.wch.sa.gov.au/yarrow/index.html>***

## SECTION 3 – Contact Arrangements

Requests under the *Freedom of Information Act 1991* for access to information in the possession of Yarrow Place Rape and Sexual Assault Service should be accompanied by a \$21.50 application fee and directed in writing to:

Director  
Yarrow Place  
P.O. Box 620  
NORTH ADELAIDE S.A. 5006

Telephone: (08) 8226 8777  
8.45 a.m. – 5 p.m.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****ATTORNEY-GENERAL'S DEPARTMENT**

## SECTION 1 – Policy Documents

The Attorney-General's Department has the following policy documents available:

- Annual Reports
- Purchased Leave Policy
- Flexitime Policy
- Performance Management and Development Policy
- Policy on the Remuneration/Variation in Remuneration Level
- Policy on the Management of Redeployees
- Policy on Taking Accrued Leave
- Recruitment and Selection Policy
- Training and Development Policy
- Whistleblowers Protection Policy
- Home-Based Work Policy
- Computer Training Policy
- Computing Developments Policy
- Email User Policy
- Computer Training Policy
- Licensing and Copyright Policy
- Network User Policy
- Virus Protection Policy
- Communicable Disease Policy
- Contractor Management Policy
- Counselling and Rehabilitation Policy
- Drug and Alcohol Policy
- First Aid Policy
- Manual Handling Policy
- No Smoking Policy
- Occupation Health, Safety and Welfare Policy
- OHS&W Policy Statement
- Policy for Occupational Violence
- Purchasing and Commissioning Policy
- Remote and Isolated Policy
- Reporting and Investigation of Incidents, Injuries and Hazards Policy
- Safe Handling of Mail and Packages



- Sexual Harassment Policy and Procedures
- Work-Related Travel Policy
- Workers Compensation Claim Procedures
- Workers Compensation Fraud Prevention Policy
- Records Management Policy
- Accounts Receivable
- Justice Portfolio Financial Policy Statements – Frequent Flyer Points
- Domestic and Overseas Travel
- Justice Portfolio Financial Policy Statements – Credit Card Usage General Use
- Justice Portfolio Financial Policy Statements – Credit Card Usage over the Internet
- Asset Management Policies
- Accounts Payable Policies
- Payroll Policies

## SECTION 2 – Information Statement

Copies of the Attorney-General's Department Information Statement is contained in the Annual Report and is available free of charge by contacting the FOI Officer.

## SECTION 3 – Contact Arrangements

Requests under the *Freedom of Information Act 1991* for access to documents in the possession of the Attorney-General's Department should be accompanied by a \$21.50 application fee and directed in writing to:

The Freedom of Information Officer  
Attorney-General's Department  
G.P.O. Box 464  
ADELAIDE S.A. 5001

An additional search fee of \$8.00 per 15 minutes applies and a deposit may be required. A reduction in the fee payable may be applicable in certain circumstances. In addition fees may be charged for other services such as photocopying, written transcripts, postage etc.

Enquiries may be made to the FOI Officer, telephone (08) 8207 1972 between 8.30 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****ADELAIDE CEMETERIES AUTHORITY**

## SECTION 1 – Policy Documents

- Adelaide Cemeteries Authority Act 2001
- Occupational Health & Safety Policy
- Staff Manual
- Cemetery Regulations (Local Government)
- Cremation Act Regulations
- Public Corporations Act

## SECTION 2 – Information Statements

- Authority Board Minutes
- Annual Accounts
- Price list for services

## SECTION 3 – Contact Arrangements

All correspondence should be addressed to:

J. D. Everett  
Manager Administration  
P.O. Box 294  
ENFIELD PLAZA S.A. 5085  
Telephone: (08) 8262 1321  
Facsimile: (08) 8349 4941

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****CHIROPODY BOARD OF SOUTH AUSTRALIA**

## SECTION 1 – Policy Documents

The Chiropody Board of South Australia has the following policy documents available:

- An approved Chair, Bench or Couch
- Equipment and Facilities
- Guidelines for the Practice of Podiatric Surgery

## SECTION 2 – Information Statement

NIL

## SECTION 3 – Contact Arrangements

All enquiries and applications under the *Freedom of Information Act 1991*, for access to documents in the possession of the Chiropody Board of South Australia should be made to the:

Registrar  
The Chiropody Board of South Australia  
P.O. Box 6219, Halifax Street  
ADELAIDE S.A. 5001

Telephone: (08) 8212 2887

Facsimile: (08) 8231 6331

8.30 a.m. to 5 p.m., Monday to Friday

Application and processing fees are in accordance with the *Freedom of Information (Fees and Charges) Regulations 1991*.

Any other queries concerning information contained in this summary or in the Information Statement should be directed to the Freedom of Information Officer.

## FREEDOM OF INFORMATION ACT 1991

### INFORMATION SUMMARY

**of the**

### ADELAIDE CENTRAL COMMUNITY HEALTH SERVICE

#### SECTION 1 – Policy Documents

Arrangements can be made to obtain copies of these documents or to inspect them by contacting the FOI Officer.

<b>Policy Title (Alphabetical Listing)</b>	<b>Policy No.</b>
• Accounting Procedures	9.4.4
• Activity Statistics	6.4
• Application for and Administration of Grant Funds	9.4.1
• Assessment, Care & Counselling	1.1
• Assistance for Staff	9.2.15
• Backfilling of Team Manager/Regional Co-ordinator positions	9.2.19
• Budget Management	9.4.3
• Child Care	1.5
• Client Health Records	6.3
• Co-location	9.3.1
• Complaints	5.4
• Confidentiality	5.3
• Conflict of Interest – Board of Directors	9.1.10
• Conflict Resolution	9.2.12
• Consumer Rights	5.1
• Contractors Policy & Procedure (OHS&W)	10.1.15
• Critical Incident Debriefing (OHS&W)	10.1.19
• Deferment of Annual Leave	9.2.17
• Delegations of Authority & Decision Making Process	7.1.4
• Disaster Plan (OHS&W)	10.1.22
• Disciplinary Procedures	9.2.10
• Domestic Violence	1.11
• Early Identification & Intervention	2.1
• Electrical Safety Policy & Procedure (OHS&W)	10.1.16
• Email Etiquette	11.2.1
• Email Policy & Guidelines	11.2
• Emotional Well-being of Staff Policy (OHS&W)	10.1.18
• Equal Employment Opportunity	9.2.9
• Ergonomic Operation of Keyboard & Screen-based Equipment Policy (OHS&W)	10.1.23
• First Aid & Sickness in the Workplace Policy (OHS&W)	10.1.10
• Freedom of Information	6.5

<b>Policy Title (Alphabetical Listing)</b>	<b>Policy No.</b>
• General Public Sector Aims & Standards & Ethical Conduct (DHS)	9.2.16
• Hardware & Software Acquisition Policy & Guidelines	11.5
• Hazard/Incident/Injury Reporting, Investigation & Control Policy/Procedure	10.1.4
• Hazard Management Policy/Procedure (OHS&W)	10.1.5
• Hazardous Substances Policy/Procedure (OHS&W)	10.1.6
• Health Promotion	3.1
• Hep B Immunisation Policy (OHS&W)	10.1.14
• Infection Control Procedures (OHS&W)	10.1.13
• Information/Documents/Consultation & Implementation (OHS&W)	10.1.1
• Information & Technology Policy (IT)	11.1
• Internal Appointments of ACCHS Staff	9.2.1
• Internal Audit Policy & Procedures (OHS&W)	10.1.20
• Internet Client Policy	11.6
• Internet Use Policy	11.7
• Interpreters	5.2
• Investments	9.4.5
• Leave Without Pay	9.2.4
• Long Service Leave	9.2.5
• Management of ACCHS	9.2.3
• Managing Diversity	9.1.13
• Media Communication/Advertising	9.1.8
• Motor Vehicles Policy	9.3.2
• Needle Exchange Policy/Procedure (OHS&W)	10.1.7
• OHS&W Committee Terms of Reference & Operating Procedure	10.1.2
• OHS&W Rehabilitation & Claims Management Policy Statement	10.1.0
• Orientation of New Staff	9.2.7
• Participation by Community Member	4.1
• Performance Appraisal	9.2.21
• Performance Management	9.2.6
• Petty Cash	9.4.8
• Physical Security Policy & Guidelines (IT)	11.3
• Postage Recoup	9.4.9
• Prevention & Management of Bullying, Intimidation & Harassment in the Workplace	9.2.20
• Procedure for Developing a Policy	9.1
• Procedure & Guidelines for Responding to Incidents Involving Potential or Actual Aggression/Violence (OHS&W)	10.1.12
• Program Planning	6.1
• Provision of Sensitive Health Promotion Material	3.2
• Quality Assurance & Quality Improvement	8.1
• Racism	9.1.12
• Raising an Invoice	9.4.11
• Recording Revenue	9.4.10
• Re-deployment	9.2.11
• Requisitioning & Purchasing Procedure	9.4.7
• Research within ACCHS	8.2
• Risk Management Policy & Procedure	9.0

<b>Policy Title (Alphabetical Listing)</b>	<b>Policy No.</b>
• Role of Staff Delegate to the Board of Directors	9.1.2
• Selection of Staff	9.2.13
• Service Agreement (ACCHS/DHS)	9.1.7
• Sexual Harassment	10.7
• Smoking in the Workplace Policy (OHS&W)	10.1.8
• Social Justice	9.1.11
• Special Leave (with pay)	9.2.8
• Staff Development	7.1
• Staff Grievance	9.2.2
• Staff Participation	9.2.14
• Staff Participation in Staff Meetings	9.2.18
• Strategic Plan for ACCHS	PLAN
• Student Placements	7.4
• Study Leave	7.2
• Substance Affected Clients (OHS&W)	10.1.17
• Support to the Board of Directors	9.1.1
• Time Off in Lieu (TOIL)	9.2.3
• Use of Common Seal	9.1.5
• Use of Facilities	9.3.6
• Vicarious Traumatization Policy (OHS&W)	10.1.24
• Virus Protection Policy & Guidelines (IT)	11.4
• Vision and Values Statement	9.1.6
• Volunteer	4.2
• Work Experience	7.5
• Working Alone Outside of Normal Business Hours Policy/Procedure (OHS&W)	10.1.9
• Working Of Site Policy (OHS&W)	10.1.11
• Workplace Safety Inspections & Hazard Control Policy/Procedure (OHS&W)	10.1.3

## SECTION 2 – Information Statement

Copies of the ACCHS Annual Report can be obtained by contacting the FOI Officer.

## SECTION 3 – Contact Arrangements

Requests under the FOI Act for access to documents in the possession of ACCHS should be accompanied by a \$20.00 application fee and directed in writing to:

The FOI Officer  
ACCHS  
c/o PACHS  
Church Street  
PORT ADELAIDE S.A. 5015

Enquiries to the FOI Officer on telephone (08) 8240 9611

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****KAROONDA & DISTRICT SOLDIERS' MEMORIAL HOSPITAL**

## SECTION 1 – Policy Documents

- Accident & Emergency Manual
- Aged Care Manual
- Catering Services Manual
- Day Care Manual
- Finance & Administration Manual
- Disaster Manual
- Infection Control Manual
- Kadistra Policy Manual
- Linen Services Manual
- Medical Division Manual
- Midwifery Manual
- Nursing Procedure Manual
- Pharmacy Policy Manual
- Primary Health Care Manual
- Radiology Department Manual
- Admission & Discharge Guidelines
- Ancillary Services Manual
- CSSD Manual
- Director's Guide
- Fire & Emergency Procedures Manual
- Housekeeping Services Manual
- Kadistra Housekeeping Services Manual
- Lifting Policy Manual
- Maintenance Services Manual
- Medical Records Manual
- Nursing Division Manual
- Occupational Health & Safety Manual
- Policy Manual
- Quality Activities Manual
- Rehabilitation Policy & Procedures Manual

Arrangements can be made to obtain copies of these documents, or to inspect them, at Stokes Road, Karoonda between 10.30 a.m. and 3.30 p.m., by contacting the FOI Officer.

## SECTION 2 – Information Summary

Copies of the Karoonda & District Soldiers' Memorial Hospital Inc. Statement of Affairs can be obtained, free of charge, by contacting the FOI Officer.

## SECTION 3 – Contact Arrangements

Requests under the FOI Act for access to documents in the possession of Karoonda & District Soldiers' Memorial Hospital Incorporated should be accompanied by a \$20.00 application fee and directed in writing to:

The FOI Officer  
Karoonda & District Soldiers' Memorial Hospital Inc.  
Box 145  
KAROONDA S.A. 5307

Enquiries should be directed to the FOI officer by telephoning (08) 8579 1111.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****COURTS ADMINISTRATION AUTHORITY**

## SECTION 1 – Policy Documents

A full list of the Authority's policy statements is provided below:

- Accident/Incident Investigation Policy and Procedures
- Additional Duties Allowance
- Anti-Corruption Policy
- Assignment Policy
- Charging for the Non-Court Use of the Authority's Facilities
- Code of Practice for Contractors
- Communicable and Infectious Disease Policy
- Consultation Policy/Guidelines OHS&W
- Court Security Policy Statement
- Courts Volunteer Service Policy Guidelines
- Critical Incident Policy/Procedures
- Dealing with Difficult and Aggressive Clients Policy/Procedures
- Email Policy & Standards
- Email Address on Documents Policy
- Emergency Evacuation Policy/Procedures
- Employee Assistance Program Policy Statement and Information Brochure
- Ethical Conduct for members of staff of the CAA Guidelines
- Ethical Research Policy Guidelines
- Equal Opportunity Policy Statement
- External Web Site Policy
- Filling for Vacancies
- First Aid Policy
- Flexi time Policy
- Flexible Working Arrangements Policy
- Greenhouse Gas Policy
- Grievance Policy/Procedures
- Guidelines for Ethical Conduct
- Guidelines for the Recruitment of Staff to Temporary Vacancies
- Hazard Management Policy/Procedures
- Hazardous Substances Policy/Procedures
- Induction/Orientation Policy



- Information Technology and Telecommunications Security Policy and Standards
- Internet Access and Usage Policy
- Internet Rules
- Long Distance Driving Policy/Procedures
- Long Service Leave
- Manual Handling & Occupational Overuse Policy/Procedures
- Managing Good Performance Policy
- Managing for Improved Performance
- Media Policy
- Networked Personal Computers Policy and Standards
- No Smoking in the Workplace Policy/Procedures
- OHS&W Policy Statement
- Occupational Health, Safety and Welfare (also OHS&W Committee Constitution and Rules, and OHS&W Representative Election Kit for Returning Officers)
- OHS&W Procedures for Record Keeping
- Performance Management
- Policy and Procedures on Remuneration of Positions
- Policy Guidelines for Public Speaking for Staff of the Authority
- Pregnancy Guidelines
- Procedures for OHS&W Record Keeping
- Procedures for the Supply of the Hepatitis B Serum
- Psychological Health Policy
- Purchasing Policy
- Purchasing Practice Guidelines
- Recruitment & Selection Evaluation Process
- Rehabilitation Policy/Procedures
- Remuneration of Positions Policy/Procedures
- Risk Management Policy Statement
- Screen Based Keyboard Equipment Policy
- Sexual Harassment Policy
- TOIL Policy
- Whistleblowers Protection Policy and Procedures
- Work Experience
- Workers' Compensation Claims Policy/Procedures
- Working from Home Policy

## SECTION 2 – Information Statements

Documents can be inspected free of charge during business hours. Policy statements can be obtained free of charge. For other documents a moderate purchase or per page photocopying fee applies.

It should be noted that pursuant to Schedule 1 of the FOI Act documents relating to judicial functions of courts and tribunals are exempt documents.

**SECTION 3 – Contact Arrangements**

Applications under the *Freedom of Information Act 1991* for access to documents held by the Courts Administration Authority should be accompanied by a \$21.50 application fee and directed to:

The Freedom of Information Officer  
Courts Administration Authority  
G.P.O. Box 1068  
ADELAIDE S.A. 5001

A reduction in the fee payable may be applicable in certain circumstances.

Enquiries can be directed to the Freedom of Information Officer during business hours on:

Telephone: (08) 8226 0103 or (08) 8226 0149  
Facsimile: (08) 8226 0111

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****ADELAIDE FESTIVAL CENTRE TRUST****SECTION 1 – Policy Documents**

The Adelaide Festival Centre is a statutory authority established under the Adelaide Festival Centre Trust Act 1971.

The Centre has the following policy documents available:

- Annual Reports (which include financial statements)
- Corporate Plan 2001-2004
- OHS&W Policies and Procedures
- Disability Action Plan
- Customer Service Policy

Arrangements can be made to obtain copies of any of these documents, or to inspect them at the Adelaide Festival Centre, King William Road, Adelaide, between 9 a.m. and 4 p.m., Monday to Friday, by contacting the FOI Officer.

**SECTION 2 – Information Statement**

Is included in Annual Report.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of the Adelaide Festival Centre should be accompanied by a \$21.50 application fee and directed in writing to:

Ms Joyce Forbes  
The FOI Officer  
Adelaide Festival Centre  
G.P.O. Box 1269  
ADELAIDE S.A. 5001

An additional search fee of \$32.00 per hour applies and a deposit may be required. A reduction in the fee payable may be applicable in certain circumstances.

Enquiries may be directed to the FOI Officer, telephone (08) 8216 8624 between 9 a.m. and 4.30 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****BORDERTOWN MEMORIAL HOSPITAL INC.**

## SECTION 1 – Policy documents

- Casualty Manual
- Midwifery Manual
- Rehabilitation Manual
- Nursing Policies Manual
- Radiology Manual
- Nutrition Manual
- Food Services Manual
- Preventative Maintenance
- Charla Manual
- Staff Handbook
- Constitution and Other Policies
- Medical Records
- Emergency Training Procedures Manual
- Workers Comp. Claims Management Manual
- Patient Information Guide
- Manual Handling Manual
- Strategic Plan Mission
- Volunteer Handbook
- Gerontic Manual
- Pharmacy Manual
- Infection Control Manual
- Theatre Manual
- CSSD Manual
- Cleaning Services Manual
- Laundry Manual
- Fire and Disaster Manual
- Administration & Finance Manual
- Job Descriptions
- Orientation for Board Members
- ISIS DRG/Casemix
- Emergency Procedures Manual
- O.H.S. & W. Manual
- O.H.S. & W. Contractors Policy
- Standards Australia
- Risk Management Manual
- Ministers of Religion

The Department of Human Services provides its guidelines and policy requirements to this Hospital through:

- Human Resources (electronic copy)
- Accounting Policies and Procedures (electronic copy)
- Monthly Management Summary System Guidelines for Hospitals (electronic copy)
- Health Service Risk Management unit manual covering workers rehabilitation and compensation, general insurances, public liability/medical malpractice, occupational health and safety
- Policies covering Sexual Harassment, Equal Employment Opportunity, Aboriginal Employment

## SECTION 2 – Information Statements

Copies of the Information Statement of the Bordertown Memorial Hospital Inc. can be obtained by contacting the Chief Executive Officer/Director of Nursing.

## SECTION 3 – Contact Arrangements

Applications to access or amend relevant information held by the Bordertown Memorial Hospital should be made in writing and directed to:

Freedom of Information Officer  
Bordertown Memorial Hospital  
P.O. Box 196  
BORDERTOWN S.A. 5268

An application fee of \$21.50 is charged. Additional charges for copying may be necessary.

Enquiries may be directed to the FOI Officer, telephone (08) 8752 9000 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY**

In respect of the agencies of the

**COMMISSIONER FOR CONSUMER AFFAIRS  
CORPORATE AFFAIRS COMMISSION****INTRODUCTION**

The Commissioner for Consumer Affairs and the Corporate Affairs Commission are both agencies for the purposes of section 4 of the *Freedom of Information Act 1991*. The documents of the Commission are under control of a governing body to which the incumbent of the position Commissioner for Consumer Affairs is appointed. Effectively, therefore, the documents of the Commissioner and the Commission are under the control of the same party. The Commissioner for Consumer Affairs has administrative responsibility for the following business units within the Office of Consumer and Business Affairs:

- Consumer Affairs
- Business and Occupational Services
- Tenancies
- Births, Deaths and Marriages (subject to a separate Information Summary)
- Education and Information Services
- Corporate Affairs and Compliance

The key objective of the Office is to ensure that fair dealing occurs in an efficient, competitive and informed marketplace where there is a balance between the rights of individual consumers, businesses, landlords and tenants.

**SECTION 1 – Policy Documents****TENANCIES**

- Bond Guarantee work procedure agreement
- Access and copies of information on Residential Tenancies Tribunal files
- Mediation policy- Information for parties

**CONSUMER AFFAIRS**

- Assistance to traders
- Customer service standards
- Conciliation conference guidelines
- Dispute Resolution Policy
- Mediation Policy
- Officers holding disputed payments

## BUSINESS AND OCCUPATIONAL SERVICES

- Extension of time to lodge returns
- Refund for waiving of fees
- Handling of correspondence
- Policy & procedures document for
- Building work contractors and supervisors
  - Plumbing, gas fitting and electrical contractors and workers
  - Security and investigation agents
  - Second-hand vehicle dealers
  - Land agents and conveyancers
  - Travel agents
  - Mutual recognition

### SECTION 2 – Information Statement

A copy of the Office of Consumer and Business Affairs Information Statement is contained within the Commissioner for Consumer Affairs' Annual Report. Copies are available from Information SA, SA Water House, 77 Grenfell Street, Adelaide during the times of 9 a.m. to 5 p.m., Monday to Friday.

### SECTION 3 – Contact Arrangements

All enquiries and applications under the *Freedom of Information Act 1991* in relation to documents held by the Commissioner for Consumer Affairs or the Commissioner for Corporate Affairs should be made in accordance with the provisions of that Act to:

The Freedom of Information Officer  
Office of Consumer and Business Affairs  
G.P.O. Box 1719  
ADELAIDE S.A. 5001

Telephone: 8204 9524  
Office Hours: 8.45 a.m. to 5 p.m., Monday to Friday  
(Enquiries by post to G.P.O. Box 1719, Adelaide, S.A. 5001)

Pamphlets outlining your rights under the *Freedom of Information Act 1991* and the procedure to follow when making an application are available at any branch of the Office of Consumer and Business Affairs.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DENTAL BOARD OF SOUTH AUSTRALIA****SECTION 1 – Policy Documents**

The major policy documents of the Dental Board of South Australia are the *Dentists Act 1984*, the Regulations under the Dentists Act and the Dental Registers.

The Dental Board of South Australia has also produced a Code of Ethics and a brochure on Guidelines to Dental Records.

**SECTION 2 – Information Statement**

The *Dentists Act 1984* requires the Dental Board of South Australia to provide an annual report to the Minister each year by 30 September.

Copies are available by contacting the Board.

**SECTION 3 – Contact Arrangements**

The *Dentists Act 1984* and the Regulations under the Act are Government publications.

The Dental Registers are published at the beginning of each year. Any person is able to enquire about information held in the Dental Registers in person or by telephone, mail, fax or email enquiry.

The Dental Board of South Australia can be contacted at:

Unit 9, 59 Fullarton Road  
KENT TOWN S.A. 5067

*Postal address:*

P.O. Box 4002  
NORWOOD SOUTH S.A. 5067

Telephone: (08) 8364 5358

Facsimile: (08) 8364 5351

Email: [dbsa@bigpond.com](mailto:dbsa@bigpond.com)



**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****LYELL McEWIN HEALTH SERVICES**

## SECTION 1 – Policy Documents

**1. General Policy Manual**

- Writing Policies and Procedure
- Commercial Sponsorship
- Administrative Instruction/Financial Delegations
- Media – Contact With
- Lifts – Trapped in
- Posters and Notices
- Festive Decorations
- Public Donations of Money
- Space Allocation/Upgrade/Redevelopment
- Quality Improvement
- Customer Satisfaction Survey
- Employee Assistance Program
- E-mail – Use of
- Internet/Intranet – Use of
- Identification Badges
- Cultural Diversity Policy
- Use of mobile telephones and radio transceivers
- Stationary – Corporate
- Fundraising
- Waste Management
- No Smoking Policy
- Telehealth – Use of
- Employees engaging in outside employment
- Motor Vehicles – Government Plated – Use of
- Consumer Registration Register
- Equity in Access – incorporating the Disability Discrimination Act
- Gifts including Free Accommodation and Travel to Health Service Staff
- Vending Machine Management
- Mail and Courier Services
- Equipment/Product – Trial, Loan, Donated, Hire or Purchase
- Repairs and Maintenance of Wheelchairs
- General Administrative Instruction – Policy on consultation
- General Administrative Instruction – Claims for Expenses

- General Administrative Instruction – Staff Uniform Policy
- General Administrative Instruction – Carparking Facilities
- General Administrative Instruction – Gifts including free accommodation and travel to Health Service Staff
- Equipment Purchase, Trial or Loan
- Transport of Patients
- Admission, Transfers and Discharges
- General Administrative Instruction – Patient Classification
- General Administrative Instruction – Visiting Hours
- General Administrative Instruction – Custody of Patients' Valuables
- General Administrative Instruction – Policy on Boarders
- Administrative Instruction – Interpreter Services
- General Administrative Instruction – Use of television receivers in ward areas
- Absconding/Missing Patients – Voluntary & Detained
- Discovery of an injured/unconscious or deceased person within the hospital grounds
- Management of Deceased Patients
- Language Services Policy
- Developing Written Health Information for Consumers
- Visitors to Patients
- Blood & Tissue Donor
- General Administrative Instruction – Maintenance & Minor Work Requests for Engineering and Building Supply Department
- Pastoral Care
- Access to Patient Client Information and Patient/Client Records FOI Policy
- Access to Medical Records
- Boarding of Breast Feeding Infants
- Boarders
- Medical Records Policy
- Issue of Medical Record Number Policy
- Medical Record Abbreviation Policy
- Medical Record Alert Policy
- Release of medical record to other hospitals policy
- Suppression of Patient Details Policy
- Medical Records Policy on Storage of Videotapes, Photographs Relating to Patient Treatment
- Medical Records Confidentiality Policy
- Loan and Return of Patient Appliances
- General Administrative Instruction – Printing Service
- General Administrative Instruction – Booking of Conference Rooms
- General Administrative Instruction – Booking for Audio-Visual Equipment
- General Administrative Instruction – Bookings for Catering Services
- General Administrative Instruction – Lost Property
- General Administrative Instruction – Servicing of Equipment by the Biomedical Engineering Unit
- General Administrative Instruction – Information Technology Security Policy
- General Administrative Instruction – Property Loss/Damage Claim

## **2. Human Services Manual**

- Time In Lieu of Overtime
- Flexitime
- Pay Procedures
- Recreation Leave, Special Leave with and without Pay
- Personal Re-classifications
- Policy on Equal Employment Opportunity
- Continuity of Service
- Policy on Sick Leave
- Staff Training and Development Policy
- Provision of alternative duties for employees with non-work related injuries
- Deferred Annual Leave
- Disciplinary and Counselling Procedures
- Exit Interviews
- Grievance Procedure
- Industrial Relations and Industrial Disputes
- Nepotism in the Public Sector
- Outside Employment
- Performance Enhancement
- Policy on Drugs and Alcohol
- Pre-employment Medical Examinations and Functional Capacity Evaluations
- Recruitment and Selection
- Prevention and Resolution of Sexual Harassment
- Study Assistance/Study Leave
- Involvement of Volunteers
- Whistleblowers Protection Act
- Work Experience Programs

## **3. Emergency Procedures Manual**

## **4. Occupational Health Safety & Environmental Risk Policy & Procedure Manual**

- Statement of Intent – Risk Management
- Occupational Health, Safety & Welfare Committee – Terms of Reference
- Quality Plans
- Information Management and Document Control
- Occupational Health Safety & Environmental Risk System Documentation
- Senior Management Responsibilities for Safe Practice
- Staff Responsibility for Safe Practice
- Identification, Assessment and Control of Risks
- Incident Reporting
- Patient & Consumer Incidents
- Staff Incidents/Accidents
- General Public Incidents
- First Aid
- Injury/Case Management
- Security
- Fire Safety & Training

- Contingency Planning
- Infection Control – Including Cleaning, Disinfecting, Drying, Packing and Sterilising of Equipment and Maintenance of Associated Environments
- Equipment and Supplies
- Functional Design and Layout
- Maintenance
- Environmental Management
- Improving Performance
- **Core Policies:**
  - Risk Management
  - Contractors Policy
  - Minimal Manual Handling
  - OHS&W Consultation
  - Hazard Management
  - Hazardous Substances
  - Staff Training – OHS&W
  - Purchasing Policy
  - Risk Management Auditing
- **Supporting Policies:**
  - Code Black – Aggression Management
  - Additional Assistance Required – Emergency Response Team
  - Security Awareness for Staff
  - Possession Dangerous Articles and Prohibited/Offensive Weapons
  - Waste Management
  - Smoking
  - Electrical Equipment
  - First Aid in the Workplace
  - Safe Driving & Vehicle Breakdown
  - Staff Working Alone After Normal Hours
  - Home Visit Safety & Security
  - Prevention of Exposure to UV Radiation
  - Screen Based Equipment
  - Personal Protective Equipment and Clothing
  - Avoidance of Needlestick Injuries and Trauma from Sharp Objects
  - Management of a Needlestick Injury or Exposure to Blood or Body Fluid
  - Avoidance of Exposure to Blood of Body Fluids
  - Management of Staff Exposed to Tuberculosis
  - Prevention of Occupationally Acquired Diseases and Staff immunisation
  - Prevention of Dermatitis and Latex Sensitivity (Hand Care)
  - Management of Staff with Dermatitis and Latex Sensitivity
  - Management of Patients with Sensitivity
  - Laser Safety
- Risk & Employee Support Services Policy and Procedures Manual – Forms
- Rehabilitation following compensable work-related injury or illness
- **Safe Operating Procedure:**
  - Use of Mercury Spill Equipment
  - Use and Storage of Gas Cylinders
  - Safety of Flammable Liquids and Gases

- Karcher High Pressure Water Cleaner
- **Site Specific Procedures**
  - Departments to place work area specific procedures in this section

## **5. Guidelines For Manual Handling, Back on Track**

## **6. Department of Nursing Policy Statements**

## **7. Nursing Division Manual Handling**

## **8. Bullying & Harassment in the Workplace Policy**

## **9. Code of Fair Information Practice**

The Lyell McEwin Health Service has also a Patient Information Directory for clients regarding inpatient services, a variety of leaflets and brochure on services available including information packages for community health programs.

All documents can be inspected on site or obtain copies where appropriate by making an arrangement with the FOI Officer at mutual time for inspecting and/or obtaining copies of the documents.

### **SECTION 2 – Information Statements**

The Lyell McEwin Health Service Freedom of Information Statement can be obtained by contacting the Freedom of Information Officer. (No Charge)

### **SECTION 3 – Contact Arrangements**

Applications under the *Freedom of Information Act of 1991*, for access to documents held by the Lyell McEwin Health Service should be accompanied by a \$21.50 application fee and directed in writing to:

The Freedom of Information Officer  
Patient Information Services  
Lyell McEwin Health Service  
Haydown Road  
ELIZABETH VALE S.A. 5112

### **PROOF OF IDENTIFICATION MUST BE SUPPLIED WITH ALL REQUESTS FOR INFORMATION**

A reduction in the fee payable may be applicable in certain circumstances.

Enquiries should be directed to the LMHS FOI Officer on (08) 8282 0395, Monday to Friday between 0900 hrs and 1700 hrs.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****MALLEE HEALTH SERVICE INC.****PINNAROO SOLDIERS' MEMORIAL HOSPITAL**

## SECTION 1 – Policy Documents

<b>Policy</b>	<b>Folder</b>	<b>Date Endorsed</b>
Administration of Blood & Blood Products	CHSPM	10 August 2001
Admission to Pinnaroo Soldiers' Memorial Hospital	HSPM	24 September 2001
Advanced Life Support	CHSPM	18 April 2000
Anaphylaxis	CHSPM	17 October 2000
Appointment and Selection	HSPM	24 September 2001
Basic Life Support	CHSPM	24 January 2001
Bladder Washout	CHSPM	15 February 2002
Blood Alcohol and Drug Testing	CHSPM	15 February 2002
Blood Glucose Monitoring	CHSPM	24 September 2001
Board Members, Education of	HSPM	24 September 2001
Burns – Management of	CHSPM	24 September 2001
Calender of Events	HSPM	17 December 2001
Care of the Deceased Client	CHSPM	18 January 2002
Catering Requests	HSPM	24 September 2001
Clerical Requests	HSPM	24 September 2001
Committee Reporting Process	HSPM	20 March 2002
Complaints, Management of	HSPM	17 December 2000
Complimentary Therapies	CHSPM	20 April 1999
Confidentiality	HSPM	10 November 2000
Consent	CHSPM	20 July 1999
Contractors (external) – Management of	HSPM	June 2002
Control of Legionella	HSPM	26 November 2001
Coroner's Inquiry/Police Investigations	CHSPM	14 February 2002
Cytotoxic Therapy Administration	CHSPM	15 June 2000
Day Leave – Management of	HSPM	26 November 2001
Delegation of Authority	HSPM	18 July 2001
Dermalux Soft Towel Bath Procedure	CHSPM	6 May 2002
Discrimination, Bullying & Harassment	HSPM	July 2001
Documentation	HSPM	20 July 2001
Document Control	HSPM	December 2000
Domestic Violence	HSPM	21 April 2002

<b>Policy</b>	<b>Folder</b>	<b>Date Endorsed</b>
Drug Administration/Oral Medications	CHSPM	28 September 1999
Electrical Safety	HSPM	27 July 2001
Employee Grievance	HSPM	17 December
Employee Personnel Files	HSPM	26 November 2001
Equal Opportunity	HSPM	27 July 2001
Equipment Loan	HSPM	11 January 2000
Falls Prevention	HSPM	17 October 2000
Fees for Service, Accounting Procedure	HSPM	21 November 2000
Fire Safety & Evacuation	HSPM	16 May 2002
Flats	HSPM	10 December 2000
Freedom of Information	HSPM	7 December 2000
Good Palliative Care Order	HSPM	20 July 1999
Government Motor Vehicles	HSPM	23 July 2001
Guidelines - Personal Safety In Computer Use	HSPM	27 May 2002
Hazardous Factors/Substances	HSPM	21 April 2002
Health Promotion	HSPM	26 November 2001
Hospital Pet	HSPM	16 May 2000
Hostel Quarters	HSPM	26 November 2001
Hot Packs	CHSPM	27 May 2002
Hypoglycaemia	CHSPM	17 October 2000
IMVS Pathology Procedure	CHSPM	20 June 2000
Infection Control	HSPM	27 August 2001
Injection	CHSPM	6 May 2002
Interpreting and Translation	HSPM	21 April 2002
Intravenous Lines – Management	CHSPM	6 May 2002
Ionizing Radiation	CHSPM	1 February 2002
Medication Administration (General Guideline)	CHSPM	8 March 2002
Medical Retention and Disposal	HSPM	7 February 2001
Mercury Spills	HSPM	21 April 2002
MRSA	CHSPM	20 July 1999
Needle and Syringe Exchange	CHSPM	21 March 2000
Needlestick/Sharps Injury	CHSPM	17 December 2001
Occupational Health, Safety & Welfare	HSPM	20 March 2002
Organisational Chart	HSPM	19 September 2000
Orientation	HSPM	21 April 2002
Oxygen Therapy Treatment	HSPM	21 April 2002
Performance Appraisal	HSPM	26 November 2001
Phone Order Medication	CHSPM	8 March 2002
Pleural Tap (Paracentesis Thoracis)	CHSPM	28 September 1999
Policy Endorsement	HSPM	15 August 2000
Power Failure Guidelines	HSPM	24 June 2002
Preferred Accommodation	HSPM	December 2000
Purchasing	HSPM	8 October 2001
Quality Risk and Safety Terms of Reference	HSPM	27 August 2001
Rehabilitation	HSPM	8 October 2001
Restraints, the use of	CHSPM	8 March 2002
Risk Management	HSPM	27 August 2001

<b>Policy</b>	<b>Folder</b>	<b>Date Endorsed</b>
Rights of Clients	HSPM	10 November 2000
Safe Manual Handling	HSPM	8 October 2001
Safe Use & Disposal of Sharps	CHSPM	20 March 2002
Security (Hospital)	HSPM	27 July 2001
Sexual Harassment	HSPM	17 December 2001
Single Use Item	CHSPM	8 March 2002
Smoking on PSMH Site	HSPM	17 December 2000
Staff Awards	HSPM	31 January 2002
Staff Development	HSPM	27 July 2001
Staff Immunisations	HSPM	21 April 2002
Standing Drug Orders	CHSPM	3 September 2001
Telephone Messages	HSPM	5 May 2001
T.O.I.L.	HSPM	17 December 2000
Triage Scale	CHSPM	20 July 1999
Uniform	HSPM	13 September 2000
Urinalysis	CHSPM	17 August 1999
Urinary Catheterisation	CHSPM	18 May 1999
Use of Flat (Hensley Street)	HSPM	17 November 1998
UV Radiation Protection	HSPM	26 November 2001
Venepuncture	CHSPM	17 August 1999
Waste Management	HSPM	17 December 2000
Wedge Resection of Toe	CHSPM	1 February 2002
Workers Rehabilitation	HSPM	October 2001

## SECTION 2 – Information Statement

A copy of the Pinnaroo Soldiers' Memorial Hospital Statement of Affairs can be obtained free of charge, by contacting the FOI officer.

## SECTION 3 – Contact Arrangements

Requests under the FOI Act for access to documents in possession of Pinnaroo Soldiers' Memorial Hospital should be accompanied by a \$21.50 application fee and directed in writing to:

The FOI Officer  
Pinnaroo Soldiers' Memorial Hospital  
P.O. Box 234  
PINNAROO S.A. 5304

Phone enquiries should be directed to the FOI Officer by telephoning the Mallee Health Service Inc. Pinnaroo Soldiers' Memorial Hospital on (08) 8577 9222 between 9 a.m.-5 p.m. weekdays.



**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PETERBOROUGH SOLDIERS' MEMORIAL HOSPITAL  
& HEALTH SERVICE INC.****SECTION 1 – Policy Documents**

- Occupational Health Safety and Welfare Policy
- Equal Opportunity Policy
- Security Policy
- Manual Handling Policy
- Aggression Management Policy
- Asbestos Policy
- Discrimination Bullying and Harassment Prevention Policy
- Nursing Procedure and Policy Manual
- Accident and Emergency Manual
- OHS&W Policy Procedure Manual
- Medical Records Policy

Arrangements can be made to obtain copies of these documents, or to inspect them at the hospital between 11 a.m.-4 p.m. by contacting the Freedom of Information Officer.

**SECTION 2 – Information Statements**

Copies of the Peterborough Soldiers' Memorial Hospital and Health Service Inc. statement of affairs can be obtained free of charge, by contacting the Freedom of Information Officer.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of Peterborough Soldiers' Memorial Hospital should be accompanied by a \$20.00 application fee and directed in writing to:

The FOI Officer  
Peterborough Soldiers' Memorial Hospital & Health Service Inc.  
P.O. Box 119  
PETERBOROUGH S.A. 5422

Enquiries by phone to FOI Officer, Peterborough Hospital 8651 0400.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PORT BROUGHTON DISTRICT HOSPITAL & HEALTH SERVICES INC.**  
(FOI AGENCY NO. H56)

## SECTION 1 – Policy Documents

List of Health Unit Policy and Procedure Manuals:

**Administration**

- Hospital Background Information
- Governing Body and Management (including By-Laws)
- Administrative Instructions
- Job Descriptions
- Fire/Emergency/Disaster Manual
- Equal Employment Opportunity (Personnel Manual)
- Engineering and Maintenance Manual
- Recruitment and Selection (Personnel Manual)
- Staff Development (Personnel Manual)
- Catering Services Manual
- Cleaning Services Manual
- Day Centre Manual
- Payroll Procedure (Personnel Manual)
- Administration Procedures Manual
- Occupational Health, Safety and Welfare Manual/Workers Compensation and Rehabilitation Manual
- Quality Improvement Manual
- Patient Questionnaires (undertaken since 1988)
- Nutrition Manual
- Freedom of Information Act Procedures
- Asset Register (computerised)
- Goods and Services (Supply) Procedures
- Leave Entitlements (Personnel Manual)
- Security Procedures
- Staffing Plan/Staff Establishment Procedures (Personnel Manual)
- Budget Management Guide
- Delegation of Authority
- Infection Control Manual
- Maintenance Requests
- Fire Safety Knowledge and Awareness Employee Assessment File

- Fire Safety Log Book (SA Building Regulations)
- Hazard Awareness Manual
- Health Law in SA
- Orientation for Board Members

### **Medical**

- Medical Services Manual
- Delineation of Clinical Privileges
- Medical Records Manual

### **Nursing**

- Accident and Emergency Manual
- Operating Room (Theatre) Manual
- Maternal and Neonatal Service Manual
- X-ray Procedures Manual
- Pharmacy Manual
- Community Health Nursing Service Manual
- Patient Information Guide
- Infection Control Manual

### **South Australian Health Commission**

- Industrial Circulars
- Conditions of Employment
- Administrative Circulars
- Information Bulletins
- Salaries Manual
- Health Services Risk Management Procedures
- External Audit
- Policy for Health Units
- Monthly Management Summary System Guidelines

A variety of leaflets, brochures and other items containing information for patients is available from the health unit, free of charge.

### **SECTION 2 – Information Statement**

1. A copy of the Information Statement of the Port Broughton District Hospital and Health Services Inc. was published in 1993 and can be obtained free of charge by contacting the Chief Executive Officer/Director of Nursing of the health unit.

The statement provides the following information on the health unit:

- Structure and functions of the health unit.
- Description of the kinds of documents held by the health unit.
- How the public may participate in the health unit's policy development.
- How members of the public may access documents.

2. Annual Reports (Report of activities for the year ending 30 June).

A copy of the Annual Report of the health unit can be obtained from the Chief Executive Officer/Director of Nursing. This publication is free of charge.

SECTION 3 – Contact Arrangements

Applications under the *Freedom of Information Act 1991* for access to documents in the possession of the Port Broughton District Hospital and Health Services Inc. must be accompanied by the application fee of \$21.50, and be directed to:

Chief Executive Officer/Director of Nursing  
(Freedom of Information Act Co-ordinator)  
Port Broughton District Hospital and Health Services Inc.  
Bay Street  
PORT BROUGHTON S.A. 5522

Charges will be applied as per *Freedom of Information Act 1991* for photocopying and time taken to process request.

A reduction/waiving of the fees may be applicable in certain circumstances, as per the *Freedom of Information Act 1991*.

Telephone enquiries should be directed to the Chief Executive Officer/Director of Nursing (Freedom of Information Co-ordinator) on (08) 8635 2200, Facsimile (08) 8635 2114.

Office hours are 8.30 a.m. to 4.30 p.m., Monday to Friday (excluding public holidays).

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****REGISTRAR OF BIRTHS, DEATHS & MARRIAGES****Introduction**

The Office maintains registers of all births, deaths, marriages, changes of name, adoptions and reassignments of sex occurring in South Australia, issues certificates certifying particulars contained in the entries in the Register upon application and payment of the prescribed fee, provides statistical data to appropriate agencies, and provides authorised celebrants and facilities for the conduct of civil marriage ceremonies at the Births, Deaths and Marriages Registration Office on Level 2, Chesser House, 91 Grenfell Street, Adelaide.

**SECTION 1 – Policy Documents**

Births, Deaths and Marriages' policies and procedures are currently under review, therefore the available policies and procedures will be changing from time to time.

Please enquire in reference to your area of interest.

The following parts of the BDM policy and procedures manual:

6. Registration of births
8. Registration of deaths
15. Applications for searches of the indexes and issue of certified copies and extracts.

“Policy for access to Register entries” (revised and re-issued with effect 19.1.98);

*Information sheet* “To women wishing to revert from their married surname to their maiden name or a former married surname” (paper re-issued by the Registrar, 7.7.97);

*Information sheet* “Important information for couples wishing to be married at the Registry Office” (paper re-issued by the Registrar, 5.9.00);

“Guidelines for adopted persons or birth parents applying for searches of the records held at the Births, Deaths and Marriages Registration Office” (paper issued by the Registrar 15.6.02);

“Access to birth and death registration statements” (staff instruction dated 9.1.98);

“Addition of parentage details after registration of birth” (staff instruction dated 2.7.99);

Delegations – current instruments delegating the statutory powers and functions of the Registrar of Births, Deaths and Marriages.

Determination Under State Records Act 1997

Fees and Charges – BDM Policy and Procedures – 17.5.02

Indigenous Issues – BDM Policy and Procedures – 14.11.01

Proof of Identity – BDM Policy and Procedures – 15.11.01

Sexual Reassignment – BDM Policy and Procedures – 1.11.01

## SECTION 2 – Information Statement

The most recent FOI Information Statement is dated 18.2.02.

## SECTION 3 – Contact Arrangements

The agency’s policy documents and Information Statement may be accessed through the Registrar at the Births, Deaths and Marriages Registration Office:

The Agency is located on:

Level Two, Chesser House  
91 Grenfell Street  
ADELAIDE S.A. 5000

### **Postal Address**

G.P.O. Box 1351  
ADELAIDE S.A. 5001

General telephone: (08) 8204 9599

Fax: (08) 8204 9605

Internet site: [www.ocba.sa.gov.au](http://www.ocba.sa.gov.au)

Office hours are 8.30 a.m. to 5 p.m., Monday to Friday (except public holidays).

There is no charge for copies of the abovementioned policy documents or the FOI Information Statement.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SOUTH EAST REGIONAL HEALTH SERVICE INC.****SECTION 1 – Policy Documents**

The South East Regional Health Service became an incorporated body under the SAHC Act on 1 December 1995. Amalgamation of the seven Community Health Services in the region occurred 1 July 1998. The Regional Division provides community and allied health services to the South East of South Australia.

The South East Regional Health Service Inc. has the following policy documents available:

- Annual Reports (which include financial statements)
- Strategic and Business Plans for the Region and for the Regional Community Health Services Division
- Delegations of Authority to Board under SAHC Act
- Operational Policies, Statements and Departmental Guidelines, including:
  - Occupational Health and Safety policies
  - Various others.

**SECTION 2 – Information Statement**

Copies of the Service's Information Statement may be obtained, free of charge, from the Regional General Manager.

**SECTION 3 – Contact and Access Arrangements**

All inquiries and applications under the FOI Act in relation to the South East Regional Health Service, should be made in writing, in accordance with the provisions of that Act to:

Freedom of Information Officer  
The Regional Office  
South East Regional Health Service Inc.  
Box 267, Post Office  
MOUNT GAMBIER S.A. 5290

Initial inquiries may be directed to the Senior Administrative Officer by telephoning (08) 8724 5222, between the hours of 8.45 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SUPER SA BOARD****SECTION 1 – Policy Documents**

The Super SA Board has no policy documents as entitlements are defined within the relevant Superannuation Acts.

**SECTION 2 – Information Statement**

The Super SA Board's most recent Information Statement is published as an Appendix to the 2001-2002 Annual Report.

**SECTION 3 – Contact Arrangements**

Enquiries concerning procedures for inspecting Information Statements and Policy documents should be directed to:

FOI Contact Officer  
Super SA  
G.P.O. Box 48  
ADELAIDE S.A. 5001  
Telephone: 1300 369 315  
Facsimile: 8226 9594

Personal enquiries during business hours should be directed to:

Super SA  
Ground Floor, State Administration Centre  
200 Victoria Square  
ADELAIDE S.A. 5000



**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****CHIROPRACTORS BOARD OF SOUTH AUSTRALIA**

## SECTION 1 – Policy Documents

The Board has the following policy documents which are available from its offices at a cost of \$5 each (plus GST), or are available to download and print from the Board's web site (shown at the end of this summary). No charge is made for new registrants.

- Code of Professional Conduct and Practice
- Guidelines on Registration

## SECTION 2 – Information Statement

The Information Statement provides the following information on the Board:

- Structure and functions
- Kinds of documents held

Copies of the Statement can be inspected or purchased from the offices of the Board for \$5 (plus GST).

## SECTION 3 – Contact Arrangements

All enquiries and applications under the *Freedom of Information Act 1991*, for access to documents in the possession of the Chiropractors Board of South Australia, should be made to the:

Registrar/FOI Officer  
Chiropractors Board of South Australia  
P.O. Box 229  
TORRENSVILLE PLAZA S.A. 5031  
Telephone: (08) 8443 9669  
Facsimile: (08) 8443 9550  
E-mail: [regauth@senet.com.au](mailto:regauth@senet.com.au)  
Web Site: [www.regauth.com/cbsa](http://www.regauth.com/cbsa)

The Board's office is open Monday to Friday, 9 a.m.-5 p.m., closed noon-1 p.m. and is located at:

16 Norma Street  
MILE END S.A. 5031

Application and processing fees are in accordance with the *Freedom of Information (Fees & Charges) Regulations 1991*.

Any other queries concerning information contained in this Summary or in the Information Statement should also be directed to the Freedom of Information Officer.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****OCCUPATIONAL THERAPISTS REGISTRATION BOARD  
OF SOUTH AUSTRALIA****SECTION 1 – Policy Documents**

The Board has the following policy documents which are available from its offices at a cost of \$5 each (plus GST), or are available to download and print from the Board's web site (shown at the end of this summary). No charge is made for new registrants.

- Guidelines on Standards of Professional Conduct and Disciplinary Procedures
- Guidelines on Registration

**SECTION 2 – Information Statement**

The Information Statement provides the following information on the Board:

- Structure and functions
- Kinds of documents held

Copies of the Statement can be inspected or purchased from the offices of the Board for \$5 (plus GST).

**SECTION 3 – Contact Arrangements**

All enquiries and applications under the *Freedom of Information Act 1991*, for access to documents in the possession of the Occupational Therapists Registration Board of South Australia, should be made to the:

Registrar/FOI Officer  
Occupational Therapists Registration Board of South Australia  
P.O. Box 229  
TORRENSVILLE PLAZA S.A. 5031

Telephone: (08) 8443 9669  
Facsimile: (08) 8443 9550  
E-mail: [regauth@senet.com.au](mailto:regauth@senet.com.au)  
Web site: [www.regauth.com/otrb](http://www.regauth.com/otrb)

The Board's office is open Monday to Friday, 9 a.m. to 5 p.m., closed noon to -1 p.m. and is located at:

16 Norma Street  
MILE END S.A. 5031

Application and processing fees are in accordance with the *Freedom of Information (Fees & Charges) Regulations 1991*.

Any other queries concerning information contained in this Summary or in the Information Statement should also be directed to the Freedom of Information Officer.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SOUTH AUSTRALIAN PSYCHOLOGICAL BOARD****SECTION 1 – Policy Documents**

The Board has the following policy documents which are available from its offices at a cost of \$5 each (plus GST), or are available to download and print from the Board's web site (shown at the end of this summary). No charge is made for new registrants.

- Code of Professional Conduct and Practice
- Guidelines on Registration
- Guidelines on Supervision for Accredited Training Supervisors and Trainee Psychologists

**SECTION 2 – Information Statement**

The Information Statement provides the following information on the Board:

- Structure and functions
- Kinds of documents held

Copies of the Statement can be inspected or purchased from the offices of the Board for \$5 (plus GST).

**SECTION 3 – Contact Arrangements**

All enquiries and applications under the *Freedom of Information Act 1991*, for access to documents in the possession of the South Australian Psychological Board, should be made to the:

Registrar/FOI Officer  
South Australian Psychological Board  
P.O. Box 229  
TORRENSVILLE PLAZA S.A. 5031  
Telephone: (08) 8443 9669  
Facsimile: (08) 8443 9550  
E-mail: [regauth@senet.com.au](mailto:regauth@senet.com.au)  
Web Site: [www.regauth.com/sapb](http://www.regauth.com/sapb)

The Board's office is open Monday to Friday, 9 a.m. to 5 p.m., closed noon to 1 p.m. and is located at:

16 Norma Street  
MILE END S.A. 5031

Application and processing fees are in accordance with the *Freedom of Information (Fees & Charges) Regulations 1991*.

Any other queries concerning information contained in this Summary or in the Information Statement should also be directed to the Freedom of Information Officer.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****BALAKLAVA & RIVERTON DISTRICTS HEALTH SERVICE INC.**

## SECTION 1 – Policy Documents

The Balaklava & Riverton Districts Health Service Inc. has the following policy documents that are available for perusal during the hours of 0930 and 1700. Arrangements to access them can be made by contacting the Freedom of Information Officer:

- Administration and General Services policies and procedures
- Nursing Services policies and procedures
- Balaklava & Riverton Districts Health Service Inc. Constitution
- Balaklava & Riverton Districts Health Service Inc. Strategic Plan
- Balaklava & Riverton Districts Health Service Inc. Emergency Procedures
- Occupational Health, Safety & Welfare, Rehabilitation & Claims Management policy and procedure manual
- Equal Opportunity Policy
- Sexual Harassment Policy
- Complaints Policy

## SECTION 2 – Information Statement

Copies of the Balaklava & Riverton Districts Health Service Inc. Information Statement, represented by the Annual Report and Constitution, can be obtained free of charge by contacting the Freedom of Information Officer.

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**SECTION 3 – Contact Arrangements**

Requests under the FIO Act for access to documents in the possession of the Balaklava & Riverton Districts Health Service Inc. should be accompanied by a \$21.50 application fee and directed in writing to:

FOI Officer  
Administration Office  
Balaklava & Riverton Districts Health Service Inc.  
P.O. Box 21  
BALAKLAVA S.A. 5461

Any other enquiries concerning information contained in this summary or in the Information Statement or in relation to information available under the Act should also be directed to the Freedom of Information Officer.



**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****NORTHERN METROPOLITAN COMMUNITY HEALTH SERVICE****SECTION 1 – Policy Documents**

The Northern Metropolitan Community Health Service is an incorporated health unit. The service was created on 1 July 1995 by the amalgamation of four existing community health services; Salisbury Community Health Service (including Ingle Farm and Salisbury West Community Health Centres and Shopfront Youth Health & Information Service), Northern Community Health Service (including Munno Para and the Lyell McEwin Community Health Centres), Tea Tree Gully Community Health Service and the Elizabeth Women's Community Health Centre.

Northern Metropolitan Community Health Service has the following policy documents available:

- Annual Reports (which include financial statements)
- Strategic Plan
- A range of service and administrative policy documents including:
  - Counselling
  - Community Participation
  - Rights of Consumers
  - Education, Training & Development
  - Management and Administration
  - OHS&W
  - Confidentiality
  - Complaints
  - Client Rights

Arrangements can be made to obtain copies of any of these documents, or to inspect them by contacting the FOI Officer on 8396 1345, Kylie Crescent, Ingle Farm between 9 a.m. and 5 p.m., Monday to Friday.

**SECTION 2 – Information Statement**

Copies of Northern Metropolitan Community Health Service's Information Statement can be obtained, free of charge, by contacting the FOI Officer.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of the Northern Metropolitan Community Health Service should be directed in writing to:

The FOI Officer  
Northern Metropolitan Community Health Service  
Kylie Crescent  
INGLE FARM S.A. 5098

Search fees are waived for existing and past clients of the Service, whilst an application fee of \$20 may apply for other members of the public, depending on individual circumstances.

Enquiries may be directed to the FOI Officer, Telephone (08) 8396 1345 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PENOLA WAR MEMORIAL HOSPITAL INC.****SECTION 1 – Policy Documents**

- Occupational Health Safety & Welfare Policy
- No Smoking Policy
- Equal Opportunity Policy
- Sexual Harassment Policy
- Administration Policy
- Medical Records Policy
- Admission & Discharge Policy
- Manual Handling Policy
- Emergency and Evacuation Policy
- Nursing Procedures Manual
- Accident and Emergency Manual

Arrangements can be made to obtain copies of these documents, or to inspect them at the Hospital between 1030 hours and 1530 hours, by contacting the FOI Officer.

**SECTION 2 – Information Statements**

Copies of the Penola War Memorial Hospital Inc. Statement of Affairs can be obtained, free of charge, by contacting the FOI Officer.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of Penola War Memorial Hospital should be accompanied by a \$21.50 application fee and directed in writing to:

The FOI Officer  
Penola War Memorial Hospital Inc.  
18 Church Street  
PENOLA S.A. 5277

Enquiries should be directed to the FOI Officer by telephoning the Penola War Memorial Hospital Inc. on (08) 8737 2311.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****WEST BEACH TRUST**

## SECTION 1 – Policy Documents

- Annual Leave Policy
- Asset Management Policy
- Equal Opportunity Policy
- Emergency and Evacuation Policy
- Long Service Leave Policy
- Occupational Health Safety & Welfare Policy:
  - Accident Reporting & Investigation
  - Asbestos Policy
  - Election of OH&S Representatives
  - Constitution & Rules
  - Consultative Departmental Meetings
  - Consultative Policy, Procedure & Guidelines
  - Drug & Alcohol Policy
  - Eye Protection
  - First Aid Policy
  - Handling sharps/Needles in the Workplace
  - Hazard Management – Inspection/Control
  - Inclement Weather (Hot, Wet)
  - Induction Procedures
  - Internal Rehabilitation Policy/Procedures
  - Injury Treatment, Accident Reporting & Investigation
  - Internal Rehabilitation Policy/Procedures
  - Manual Handling
  - Mobile Telephones & Two Way Radios in Motor Vehicles
  - Needlestick, Blood or Body Fluid: Procedure following Exposure
  - No smoking Policy
  - Personal Protective Equipment/Clothing
  - Pesticides & Herbicides
  - Pre-employment Medical Examination
  - Purchasing, Hire/Lease of Plant, Equipment & Substances/Chemicals
  - Signing at Roadworks Audit Procedures
  - Sun Protection
  - Training Needs Assessment
  - Visual Display Unit/Keyboard
  - Workplace Substances

- Sexual Harassment Policy
- Summer/Winter Policies
- Tree Planting Policy

Arrangements can be made to obtain copies of these documents or to inspect them at the West Beach Trust between 8.30 a.m. and 4.30 p.m. by contacting the FOI Officer.

#### SECTION 2 – Information Statements

Copies of the West Beach Trust/Adelaide Shores Annual Report can be obtained, free of charge, by contacting the FOI Officer.

The Adelaide Shores Master Plan can be purchased for \$10 by contacting the FOI Officer.

#### SECTION 3 – Contact arrangements

Requests under the FOI Act for access to documents in the possession of the West Beach Trust should be accompanied by a \$21.50 application fee. (Note – after 15 minutes + \$8 for every 15 minutes. Individual person's file 2 hours free.) The application should be in writing and directed to:

The Chief Executive Officer (FOI Officer)  
West Beach Trust  
P.O. Box 69  
GLENELG S.A. 5045

Enquiries should be directed to the Chief Executive Officer by telephoning 8356 7555.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****KINGSTON SOLDIERS' MEMORIAL HOSPITAL INC.**

## SECTION 1 – Policy Documents

Kingston Soldiers' Memorial Hospital has the following policy documents available:

- Department of Human Services Directives – The Department of Human Services provides its decisions and guidelines to the Hospital through:
  - Administrative Circulars
  - Information Bulletins
  - Human Resource Manual
  - Financial Management Manual
  - Treasurer's Instructions
- Board of Directors Manual – This manual holds all policies determined by the Board of Directors
- Administration Manual – This manual holds the management directives which apply to the organisation as a whole.
- Department Manuals – These manuals contain department specific instructions.
- Occupational Health, Safety & Welfare Manual – This manual contains the organisation's OHS&W policies and procedures.
- Infection Control Manual – This manual contains the organisation's infection control policies.
- Client Files – These contain personal and confidential information relevant to patients, residents and clients of the organisation.
- Personnel Files – These contain personal and confidential information relevant to employees.
- Minutes – Formal minutes of meetings of the Board of Directors and its sub-committees.

## SECTION 2 – Information Statement

Copies of the Kingston Soldiers' Memorial Hospital Inc. Information Statement can be obtained, free of charge, by contacting the FOI Officer.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access the documents in the possession of the Kingston Soldiers' Memorial Hospital Inc. should be accompanied by a \$ 21.50 (GST exclusive) application fee and directed in writing to:

Freedom of Information Officer  
Kingston Soldiers' Memorial Hospital Inc.  
Young Street  
KINGSTON SE 5275

Telephone enquiries may also be directed to the FOI Officer by telephoning (08) 8767 2477 between 8.30 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PORT PIRIE REGIONAL HEALTH SERVICE INC.**

(FOI Agency No. H58)

**SECTION 1 – Policy Documents**

Port Pirie Regional Health Service Inc. has the following policy documents available:

- General Administrative Policies & Procedure Manuals
- Nursing Division Policies & Procedure Manuals
- Community & Allied Health Service Policies & Procedure Manuals
- Constitution
- By-Laws
- Strategic Plan
- Business Plan
- Accreditation Documents
- Occupational Health, Safety, Welfare & Rehabilitation Policies
- Emergency & Disaster Management Plan
- Risk Management Register

**SECTION 2 – Information Statement**

Copies of the Port Pirie Regional Health Service Inc. Annual Report and Policy Documents can be obtained, by contacting the Chief Executive Officer.

Port Pirie Regional Health Service Inc. Information Statement is available on our website – [www.pprhs.sa.gov.au](http://www.pprhs.sa.gov.au)



**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of Port Pirie Regional Health Service Inc. should be accompanied by a \$21.50 application fee and directed in writing to:

Chief Executive Officer  
Port Pirie Regional Health Service Inc.  
P.O. Box 546  
PORT PIRIE S.A. 5540  
Telephone: 8638 4500

A reduction in the fee payable may be applicable in certain circumstances.

Enquiries may be directed to the Chief Executive Officer, Telephone 8638 4500 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT OF TREASURY AND FINANCE**

## SECTION 1 – Policy Documents

1. Treasurer's Instructions
2. Treasury Circulars
3. Guidelines for the Evaluation of Public Sector Initiatives
4. Treasury and Finance Corporate Policies
  - A variety of policies governing human resource, financial, administration and technology management.
5. Accounting Policy Statements
6. Fringe Benefits Tax Manual
7. RevenueSA Circulars
8. RevenueSA Learning Guides:
  - (a) Pay-roll Tax Learning Guide
  - (b) Land Tax Learning Guide
  - (c) First Home Owner Grant Learning Guide
  - (d) Basic Business Learning Guide
9. Financial Management Framework
10. NEM Task Force Final Report
11. Essential Services Commission Position Paper
12. Partnerships S.A. – Private Sector Participation in the Provision of Public Services

## SECTION 2 – Information Statement

The Department of Treasury and Finance's most recent Information Statement is published as an Appendix to the 2001-2002 Annual Report.

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**SECTION 3 – Contact Arrangements**

Enquiries concerning procedures for inspecting and purchasing Treasury and Finance policy documents should be directed to:

FOI Accredited Officer  
Department of Treasury and Finance  
G.P.O. Box 1045  
ADELAIDE S.A. 5001

Telephone: (08) 8226 3598

Facsimile: (08) 8226 3819

Personal enquiries during business hours should be directed to:

Corporate Services  
Department of Treasury and Finance  
Level 3, State Administration Centre  
200 Victoria Square  
ADELAIDE S.A. 5000

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SOUTH EASTERN WATER CONSERVATION & DRAINAGE BOARD  
(Department for Water, Land and Biodiversity Conservation)****SECTION 1 – Policy Documents**

The South Eastern Water Conservation & Drainage Board has the following policy documents available:

- Annual Reports (which include financial statements)
- Upper South East Dryland & Salinity Project update brochures.
- Policy Statements in respect of Bridges, Native Vegetation and Private Water Management works.
- South Eastern Water Conservation & Drainage Board Board Minutes
- South Eastern Water Conservation & Drainage Advisory Committees meeting Minutes
- South Eastern Water Conservation & Drainage Board Management Plan.
- Operation of Bool Lagoon and Drain M Regulators
- Tatiara District Management Plan
- Eight Mile Creek District Management Plan
- Marcollat Water Course Management Plan Stage 1
- Deep Swamp Vegetation Complex Management Plan
- Southern Catchment native Vegetation Management Plan
- Mid Bakers Range Watercourse Management Plan
- Bloomfield Swamp Management Plan
- Tilley Swamp Watercourse Management Plan
- Stoneleigh Park Management Plan

**SECTION 2 – Information Statement**

Copies of the South Eastern Water Conservation & Drainage Boards Information Statement or above Policy documents can be obtained by contacting the South Eastern Water Conservation & Drainage Board Freedom of Information Officers.

**SECTION 3 – Contact Arrangements**

Requests under the *Freedom of Information Act 1991*, for access to information in the possession of the South Eastern Water Conservation & Drainage Board should be accompanied by a \$21.50 application fee and directed in writing to:

Freedom of Information Officer  
South Eastern Water Conservation & Drainage Board  
P.O. Box 531  
MILLICENT S.A. 5280

Enquiries may be directed to the FOI Officer, telephone (08) 8733 3533 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SOUTH AUSTRALIAN WATER CORPORATION**

(FOI Agency G110)

**SECTION 1 – Policy Documents**

The South Australian Water Corporation has available for inspection policy and related documents in the areas of:

- Administration
- Asset Management
- Capital Planning
- Construction
- Contract Management
- Customer Services
- Emergency Response
- Environmental
- Finance
- Human Resource
- Information Technology
- Intellectual Property
- Land Acquisitions, Disposal and Leasing
- Occupational Health and Safety
- Mains Extension
- Operations
- Procurement
- Revenue and Services
- Risk Management
- Water and Sewer Construction Manuals
- Water Quality

**SECTION 2 – Information Statement**

The South Australian Water Corporation publishes an annual report which contains information related to the corporation. This report is available free of charge from the Corporation.

## SECTION 3 – Contact Arrangements

Requests under the *Freedom of Information Act 1991*, for access to documents in the possession of the South Australian Water Corporation should be accompanied by a \$21.50 application fee and directed in writing to:

The Freedom of Information Officer  
SA Water  
G.P.O. Box 1751  
ADELAIDE S.A. 5001

Telephone enquiries may be directed to the FOI Officer on 8204 1366.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SOUTH AUSTRALIAN DENTAL SERVICE**

## SECTION 1 – Policy Documents

Aggression Policy  
Alcohol and other drug use in the work place  
Antibiotic therapy guidelines  
Asbestos Policy  
Cab travel by SADS Staff  
Claims Management Policy  
Confidentiality/Freedom of Information  
Control of Workplace Hazardous Substances  
Correspondence with outside organisations  
Court Attendance as a witness by SADS staff  
Debt write off policy  
Electrical Safety  
Emergency Response Plan  
Employee Assistance Scheme Policy  
Equal Employment Opportunity  
Exit Process Interview  
Fee waiving  
First Aid in the Workplace  
Frequent Flyers  
General Safety Requirements for Contracted External Service Providers  
    Guide for Employees  
    Guide for Supervisors  
Incident and ‘Near Miss’ Incident Reporting  
Jury Duty  
Lifting Heavy Items, Manual Handling, Posture Prevention & Exercises  
Migrant Health Policy  
Occupational Health Safety Welfare  
Pregnant Employees  
Preparation of Solicitors’ reports  
Primary OH&S/Claims/Rehabilitation Policy Statement  
Principles of consent  
Procedures for Internal Deployment of Staff within SADS



Procedures for staff with a non work related injury/medical condition

Radiation Safety

Recruitment Procedures

Rehabilitation Policy and Procedures

Sexual Harassment Policy and Procedures

Smoking in the Workplace

Staff Appraisal

Stress Prevention & Psychological Health Policy

Uniform/Dress Standards

Whistleblowers Protection Act Policy

Work Experience

Workplace Inspection

## SECTION 2 – Information Statements

Copies of the information pamphlets ‘Co-payments for Publicly Funded Adult Dental Care’, ‘South Australian Dental Service’ and the Annual Report can be obtained by contacting the South Australian Dental Service switchboard.

## SECTION 3 – Contact Arrangement

Requests under the *Freedom of Information Act 1991* for access to information in the possession of the South Australian Dental Service should be directed to the Patient Affairs Officer requesting a copy of the Freedom of Information Application form. Completed applications should be accompanied by a \$20.00 application fee and directed in writing to:

Patient Affairs Officer  
Freedom of Information  
South Australian Dental Service  
Frome Road  
ADELAIDE S.A. 5000  
Telephone: 8222 8222  
Hours: 9 a.m. to 4 p.m.

The application fee is waived for holders of current Centrelink health care or pension cards.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of****PLANNING SA****SECTION 1 – Policy Documents**

Planning SA has the following publications available for inspection and purchase:

- Code of Practice for Private Certifiers and the Building Rules Assessment Function of Councils
- Guidelines for Applicants – submitting an application for approval of development outside council areas
- OHSW and Rehabilitation Policies
- Ministerial Specifications in relation to buildings and fire safety
- Plan Amendment Reports
- Planning Strategies
- Service Charter
- SA Building Regulations – Part 59 Fire Safety Log Book
- Software Installation Policy
- Software Asset Management Policy
- Software Code of Ethics
- South Australian Housing Code
- State Development Plan
- Risk Management Policy
- Internet and E-mail Protocol Policy
- Catering Policy
- Energy Management Policy
- Intellectual Property Policy
- Mobile Phone Policy
- Records Management Policy

**SECTION 2 – Information Statement**

Planning SA's most recent Information Statement will be incorporated in the Annual Report of the Department for Transport, Urban Planning and the Arts.

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**SECTION 3 – Access Arrangements**

Policy documents or the Annual Report may be inspected or obtained from Planning SA during normal business hours at Level 5, Roma Mitchell House, 136 North Terrace, Adelaide.

For enquiries by telephone call (08) 8303 0600.

Requests under the FOI Act for access to Planning SA documents should be directed to:

FOI Officer  
Planning SA  
G.P.O. Box 1815  
ADELAIDE S.A. 5001

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of****ARTS SA****SECTION 1 – Policy Documents**

- Blood Donors
- Disability
- Employee Assistance Program
- Equal Opportunity
- Information and Consultation
- Managing Diversity
- Prevention of Workplace Harassment
- Voluntary Flexible Working Arrangements
  - Compressed Weeks
  - Purchased Leave
  - Flexitime
  - Part Time/Job Sharing
- Volunteers
- “Work for the Dole” Participants
- Consultation
- Contractors
- Driving Long Distances/Remote Areas
- Hazardous Substances
- Machinery, Plant and Equipment
- Manual Handling
- Prevention of RSI
- Rehabilitation
- Smoking in the Workplace
- Stress Management
- Workers Compensation

**SECTION 2 – Information Statement**

Information Statements regarding Arts SA are published annually in the Annual Report and free copies can be obtained by contacting Arts SA.

SECTION 3 – Contact Arrangements

FOI Officer  
Mandy-Jane Giannopoulos  
Manager, Marketing Communications and Public Affairs  
Arts SA

Telephone: (08) 8463 5454  
[giannopoulos.mj@saugov.sa.gov.au](mailto:giannopoulos.mj@saugov.sa.gov.au)

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DAIRY AUTHORITY OF SOUTH AUSTRALIA****SECTION 1 – Policy Documents**

The Dairy Authority of South Australia was established under the Dairy Industry Act 1992 on 1 July 1993.

The Dairy Authority of South Australia has the following policy documents available:

- Annual Reports (which include financial statements)
- Corporate Plan
- Freedom of Information Policy
- Occupational Health, Safety & Welfare Policy
- Sexual Harassment Policy
- Whistleblowers Policy

**SECTION 2 – Information Statement**

The most recent Information Statement of the Dairy Authority of South Australia is available to the public.

**SECTION 3 – Contact Arrangements**

To access documents it is necessary to apply in writing under the *Freedom of Information Act 1991* to:

The Chief Executive Officer  
Dairy Authority of South Australia  
33 Hutt Street  
ADELAIDE S.A. 5000

Telephone: (08) 8223 2277 between 9 a.m. and 5 p.m., Monday to Friday  
Facsimile: (08) 8232 2463  
e-mail: [dasa@chariot.net.au](mailto:dasa@chariot.net.au)

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****BURRA CLARE SNOWTOWN HEALTH SERVICE INC.**

## SECTION 1 – Policy Documents

BCSHS has the following policy documents covering the following broad areas:

- Acting Up in Higher Positions
- Admission & Discharge for Acute Care Services
- Admission & Discharge in Commonwealth Residential Aged Care Homes
- Admitting Privileges
- Aggression Management
- Anaesthetic Services
- Appointment & Selection of Staff
- Asbestos
- Casualty & Outpatient Services
- Catering Services
- Child Abuse & Neglect
- Children Accompanying Employees whilst at work
- Client/Medical Record Services
- Climatic Heat Stress
- Communicable Disease
- Confidentiality
- Confined Spaces and Hot Work
- Consent for Operative Treatment & Administration of Anaesthesia
- Contractors
- Critical Care Services
- Customer Complaints
- Cytotoxic Drugs, Safe Handling and Disposal
- Day Procedure Services
- Defibrillation
- Domestic Violence
- Drug Administration & Competency of the Registered/Enrolled Nurse
- Duty of Care & Conflict
- Early Identification and Intervention
- Elder Abuse
- Electrical Safety and Equipment
- Employees Acting as a Witness, Power of Attorney or Guardian

- Equal Employment Opportunity
- Ethical Considerations and Customer Rights & Responsibilities
- Financial Management
- Footwear
- Freedom of Information
- Glutaraldehyde and its Safe Handling
- Governing Body & Management
- Government and Non-Government Motor Vehicle Use for Work Related Purposes
- Harassment/Bullying
- Hazard Identification, Assessment and Control
- Health & Personal Care
- Health Promotion
- Housekeeping Services
- Identification Badges
- Industrial Relations Activities
- Information Technology Security
- Intake Allocation
- Interpreter Services
- Laboratory Services
- Laundry Services
- Leave
- Leisure Activity Group Services
- Library Services
- Management of Residents Medications
- Management Systems, Staffing & Organisation Development
- Manual Handling
- Maternal & Neonatal Services
- Media Releases
- Medical Record Documentation
- Mobile Telephones and Radio Transceivers
- Non-Smoking
- Nursing Services
- Occupational Health, Safety & Welfare and Workers Rehabilitation Compensation Orientation
- Occupational Health, Safety & Welfare Consultation between Employer & Employee
- Occupational Health, Safety & Welfare; Rehabilitation and Claims Management
- Organ Donation
- Pain Management
- Palliative Care
- Pastoral Care Services
- Performance Appraisal
- Personal Protective Equipment
- Pharmacy Services
- Physical Environment & Safe Systems
- Physiotherapy Services
- Podiatry Services



- Police Investigations including Accidental Death
- Pregnant Employees
- Professional Development & Education
- Professional Services – Community Health Service
- Purchase, Hire, Lease or Modification
- Quality Improvement
- Radiation, Radiology Services & Taking of X-Rays
- Remote or Isolated Work
- Resident Lifestyle
- Residual Current Devices (RCDs)
- Restraint (Aged Care)
- Role & Principals of Employment for the Paramedical Aids
- Role of S.A. Ambulance Personnel on Hospital Premises
- Role of the Enrolled Nurse
- Safety Issues for Customers and Employees
- Safety on Buses
- Seclusion or Restraint of a Customer
- Security Management
- Service Provision
- Single Use Items
- Specialised Nursing Care Needs for Residential Higher Level Nursing Care
- Speech Pathology Service Provision
- Standing Drug Orders
- Streptokinase
- Stress Prevention and Management
- Substances
- Telemedicine Facilities
- Theatre Services
- Time in Lieu
- Ultra Violet Radiation
- Uniform & Standards of Dress for Admin Staff
- Uniform & Standards of Dress for Aged Care Staff
- Uniform & Standards of Dress for EGNs
- Uniform & Standards of Dress for Maintenance Staff
- Uniform & Standards of Dress for RNs
- Uniform & Standards of Dress for Services Staff
- Unprofessional Conduct & Disciplinary Procedure
- Visiting Specialist Surgeons
- Volunteers
- Waste Classification and Management
- Whistle Blowers Protection Act
- Work Experience Placements

### **Patient Medical Records**

These are personal and confidential files and are written by the health professionals who have contributed to that patient's care while a customer of the Hospital and its health services.

**Administrative Files**

These files hold documents concerned with the management of the Service, including supporting information on policies and procedures and communications with other organisations, the Department of Human Services and the general public.

**SECTION 2 – Information Statement**

Copies of the BCSHS Statement of Affairs, represented by the Annual Report and Constitution of the Service can be obtained, free of charge, by contacting the Accredited FOI Officer.

**SECTION 3 – Enquiries**

Enquiries and applications under the *Freedom of Information Act 1991* in relation to BCSHS should be directed to the Accredited Freedom of Information Officer:

Natalie Clark  
Accredited FOI Officer  
BCS Health Service  
South Terrace  
SNOWTOWN S.A. 5520

Telephone on (08) 8865 0100, Monday to Friday between 9 p.m. - 5 p.m.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****CARCLEW YOUTH ARTS CENTRE INC.**

## SECTION 1 – Policy Documents

- SA Youth Arts Board Grant Handbook
- Carclew Youth Arts Centre Annual Report
- Carclew Youth Arts Centre Enterprise Agreement
- Carclew Youth Arts Centre Staff Manual
- Carclew Youth Arts Centre Inc. Constitution and Rules

## SECTION 2 – Information Statement

The most recent information statement is incorporated in the 2000-2001 Annual Report a copy of which, along with the other documents listed above, can be obtained by written application to the contact officer listed below.

## SECTION 3 – Contact Arrangements

Contact Officer: Director, Carclew Youth Arts Centre

Written applications for inspecting and purchasing policy documents and information statements should be made to:

Chairperson  
SA Youth Arts Board  
P.O. Box 164  
NORTH ADELAIDE S.A. 5006

Fees and charges will be levied in accordance with the appropriate schedule of the *Freedom of Information Act 1991* applicable as at 1 July 2002.

Policy documents and the information statement can be inspected and purchased from:

Carclew Youth Arts Centre  
11 Jeffcott Street  
NORTH ADELAIDE S.A. 5006

During the hours of 9 a.m. to 5 p.m. Monday to Friday (except Public Holidays and periods of closure as determined from time to time).

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT FOR ENVIRONMENT AND HERITAGE**<http://www.environment.sa.gov.au/>**INTRODUCTION**

*The Department for Environment and Heritage (DEH) previously encompassed three portfolio areas namely Environment and Heritage, Recreation, Sport and Racing, and Volunteers.*

On 4 December 2001, the Office for Recreation, Sport and Racing was transferred to the Department for Administrative and Information Services (DAIS) and the Office of Volunteers (previously incorporated in the Business Development Division of DEH) was transferred to the Emergency Services Administrative Unit of the Justice Portfolio.

*On 6 March 2002 the new Government's Ministerial arrangements instituted the Environment & Conservation and River Murray portfolios which encompass:*

- The Department for Environment and Heritage (DEH), including a new Office of Sustainability (OoS).
- A new Department of Water, Land and Biodiversity Conservation (DWLBC) (established on 8 April 2002) incorporating the Department for Water Resources and Sustainable Resources Group (previously PIRSA) which interfaces with biodiversity functions from DEH.
- A revamped Environment Protection Authority (EPA) that reports to its own Board, established as a separate agency on 1 July 2002. The Radiation Protection Branch (Department for Human Services) has been transferred to the EPA.

*From July 2002 DEH comprises the following:*

- Office of the Chief Executive
- Corporate Services
- Botanic Gardens of Adelaide
- Crown Lands S.A. (previously incorporated in the Business Development Division).
- Environmental and Geographic Information
- National Parks and Wildlife SA, incorporating Heritage SA, Office for Coast and Marine and the Animal Welfare Unit
- Office of Sustainability

Documents of the recently established Environment Protection Authority (a separate agency since 1 July 2002) and contact details for accessing the information are included in this summary.

## SECTION 1 – Policy Documents

### **Corporate:**

- Accommodation Policy
- Asset Recording Procedures Manual
- Corporate Credit Card Policy and Brochure
- DEH Officers as Witnesses in Private Litigation Policy
- Energy Policy Statement
- GST Pricing Policy
- GST Policy Statements
- Human Resource Management Manual (Policies, Guidelines booklets and Summary Brochures)
- Internet (including e-mail) Access and Usage Policy and Guidelines
- IT Quality Management Systems Policy
- Mobile Phone Policy
- Legal Advice Policy
- Occupational Health, Safety and Welfare Policy
- Occupational Health, Safety and Welfare Standard Operating Procedures
- Occupational Health, Safety and Welfare Safe Work Practices
- Procurement Policy and Guidelines
- Records Management Policy
- Responsiveness to Telephone Calls Guidelines
- Risk Management Policy
- Software Copyright Policy
- Newsletter – Diversity in the Workplace Fact Sheet No's 1-7
- Working Alone Policy
- Youth Employment Opportunities Guidelines
- Your Employment Program Guide

*These policy documents are available for inspection by contacting the Freedom of Information Co-ordinator listed under Section 3 – Contact Arrangements.*

### **Botanic Gardens:**

**<http://www.environment.sa.gov.au/botanicgardens/index.html>**

- Board of the Botanic Gardens and State Herbarium – Annual Report
- Journal of the Adelaide Botanic Garden
- Pruning for fruit
- Garden weeds
- Citrus for everyone

### **Brochures:**

- Adelaide Botanic Garden
- Mount Lofty Botanic Garden
- Wittunga Botanic Garden
- Adelaide International Rose Garden
- Bicentennial Conservatory
- Functions and Events – Adelaide Botanic Gardens

These documents are available for inspection at the Botanic Gardens Administration Office, Hackney Road, Adelaide.

**Crown Lands SA:**

**[http://www.environment.sa.gov.au/mapland/crown\\_lands.html](http://www.environment.sa.gov.au/mapland/crown_lands.html)**

- Land Board – Annual Report

This document is available for inspection by contacting the Freedom of Information Co-ordinator listed under Section 3 – Contact Arrangements.

**Environmental and Geographic Information:**

**<http://www.environment.sa.gov.au/mapland/pub.html>**

Publications:

- Strategic Plan 2001-2004 (published Aug-Sept 2001)
- EGI Products and Services Price List 2002-2003
- Newsletter - Reference Point edition 15 (only available on-line)
- Newsletter - Infoline 3 editions (only available on-line)
- Newsletter-Envisage (only available on-line)

Brochures:

- Aerial Photography – Assisting with property management in SA
- PanAirama – Aerial Photography on CD-ROM editions 1996, 1998, 1999
- Enhanced Satellite Imagery
- Property Assist – post card leaflet
- Property Assist – price list 2002-2003 (available on-line)
- Environment Shop brochure
- Environmental and Geographic Information brochure
- Environmental and Geographic Information post card leaflet
- Survey Mark/Survey Gem
- Environment Reporting post card leaflet
- Topomap brochure
- PlaceNames on-line post card leaflet

Fact Sheets:

- Property Assist (only available on-line)

**Strategic Marketing**

**<http://www.environment.sa.gov.au/dehaa/pdfs/whatson3.pdf>**

- Environment State Newsletter
- What's On Brochure

These promotional documents are available for inspection by contacting the Environmental and Geographic Information Division FOI Contact Officer listed under Section 3 – Contact Arrangements.

**National Parks and Wildlife SA (NPWSA):****<http://www.environment.sa.gov.au/parks/index.html>**

Most of the publications listed below can be purchased from the Environment Shop, 77 Grenfell Street, Adelaide. Single copy of Brochures and Information Sheets are free. Departmental copies of publications and other documents not for public sale listed below, can be inspected by contacting the National Parks and Wildlife S.A. FOI Contact Officer listed under Section 3 – Contact Arrangements.

## Annual Reports:

- South Australian National Parks and Wildlife Council – Annual Report
- Reserve Planning and Management Advisory Committee – Annual Report
- Wildlife Advisory Committee – Annual Report
- Wilderness Advisory Committee – Annual Report

## NPWSA publications and documents:

- The Parks Agenda (1997)
- South Australia's National Parks: The Spirit of Our Great South Land (1997)
- Review into the Management of the National Parks and Wildlife Act: Final Report 1994
- Wilderness Protection Areas & Zones: South Australian Code of Management (1994)
- Park management plans (various)
- Park bushfire prevention plans (various)
- Park policy documents (various)
- Park brochures, including regional park guides, promotional brochures, souvenir booklets, park guides, park information brochures and visitor information sheets (various)
- Biodiversity information and conservation brochures (various)
- Desert Parks Pass Package, including the Desert Parks Handbook and Marked Tracks booklet (2001)
- A Review of Innamincka Regional Reserve: 1988-1998
- A Review of Simpson Desert Regional Reserve: 1988-1998
- A Review of Yellabinna Regional Reserve: 1990-2000
- A Review of Nullarbor Regional Reserve: 1990-2000
- A Biological Survey of the Murray Mallee, South Australia (2000)
- A Biological Survey of Kangaroo Island, South Australia (2000)
- A Biological Survey of Yumbarra Conservation Park, South Australia (1995)
- A Biological Survey of the Yellabinna Region, South Australia (1992)
- A Biological Survey of Tilley Swamp, South Australia (1998)
- A Biological Survey of Messent Conservation Park, South Australia
- A Biological Survey of the Nullarbor Region South and Western Australia in 1984 (1987)
- A Biological Survey of the Gawler Ranges, South Australia (1988)
- A Biological Survey of the Stony Deserts, South Australia (1998)
- A Biological Survey of the South Olary Plains, South Australia (1996)
- A Biological Survey of the North West Flinders Ranges, South Australia (1998)
- A Biological Survey of the North Olary Plains, South Australia (1997)
- A Biological Survey of Grasslands and Grassy Woodlands of the Lofty Block Bioregion, South Australia (1998)
- A Biological Survey of Bunbury Conservation Reserve and Stoneleigh Park Heritage Agreement, South Australia (1998)

- A Biological Survey of Box and Buloke Grassy Woodland in the Upper South-East, South Australia (1996)
- A Biological Survey of Deep Swamp, South Australia (1996)
- A Biological Survey of Lake Hawdon, South Australia (2001)
- South Australia's Offshore Islands (1996)
- Biodiversity Plan for the South East of South Australia (1999)
- Marine Benthic Flora of Southern Australia part IIIC
- Urban News
- Coorong, and Lakes Alexandrina and Albert Ramsar Management Plan (2000)
- Bookmark Biosphere Action Plan
- Friends of Parks Inc. – constitution
- Friends of Parks Inc. – terms of reference
- Community Chain (newsletter to Friends of Parks groups)
- Consultative Committees terms of reference
- Flinders Ranges Bounceback: Progress Report Stage 1 (1999)
- Parks & Wildlife Journal (quarterly)
- Parks Times – Tracks of the Mallee (2001)
- Ark on Eyre Update (newsletter)
- The Tattler - Coastal Parks of the South East (edition 9)
- Cleland Wildlife Park
- Landcare/Bushcare Telegraph
- Report on the Mount Lofty Summit to the Minister for the Environment and Natural Resources (1995)
- Koala Rescue South Australia – Teacher and Student Information and Activity Pack
- Plants of particular conservation significance in South Australia's agricultural regions (1997)
- Wetlands Atlas of the South Australian Murray Valley: A summary of current knowledge of Murray valley wetlands as a basis for integrated catchment management (1996)
- South Australian River Murray Wetlands Ten Year Plan (1996)
- Management of Wetlands of the River Murray: Draft Action Plan: 1996-1999 (1996)
- Baseline monitoring of the flora and fauna of Deep Swamp, South Australia (2001)
- A Biological Survey of the Flinders Ranges, South Australia 1997 – 1999 (2001)
- A Vegetation Map of the Western Gawler Ranges, South Australia (2001)
- Guidelines for Vertebrate Surveys in South Australia (2000)
- Minimum Impact Code for Wilderness Use in South Australia
- Wetland inventory – Eyre Peninsula (2002)
- Wetland inventory – Northern Agricultural Districts of S.A. (2002)
- Wetland inventory – Kangaroo Island (2002)
- Wetland inventory – Mt Lofty Ranges (2002)

#### Regional Biodiversity Plans:

- *Preliminary to the Biodiversity Plan for the Northern Agricultural Districts of South Australia* (1999)
- *Preliminary to the Biodiversity Plan for Eyre Peninsula South Australia* (1999)
- *Preliminary to the Biodiversity Plan for Kangaroo Island South Australia* (1999)
- *Preliminary to the Biodiversity Plan for the South Australian Murray-Darling Basin* (1999)
- *A Biological Inventory of the Mount Lofty Ranges, South Australia, 1999* (1999)
- Biodiversity Plan for the South Australian Murray-Darling Basin (2001)
- Biodiversity Plan for the South Australian Murray-Darling Basin – Summary (2001)



- Biodiversity Plan for the Northern Agricultural Districts (2001)
- Biodiversity Plan for the Northern Agricultural Districts – Summary (2001)
- Biodiversity Plan for Kangaroo Island (2001)
- Biodiversity Plan for Kangaroo Island - Summary (2001)
- Biodiversity Plan for the South East of South Australia (1999)
- Biodiversity Plan for the South East of South Australia - Summary (1999)

Brochures:

- The Heritage Agreement Grant Scheme
- Rescuing Protected Animals in South Australia
- Keeping Protected Animals in South Australia
- Ark on Eyre
- Phytophthora Root Fungus - Plant Killer on Kangaroo Island
- The Journey of the Southern Right Whale
- Protecting Adelaide Metropolitan Coasts (4 Brochures)
- MPA Brochure
- Marine Planning Brochure
- Seagrass Brochure
- Great Australian Bight Marine Park – an Introduction
- Great Australian Bight Marine Park – Information for Park Users
- Coast Protection Board Annual Report
- Marine and Estuarine Strategy (1998)
- Guide to Marine Protected Areas
- Code of Conduct for diving with Seadragons
- Leafy Seadragon Curriculum Kit

**Heritage South Australia**

**<http://www.environment.sa.gov.au/heritage/index.html>**

\*Indicates out of print as at July 2002

- State Heritage Authority – Annual Report
- Martindale Hall Conservation Trust – Annual Report

General:

Heritage South Australia Newsletter (bi-annual)

Built Heritage:

Heritage Information Leaflets (free of charge)

- 1.1 Definitions and Guidelines
- 1.2 Guidelines to Approaches for Conserving Heritage Places
- 1.3 Planning for Conservation Management
- 1.4 Criteria for Inclusion of Places in the State Heritage Register
- 1.5 Summary of *Heritage Act 1993*
- 1.6 Summary of *Development Act 1993*
- 1.7 Entering a Place in the State Heritage Register
- 1.8 Heritage Funding in South Australia\*
- 1.9 Archaeological Sites and Artefacts
- 1.10 South Australian Architecture: A reading list

**Guidelines:**

- 2.1 Model Brief for the Preparation of Conservation Plans\*
- 2.2 Advertising and Signs on Heritage Buildings in S.A. (\$5.50)
- 2.3 Fences in South Australia (\$8.80)
- 2.4 Alterations and Additions (\$8.80)
- 2.5 Gardens in South Australia 1840-1940 (\$22.00)

**Technical Notes:**

- 3.1 An Owner's Guide to the Maintenance of Historic Buildings\*
- 3.2 Check It! [Maintenance and housekeeping of historic places]\*
- 3.3 Early Bricks and Brickwork in South Australia (\$11.00)
- 3.4 Removal of Paint from Masonry (\$5.50)
- 3.5 Cleaning of Masonry (\$5.50)
- 3.6 Stone Masonry in South Australia (\$5.50)
- 3.7 Painting of Older Buildings in South Australia (\$27.50)
- 3.8 Rising Damp and Salt Attack (\$8.80)
- 3.9 Measured Drawings\*
- 3.10 Early Roofing and Roof Materials in South Australia (\$13.20)

**Brochures (free of charge):**

- A Question of Heritage
- Goolwa State Heritage Area
- Mintaro State Heritage Area
- Hahndorf State Heritage Area
- Beltana State Heritage Area

**Heritage Surveys:**

- Heritage of the Yorke Peninsula (1998) General Summary (\$16.50)

**Council volumes available**

- Heritage of the Murray Mallee (1998) (\$27.50)
- Heritage of the Upper North (2001) (\$19.95)

**Maritime Heritage****Reports and Surveys:**

- Muddy Waters \*
- Shipwrecks of Encounter Bay and Backstairs Passage – \$22.00
- Shipwrecks of Investigator Strait and the Lower Yorke Peninsula – \$22.00
- Shipwreck Sites of Kangaroo Island \*
- Shipwreck Sites in the South East of South Australia \*
- The *Water Witch* Wrecksite \*
- Whaling and Sealing Sites in South Australia – \$16.50
- Historic Shipping on the River Murray – \$33.00

**Booklets:**

- Conserving Our Historic Shipwrecks – \$4.95
- Garden Island Ships' Graveyard – \$9.90

- Investigator Strait Maritime Heritage Trail – \$6.60
- River Boat Trail South Australia – \$5.50
- Southern Ocean Shipwreck Trail – \$7.70
- Wardang Island Maritime Heritage Trail – \$6.60

Brochures (free of charge):

- Adelaide's Underwater Heritage Trail
- *SS Clan Ranald* 1900-1909
- *The Geltwood* 1876
- Kangaroo Island Maritime Heritage Trail
- Port Elliott Maritime Heritage Trail
- River Boat Trail \*
- Port Adelaide Ships' Graveyards
- *The Zanoni* 1865-1867
- *Shipwreck Guidelines 1: Anchoring on Shipwrecks*
- *Shipwreck Guidelines 2: Diving Shipwrecks*
- *Shipwreck Guidelines 3: Snagged Objects from the marine environment*
- *Shipwreck Guidelines 4: Historic Shipwrecks in South Australia*

### **Animal Welfare Unit**

- Animal Welfare Advisory Committee – Annual Report
- Dog and Cat Management Board – Annual Report
- From Farm to Abattoir: A Guide to Stock Movement (1996)
- Code of Conduct for the Care and Treatment of Rodeo Livestock (1996)
- South Australian Code of Practice for the Welfare of Animals in Circuses (1997)
- South Australian Code of Practice for the Husbandry of Captive Birds (1997)
- SA Code of Practice for Petshops
- 4 Poster Ecology Series on Endangered Animals

### **Office of Sustainability**

Publications:

- Statutes Amendment (Avoidance of Duplication of Environmental Procedures) Act 2001 & explanatory paper
- Discussion Paper on Powers and Responsibility of the Environment Protection Authority (submissions closed 28 July 2000).
- Draft Environment Protection (Water Quality) Policy
- Draft Environment Protection (Motor vehicle fuel quality) policy
- A Discussion Paper for Public Comment 'Offences and Penalties in the Environment Protection Act' (submissions closed 24 March 2000).
- Department for Environment and Heritage, 2000. Waste Management in South Australia Discussion Paper
- Department for Environment and Heritage, 2000. Waste Management in South Australia Background Paper
- The S.A. Partnership for LA21: Identifying Future Directions – A Discussion Paper – copy of this publication and the LA21 Guidelines document can be downloaded from the LA21 website under the Sustainability theme.

- A summary report of the Council Forums conducted by the Water Conservation Partnership project.
- Water Conservation Partnership Project – Review of Urban Domestic and Local Council Water Conservation, Roof Runoff, ASR and Waste Water Opportunities.
- ANZECC ‘Code of Practice for Antifouling and In-water Hull Cleaning and Maintenance’ was October 2000. Done for ANZECC, project management by SA, printed in Queensland.
- Department for Environment and Heritage, 2000. Access to Biological Resources Discussion Paper.

#### Minutes:

- Minutes of the Natural Resources Council of South Australia
  - Minutes of the South Australian Greenhouse Committee
  - Water Conservation Partnership Project – minutes of steering and management committee
- These documents are available for inspection by contacting the Freedom of Information Co-ordinator listed under Section 3 – Contact Arrangements.

#### Environment Protection Authority (EPA)

<http://www.environment.sa.gov.au/epa/pub.html>

Most of the documents listed below which do not attract a charge are available on line. Documents not available on line can be purchased from the Environment Shop, 77 Grenfell Street, Adelaide or by contacting the Environment Protection Authority FOI Contact Officer listed under Section 3 – Contact Arrangements, except where otherwise specified. Single copies of Pamphlets and Information Sheets and Technical Bulletins are free.

#### EPA Guidelines:

- *Spray painting booths—control of noise and air emissions (May 02)*
- *Disposal of used hydrocarbon absorbent materials (May 02)*
- *Pollutant management for water well drilling (May 02)*
- *Joineries—dust and noise control (May 02)*

#### Information Sheets:

No. 2	Objects of the Environment Protection Act 1993	Jan '95
No. 5	Eco-efficiency	Nov '00
No. 6	Environment Improvement Programmes	July '99
No. 7	Construction Noise	Sept '99
No. 9	Noise Control	April '98
No. 10	Burning on Non-Domestic Premises	May '99
No. 11	Burning on Domestic Premises	May '99
No. 12	Air Conditioner Noise	Sept '96
No. 13	Disposal of Backwash Water from Swimming Pools	Sept '99
No. 14	The Disposal of Refrigeration and Airconditioning Equipment Containing Prescribed CFCs and HFCs	Jan '00
No. 15	Waste Tyres	Feb '01
No. 16	Detergents	Nov '99
No. 17	Environment Protection Compliance and Enforcement	Mar '99
No. 18	Solid Fuel Fires	May '99
No. 19	Environment Protection Act Civil Remedies	Mar '00

No. 20	Container Deposit Legislation	April '00
No. 21	Photochemical Smog	Aug '00
No. 22	Acid Rain	Jan '01
No. 23	Industry and Community Consultation	July '01

#### Technical Bulletins:

No. 1	Requirements for the Safe Handling, Transport, Storage and Disposal of Wastes Containing Asbestos	Mar '00
No. 2	Storage, Transport and Disposal of Medical Wastes	July '99
No. 3	Independent Verification of Monitoring Programmes	May '96
No. 6	Landfill Environment Management Plans	Jan '00
No. 7	Closure and Post-Closure Plans for Major Landfills	Jan '00
No. 8	Determination of Classification of Waste as a Liquid	Mar '00
No. 9	Minor Landfill Proposal Plans	Jun '00
No. 10	Assessment of Proposals for Developments Where Music may be Played	Mar '00
No. 11	Winery and Distillery Wastewater Monitoring Programmes	Nov '96
No. 12	Use of water treatment solids (WTS)	Feb '02
No. 13	Irrigation with Water Reclaimed from Sewage Treatment on Pastures Used for Grazing of Cattle and Pigs	Sept '99
No. 14	Disposal of Liquid Biosolids and Effluent from Domestic Septic Tanks onto Agricultural Land	Aug '00
No. 15	Disposal of Carpet and Upholstery Cleaning Wastewater	Nov '00
No. 16	EPA Guidelines for Pressure Water-Blasting Activities	July '00
No. 17	Spray Painting Booths – Control of Air and Noise Emissions	July '00
No. 18	Air conditioning and Pipework Systems – Minimum Requirements for Wastewater Removal	May '00
No. 19	Community Consultation for Waste Management and Recycling Facilities	July '00
No. 21	Wastewater Removal from Fire Protection Services Pipework Systems	Oct '00
No. 22	Protection for Voluntary Environmental Audits	May '96
No. 23	Guidelines for Classification and Disposal of Used Foundry Sand	Aug '00
No. 24	Waste Levy Regulation Amendments	Mar '01
No. 25	Odour Assessment Using Odour Source Modelling	July '01
No. 26	Air quality impact assessment	Feb '02

#### Annual Reports:

##### **Environment Protection Authority**

- Environment Protection Authority Annual Reports – 1995 to 2001

##### **Round Table Conference**

- Round-table Conference Report 1998, April '98
- Round-table Conference Report 1999, June '99
- Round-table Conference Report 2000, May '01
- Round-table Conference Report 2001 (summary report; full version on Internet only)

## Codes of Practice and Guidelines:

- Environmental Guidelines for Collection Depots Oct 2000
- Guidelines for Major Solid Waste Landfill Depots Oct 1998
- Guidelines for Resource Recovery Centres and Transfer Stations – Consultation Draft Feb 2000
- South Australian Biosolids Guidelines Dec 1996
- Stormwater Pollution Prevention – Code of Practice for the Community Sept 1997
- Stormwater Pollution Prevention – Code of Practice for the Building and Construction Industry July 1998
- Stormwater Pollution Prevention – Code of Practice for Local, State and Federal Government Mar 1999
- South Australian Reclaimed Water Guidelines – Treated Effluent Apr 1999

## Public Consultation Drafts:

- Options for management of irrigation practices in the Lower Murray, October 2001
- Draft Environment Protection (Water Quality) Policy, December 2000
- Guidelines for separation distances, August 2000
- Waste management discussion paper and background paper, September 2000

## Joint publications with other Government Departments and Organisations:

- Alternative Systems for Piggery Effluent Treatment, November 2000 (with Rural City of Murray Bridge)
- Diffuse Source Nitrate Pollution of Groundwater in Relation to Land Management Systems in the South East of South Australia, November 1998 \$8.00
- Guidelines for Establishment and Operation of Cattle Feedlots in SA, June 1994 \$10.00
- Guidelines for Establishment of Intensive Piggeries in South Australia, March 1998 \$10.00
- Integrated Waste Strategy for Metropolitan Adelaide – Progress on Implementation, January 1999
- South East Waste Management Strategy Plan, South East Local Government Association & EPA, November 1994 \$10.00

**Mount Lofty Ranges Watershed Protection Office**

- State of Health of the Mount Lofty Ranges Water Catchments, October 2000
- Myponga Watercourse Management Project
- Water Quality Snapshot Project/Spatial Land Status Data
- Land Status Data Mapping

## Fact Sheets:

- Aquatic Ecosystems in the Mount Lofty Ranges
- Sources of Water Pollution in the Mount Lofty Ranges
- Water in the Mount Lofty Ranges
- Water Quality Issues in the Mount Lofty Ranges
- Water Quantity Issues in the Mount Lofty Ranges

## Other EPA publications:

- A Cleaner South Australia – Statement on the Environment, Hon Dean Brown, April 1995
- Ambient Air Monitoring Plan for South Australia, August 2001
- Ambient Air Monitoring Report – January to December 1996
- Air Quality Monitoring Report – Richmond Primary School, July 2001
- Air Quality Monitoring Report – Whyalla, August 2001
- Ambient Water Quality Monitoring of Gulf St Vincent Metropolitan Bathing Waters – Report No. 1, November 1997
- Ambient Water Quality Monitoring of Lake Alexandrina and Lake Albert – Report No. 1, September 1998
- Ambient Water Quality Monitoring of South Australia’s Rivers and Streams (Chemical and Physical Quality) – Report No. 1, September 1998
- Ambient Water Quality Monitoring of the Port River Estuary – Report No. 1, November 1997
- Sediment Quality Monitoring of the Port River Estuary, November 1997
- Ambient Water Quality Monitoring – River Murray
- Assessment of Insecticide Spraying of Australian Plague Locusts, July 2001
- Changes in Seagrass Coverage and Links to Water Quality off the Adelaide Metropolitan Coastline, September 1998

## Cleaner Production Case studies:

- |   |                                     |
|---|-------------------------------------|
| • Bordex Wine Racks Australia               | • Monroe Australia Pty Ltd          |
| • Carramar Lighting Pty Ltd                 | • Myora Farm                        |
| • Coating Australia Pty Ltd                 | • Omnipol Australia Pty Ltd         |
| • Container Reconditioning Services Pty Ltd | • Port Lincoln Tuna Processors      |
| • Cutler Brands Pty Ltd                     | • Quality Dry Cleaners              |
| • Finsbury Print                            | • SA Meat Corporation (SAMCOR)      |
| • Heyne’s Wholesale Nursery                 | • Stolt Sea Farm                    |
| • Ilec Appliances                           | • The Smith’s Snackfood Company Ltd |
| • Korvest Galvaniser                        | • The S.A. Brewing Company          |
| • Womad                                     | • Tony’s Tuna International         |
| • Joe’s Poultry Processors                  |                                     |
- 
- Eco-efficiency Checklist No. 1—Office, August 2001
  - Eco-efficiency Newsletter No. 1, September 2001
  - Environmental and Economic Impacts of the Pollution Prevention Fund – Final Report, June 1999
  - Environment Protection Agency (an information booklet)
  - EPA Monitoring Manual – Volume 1: Air Quality Emission Testing Methodology for Air Pollution, March 1995
  - Frog Census 1998
  - Frog Census 1999
  - Frog Census 2000, July 2001
  - Greenhouse and the National Electricity Market, March 2001
  - Integrated Waste Strategy for Metropolitan Adelaide 1996-2015, June 1996
  - Landfill Audit

\$55.00

- National Packaging Covenant Fact Sheets:
  - What is the National Packaging Covenant?
  - Who Should Sign the Covenant?
  - The *Environment Protection (Used Packaging Materials) Policy*, July 2001
- National Waterwatch Snapshot 2001 – A kit for Waterwatch SA Participants
- Options for an Integrated Waste Management Strategy for the Adelaide Metropolitan Area: 2015 and Beyond Public Discussion Paper, June 1995
- Review of On-Farm disposal Treatment Risks and the Potential for Recycling of Waste produced from Commercial Chicken Farms and Processors, March 2000 \$20.00
- Review of Recycled Organic Wastes in South Australia, November 1999
- Review of the Landfill Disposal Risks and the Potential for Recycling of Preservative Treated Timber, November 1999
- Riverboat Waste Disposal Options, July 2001
- River Management Plan for the Wakefield Catchment, May 2000 (CD-ROM only)
- South Australia – Reducing the Greenhouse Effect, January 2000
- Special Report on the Port River: Heavy Metals and PCBs in Dolphins, Fish and Sediment, March 2000
- State of the Environment Report for South Australia 1998 – Summary
- State of the Environment Report for South Australia 1998 \$3.50
- Summary Report on Responses to the Integrated Waste Management Strategy – Public Discussion Paper, June 1996 \$15.00
- Understanding Ozone, September 1997
- Waste from Electrical and Electronic Equipment: A South Australian Perspective
- Watercourse Management Action Plan for the Onkaparinga River Catchment (CD-ROM only), September 1997
- Watercourse Survey and Management Recommendations for the Myponga River Catchment (CD-ROM only)
- Watercourse Survey and Management Plan for the Upper Marne River Catchment (CD-ROM only)
- Watercourse Survey and Management Recommendations for the Tod Catchment
- Waterwatch SA 1999 Yearbook, July 2000

#### Pamphlets:

- CARES (Complaints and reports of environmental significance), March 2002
- Household Hazards

Clean Site Kit: Ways to manage litter and waste, erosion and sediment control on building and construction sites

- Painting and Plastering
- Brick Works
- Concrete Works
- Excavating Your Site
- Cleaning up the Port Waterways, October 1998
- Don't Let Our Waterways Go Down the Drain
- EPA Web Site, June 2002



- Frog Census
- How Healthy are our Streams?
- Waterwatch South Australia
- Waterwise series: ea.
  - Managing your watercourse \$1.00
  - Revegetating watercourses
  - Exotic trees along watercourses
  - Woody weed control along watercourses
  - Farm dams
  - Watercourses and Earthworks

### **Acts Administered by the Department:**

Acts administered by the Department are listed in the Annual Report under the heading “Legislation”.

Arrangements can be made to obtain copies of these documents, or inspect them at the Department’s head office, 91-97 Grenfell Street, between 9 a.m. and 5 p.m. by contacting the FOI Co-ordinator or respective FOI Contact Officer listed under Section 3 – Contact Arrangements.

### **DEH’s Boards, Committees, Trusts and Councils**

There are a total of 48 Boards, Committees, Trusts and Councils (45 DEH and 3 EPA) as at 30 June 2002 listed in DEH’s annual report. Copies of the annual reports of these bodies can be obtained by contacting the FOI Co-ordinator or respective FOI Contact Officer listed under Section 3 – Contact Arrangements

### **SECTION 2 – Information Statement**

The Department for Environment and Heritage Information Statement for 2001-2002 is included in its Annual Report for 2001-2002. Copies of this report will be available once it is tabled and may be obtained from the FOI Co-ordinator or from the Environment Shop, 77 Grenfell Street, Adelaide.

### **SECTION 3 – Contact Arrangements**

A substantial amount of the documents detailed in the Information Summary are available to the public on request or by purchase.

Applications for access to documents under the *Freedom of Information Act 1991* (other than those identified above) are required to be in writing, accompanied by a \$21.50 application fee, and directed to the Freedom of Information Co-ordinator.

*Copies of the application form are available on line on the State Records website at [http://www.archives.sa.gov.au/services/public/freeinfo\\_index.html](http://www.archives.sa.gov.au/services/public/freeinfo_index.html) or by contacting DEH’s FOI Co-ordinator or any of the FOI Contact Officers listed below.*

*Enquiries concerning information contained in the Information Summary and the procedures for inspecting the agency's Policy documents or in relation to information available under the Act may be made to the FOI Contact Officers as listed below:*

Freedom of Information Co-ordinator	Telephone: (08) 8204 9307
Dept for Environment and Heritage	9 a.m. to 5 p.m.
Level 16, SA Water House	Monday to Friday
77 Grenfell Street	
ADELAIDE S.A. 5000	

FOI Contact Officer	Telephone: (08) 8226 4851
Environmental and Geographic Information	9 a.m. to 5 p.m.
282 Richmond Road	Monday to Friday
NETLEY S.A. 5037	

FOI Contact Officer	Telephone: (08) 8204 9266
National Parks and Wildlife SA	9 a.m. to 5 p.m.
7th Floor, Chesser House	Monday to Friday
91-97 Grenfell Street	
ADELAIDE S.A. 5000	

The Department's postal address is:

Department for Environment and Heritage  
G.P.O. Box 1047  
ADELAIDE S.A. 5001

The above officers can also be contacted through the Department's general enquiry number: (08) 8204 9000.

Enquiries concerning information relating to Environment Protection Authority should be made to:

FOI Contact Officer	Telephone: (08) 8204 1757
Environment Protection Authority	9 a.m. to 5 p.m.
Level 5, SA Water House	Monday to Friday
77 Grenfell Street	
ADELAIDE S.A. 5000	

The Postal address for the Environment Protection Authority is:

The Environment Protection Authority  
G.P.O. Box 2607  
ADELAIDE S.A. 5001

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT FOR PRIMARY INDUSTRIES & RESOURCES  
SOUTH AUSTRALIA  
(PIRSA)**

## SECTION 1 – Policy Documents

- Risk Management
- Information Management
- PIRSA Volunteers Policy
- Human Resource Management
- Procurement Policies and Principles
- Fisheries Act Policy Directives
- Aquaculture Policies
- Financial Policies

## SECTION 2 – Information Statement

Copies of the Primary Industries and Resources South Australia (PIRSA) Policy Documents and Information Statement, contained in the Annual Report, can be obtained by contacting the PIRSA Freedom of Information Officers, or by visiting the PIRSA web site ([www.pir.sa.gov.au](http://www.pir.sa.gov.au)).

## SECTION 3 – Contact Arrangement

Requests under the *Freedom of Information Act 1991* for access to information in the possession of PIRSA should be accompanied by a \$21.50 application fee and directed in writing to:

Freedom of Information Co-ordinator  
Primary Industries and Resources South Australia  
G.P.O. Box 1671  
ADELAIDE S.A. 5001

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****OFFICE OF ECONOMIC DEVELOPMENT**

(formerly Department of Industry &amp; Trade)

**SECTION 1 – Policy Documents**

The Policy documents held by the Office of Economic Development are:

- Staff Induction Program
- Records Management Policy & Procedures
- Occupational Health, Safety & Injury Management
- Freedom from Sexual Harassment Policy
- Policy on Purchases and Hazardous Substances
- Regional Business Development

**SECTION 2 – Information Statement**

Copies of the agency's latest information statement can be obtained, by contacting the FOI Officer. A variety of promotional materials are available, including brochures, CDs and other printed matter. Most of this information is free of charge.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of the Office of Economic Development should be directed in writing to:

The FOI Officer  
Office of Economic Development  
G.P.O. Box 1264  
ADELAIDE S.A. 5001  
Telephone: 8303 2400

Fees and charges may be applied in accordance with the *Freedom of Information Act 1991*.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DRUG AND ALCOHOL SERVICES COUNCIL**

## SECTION 1 – Policy Documents

- Whistleblowers
- HIV Infected Health Care
- The Prevention of Transmission of Blood Borne Infectious Diseases
- Child Protection
- Equal Employment Opportunity for Aboriginal Employees
- Occupational Health, Safety and Welfare
- Occupational Health, Safety and Welfare, Rehabilitation and Claims Management
- Sexual Harassment
- Equal Opportunity
- Smokefree Workplace
- Psychological Health – Stress Prevention
- Manual Handling
- Use of Screen Based Equipment
- Workplace Consultation
- Worksite Inspections
- Management of Climatic Heat Stress
- Training for Occupational Health, Safety and Welfare
- Employee Assistance Program
- Staff Work Incident/Accident Reporting and Investigation
- Job Safety Analysis and Standard Operating Procedures
- Emergencies and Evacuation
- Sole Workers on Premises
- Contractors
- Accounting
- Workplace Alcohol and other Drug Use
- Client Complaints/Grievance
- Client Rights
- Disability Discrimination
- Funding for Government and Non-Government Organisations
- Information Technology
- Information Technology Security
- Aboriginal Services
- First Aid in the Workplace
- Health Promotion

- Environmental
- Consumer and Community Participation
- Minimizing Violence in the Workplace
- Outside employment
- Various Administrative Circulars, Clinical Instructions and procedure documents relating to aspects of DASC's delivery of services and area of general management.

Arrangements can be made to obtain copies of these documents, or to inspect them at the Drug and Alcohol Services Council by contacting the FOI Officer.

## SECTION 2 – Information Statements

The Drug and Alcohol Services Council's Information Statement is contained in DASC's Annual Report. This can be obtained from DASC's Alcohol and Drug Information Service (ADIS), telephone 1300 131 340, or can be viewed in the DASC Library, 161 Greenhill Road, Parkside, during the hours from 9 a.m. to 4.45 p.m.

## SECTION 3 – Contact Arrangements

Application under the *Freedom of Information Act 1991* for access to documents in the possession of DASC should be accompanied by a \$21.50 application fee and directed in writing to:

The FOI Officer  
Drug and Alcohol Services Council  
161 Greenhill Road  
PARKSIDE S.A. 5063

Enquiries may be directed to the FOI Officer, telephone (08) 8274 3328 Monday to Friday between 9 a.m. and 5 p.m.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****HISTORY TRUST OF SA****SECTION 1—Policy Documents**

- Advisory Committee
- Code of Conduct
- Equal Opportunity Policy
- Overtime Flexitime Policy
- Reclassification
- Performance Appraisal
- Prevention of Workplace harassment
- Collection Management Policy
- Annual Reports (which include financial statements)

**SECTION 2 – Information Statements**

The History Trust of South Australia is a statutory authority responsible for administration of the History Trust of South Australia and its museums.

The Board of the History Trust reports through Arts SA to the Minister for the Arts.

**Structure of the History Trust Board****Membership**

The Trust consists of eight members nominated by the Minister for the Arts and appointed by the Governor. The Governor appoints one member to be Chairman of the Trust.

**Meetings**

The Trust meets on the third Thursday of each month.

**Functions of the Trust**

The functions of the Trust listed below are extracts from the History Trust Act 1981, as amended.

- (a) to carry out, or promote, research relevant to the history of the State;
- (b) to accumulate and classify data on any subject of significance to the history of the State;
- (c) to accumulate and care for objects of historical interest;
- (d) to exhibit objects of historical or cultural interest;
- (e) to maintain registers of objects of historical significance to the State;
- (f) to manage and administer museums and other premises that are vested in, or placed under the care, control and management of the Trust;

- (g) to provide facilities for light refreshments and other amenities in premises vested in or placed under the care, control and management of the Trust;
- (h) to accredit or otherwise evaluate museums, and to advise the Minister on the operation of museums and on the allocation of funds or other forms of assistance that may be available for the promotion or development of museums;
- (i) to disseminate, or encourage the dissemination of, information relevant to the history of the State;
- (j) to encourage the conservation of objects of historical significance to the State;
- (k) to advise the Minister on the conservation of objects in the ownership or possession of the Crown that are of historical significance to the State; and
- (l) to perform any other functions assigned to the Trust by or under this Act.

### **Public participation in agency policy development**

The Trust seeks input from various agencies and members of the public in the development of policies relating to the operation of the History Trust. The Board has established Advisory Committees at the Migration Museum, S.A. Maritime Museum and National Motor Museum which consist of representatives from various agencies and the public to advise the Trust in such matters.

The Director of the History Trust is Margaret Anderson.

### **Vision and Mission Statements**

#### **The Vision**

Our vision is to promote the enjoyment, understanding and value of history.

#### **The Mission**

Our mission is to encourage and work with people to understand our rich and distinctive history and enhance our sense of identity and belonging by making history a living and exciting element in the life of the State.

### **SECTION 3 – Contact Arrangements**

#### **Access to documentation**

The Freedom of Information Officer is Donna Tims phone 8226 8555

The reports presented to the Trust, the minutes of its meetings and its Policy Manual are available for perusal at the History Trust during office hours. Access to documentation relating to History Trust's functions is also available for perusal. The statement above concerning documentation held and access to it applies to both the Trust and the History Trust of South Australia.

The History Trust publishes an Annual Report which is available to any member of the public via our website [www.history.sa.gov.au](http://www.history.sa.gov.au). The Annual Report includes an audited financial report for the year.



**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****LAMEROO DISTRICT HEALTH SERVICES INC.****SECTION 1 – Policy Documents**

The relevant Policy Documents held by this agency are:

- Release of Confidential Information Policy.
- Access to Personal Records Policy.
- Information on Confidentiality.
- Equal Opportunity Policy.
- Sexual Harassment Policy.
- Nursing Policy Manual.
- Health Services Policy Manual.

These policies are formulated by the Lameroo District Health Services Inc. Board of Directors. The public is consulted through health promotional activities and newsletters.

**SECTION 2 – Information Statement**

Documents that are available for inspection at Lameroo District Health Services Inc. include a range of manuals, policy documents, circulars, financial information, staffing information and property, plant and equipment information. Other documents held include Annual Reports and personal medical records.

You may ask us for any kind of personal or policy information, relevant to yourself and our health establishment. All requests will be answered as soon as possible and within the stipulated timeframe from when the date the request is received. If you believe any information about you is incomplete, incorrect, misleading or out of date, you have the right to request that it is corrected.

Each application (in writing) requires an application fee of \$21.50. Lameroo District Health Services Inc. requires the application fee to be paid at the time of submitting the application.

Lameroo District Health Services does have the power to remit or waive fees so that disadvantaged persons are not prevented from exercising their rights by reasons of financial hardship. In certain cases, where a reduction of fees may apply, you must send a request for reduction with justification, along with your application for information.

When a request is sent please be sure to include as much information, about yourself and your request, as possible.

### SECTION 3 – Contact Arrangements

Requests under the FOI Act for access, copies or inspection of documents in the possession of Lameroo District Health Services Inc. should be accompanied by the application fee and directed in writing to:

FOI Officer  
Lameroo District Health Services Inc.  
1A Vardon Terrace  
LAMEROO S.A. 5302

Enquiries should be directed to the FOI Officer at the above address or by telephoning (08) 8576 3016 between 9 a.m. and 5 p.m. on weekdays.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****LEIGH CREEK HEALTH SERVICE INC.****SECTION 1 – Policy Documents**

- Administration Manual
- Occupational Health Safety & Welfare Manual
- Nursing Manual
- Midwifery Manual
- Pharmacy Manual
- Accident & Emergency Manual

Arrangements can be made to obtain copies of these documents, or to inspect them at the Health Service between 0900 hours and 1500 hours, by contacting the FOI Officer.

**SECTION 2 – Information Statements**

Copies of the Leigh Creek Health Service Statement of Affairs can be obtained, free of charge, by contacting the FOI Officer.

**SECTION 3 – Contact Arrangements**

Requests under the FOI for access to documents in the possession of Leigh Creek Health Service Inc. should be accompanied by \$21.50 application fee and directed in writing to:

The FOI Officer  
Leigh Creek Health Service  
P.O. Box 77  
LEIGH CREEK S.A. 5731

Enquiries should be directed to:

The FOI Officer by telephoning the Leigh Creek Health Service on (08) 8678 6022

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of****MID WEST HEALTH****SECTION 1 – Policy Documents**

- Mid-West Health Vision and Mission Statement
- A Commitment to Continuous Improvement
- Handling of Complaints and Commendations
- Fire Procedure Manuals
- Disaster Plans – Internal and External
- Infection Control manuals
- Medical Records manuals
- Nursing Procedure manuals
- Occupational Health and Safety Rehabilitation and Claims Management Policy
- Contractors & Self Employed persons policy
- Employee Assistance Program
- Work place Safety
- Aggression Management
- Remote or Isolated Work
- Manual Handling
- Critical Incident Debriefing
- Medical Waste Disposal
- Product Safety

Arrangements can be made to inspect these documents at Mid-West Health sites between 10 a.m. and 4 p.m. by contacting the Freedom of Information officer.

**SECTION 2 – Information Summary**

Copies of the Mid-West Health Information Statement can be obtained, free of charge, by contacting the Freedom of Information officer.

**SECTION 3 – Contact Arrangements**

Requests under the *Freedom of Information Act 1991* for access to documents in the possession of Mid-West Health should be accompanied by a \$21.50 application fee and directed to:

The Freedom of Information Officer  
Mid-West Health  
P.O. Box 112  
WUDINNA S.A. 5652

Enquiries should be directed to the Freedom of Information Officer by Telephoning (08) 8687 9001.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****MILLICENT & DISTRICT HOSPITAL & HEALTH SERVICES INC.**

Millicent & District Hospital & Health Services Inc. is a 35 acute bed Public Hospital and 30 bed Nursing Home. It serves the Wattle Range Council and Robe Council areas.

## SECTION 1 – Policy Documents

**Documents Held by the Hospital*****Department of Human Services Directives***

The Health Commission provides its policy decisions and guidelines to the Hospital through:

- Human Resources Manual
- Administrative Circulars (blue copy); and

***Board Policies***

Policies determined by the Board of Directors.

***Administrative Instructions***

Management directive which apply to the Hospital as a whole.

***Departmental Instructions***

Operational procedures and instruction which apply to a particular department or service.

***Occupational Health, Safety and Welfare***

The Hospital's procedures and instruction relating to Occupational Health, Safety and Welfare and Workers Rehabilitation.

***Client Files***

Personal and confidential files holding information relevant to the care of a patient of the Hospital or a client of one of its services.

***Administrative Files***

Files containing documents concerned with the management of the Hospital, including supporting information on policies and procedures and communications with other organisations, the Health Commission and the general public, on administrative matters.

***Personnel Files***

Personal and confidential files holding all information relevant to an employee's service with the Hospital.

***Minutes***

Formal minutes of meeting of the Board of Directors and its committees, and of various management committees, with the exception of some payroll information, all information is kept in hard copy. When files are out of date, they are 'archived' on the Hospital premises. Personnel files are retained in a discreet filing system.

**SECTION 2 – Information Statement**

Ultimate decision making power regarding the function of Millicent & District Hospital Inc. is rested in the Board of Directors, which must work within the provisions of the SAHC Act (1976).

More detailed information concerning the Hospital's operation may be found in the Millicent & District Hospital & Health Services Inc. Annual Report.

**SECTION 3 – Contact Arrangement**

The FOI contact is Tony Markham (08) 8733 0109.

Further enquiries may be directed to CEO David Walshaw (08) 8733 0100.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****NURSES BOARD OF SOUTH AUSTRALIA****SECTION 1 – Policy Documents**

- Standard for Medication Management by South Australian Nurses
- Standard for the use of Restraint by South Australian Nurses
- Australian Nursing Council Inc. codes and competencies
- Service Standards
- Annual reports (which include financial statements)
- Requirements for registration (various)
- Strategic Plan (including vision, purpose and values)
- Human Resource Policy

Arrangements can be made to obtain copies of documents or inspect them at 200 East Terrace, Adelaide, between the hours of 9 a.m. and 5 p.m., Monday to Friday, by contacting the Records Services Officer.

**SECTION 2 – Information Statement**

Copies of the annual report can be obtained, free of charge, by contacting the Records Services Officer (contact details same as below for FOI Officer).

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to other documents and files in the possession of the Nurses Board of South Australia, should be accompanied by a \$21.50 application fee and directed in writing to:

The FOI Officer  
Nurses Board of South Australia  
P.O. Box 7176  
Hutt Street  
ADELAIDE S.A. 5000

Enquiries or requests for application forms maybe directed to the FOI Officer, telephone (08) 8223 9700 between 9 a.m. and 5 p.m. Monday to Friday, or by email to:

[records@nursesboard.sa.gov.au](mailto:records@nursesboard.sa.gov.au).



**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PORT LINCOLN HEALTH SERVICES INC.****SECTION 1 – Policy Documents****Organisation Wide Policy Manuals**

- Safe Practice and the Environment
- Clinical Services
- Human Resources
- Business and Information
- Leadership and Management
- Appendices which include DHS Policies and relevant Acts

**Departmental Policy Manuals**

- Corporate Services
- Acute Services
- Community Health Services

**Board of Director Minutes****Annual Report 2000-2001****SECTION 2 – Information Statements**

- Strategic Directions 2001 to 2004
- Goals, Mission and Values

Application for copies of administrative details, patient/client information, Annual Report and Policy documents can be made to the Freedom of Information Officer.

The health service includes hospital, corporate, community and allied health services. The health service is also responsible for the administration and management of the Lock Health and Welfare Centre based at Lock.

**SECTION 3 – Contact Arrangements**

Requests under the Act may be made to the:

Freedom of Information Officer  
Port Lincoln Health Services Inc.  
P.O. Box 630  
PORT LINCOLN S.A. 5606  
Telephone: (08) 8683 2200

Requests should be accompanied by the \$21.50 application fee.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SA COUNTRY FIRE SERVICE****SECTION 1 – Policy Documents**

The types of documents held by the South Australian Country Fire Service (SACFS) Headquarters and Regional Offices include:

- Annual Reports.
- Agenda, Minutes and Reports presented to SACFS Board.
- Ministerial enquiries and briefings.
- Minutes of Regional and Advisory Committees.
- Group and Brigade Incident files.

**SECTION 2 – Information Statements**

The SACFS's overall structure and functions are detailed in the Service's Annual Report and copies can be obtained by contacting the S.A. Country Fire Service.

The Country Fire Service Board is responsible to the Minister for Emergency Services for the administration of the Country Fires Act 1989, specifically 'An Act to provide for the prevention, control and suppression of fires; to provide for the protection of life and property in fire and other emergencies'. Impact on members of the public includes emergency response to rural fire, vehicle related and special service incidents, resulting in the reduction of risk and potential loss of life and protection of assets and the environment.

Participation of various members of the public in policy development for the administration and control of the CFS is largely detailed in the Corporate Governance Statement. The CFS Board accepts submissions from a number of sources which include government and non-government representation e.g. Volunteer Advisory Committees.

**SECTION 3 – Contact Arrangements**

Applications for access to, or amendment of, files held by the Service should be directed in writing to:

Freedom of Information Officer  
South Australian Country Fire Service  
Level 7  
60 Weymouth Street  
ADELAIDE S.A. 5000  
Telephone: 8463 4200

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SOUTH AUSTRALIAN FILM CORPORATION**

(FOI AGENCY NUMBER G244)

The following information is provided to satisfy the requirements of the *Freedom of Information Act 1991*.

**1. Agency Structure**

The SAFC was established by the *South Australian Film Corporation Act 1972* to establish a viable film industry in South Australia. The SAFC, through its Board of Directors, is subject to the general control and direction of the Minister for the Arts. It is accountable to Government by:

- regular reporting to the Minister and also to Arts SA
- the presentation of its annual budget which requires approval by the Minister
- its annual financial statements and annual report
- providing information to the Minister of any circumstance which is not foreshadowed in the budget.

**2. Agency Functions**

The SAFC's role in developing the film and television industry of South Australia includes the provision of funding, the management of a production and post production facility, and representation on behalf of investors in the distribution of its own and other product. The SAFC is no longer a producer in its own right, except under special circumstances approved by the Minister.

**3. Agency Organisation Chart**

Refer to the Corporate and Commercial Affairs report.

**4. Documents held by the SAFC**

- Administrative files including all documents relating to the day to day running of the SAFC;
- Personnel files;
- Files on projects in development; and
- Production files.

**5. Documents held by the SAFC and available**

- Annual Reports.

**6. Access Arrangements**

Requests under the FOI Act for access should be accompanied by a \$21.50 application fee and directed to:

Chief Executive Officer  
South Australian Film Corporation  
3 Butler Drive  
HENDON S.A. 5014

Telephone: (08) 8348 9300

Facsimile: (08) 8347 0385

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SOUTH AUSTRALIA POLICE SERVICE****SECTION 1 – Policy Documents**

Due to the diverse nature of SAPOL, the number of policy documents is considerable therefore a listing of services is provided for the purpose of identifying the location of policy documents. The SAPOL FOI Unit provides direct negotiation and assistance with the identification of any requested policy document.

**BUSINESS SERVICE**

Business Service Support  
Financial Management Services Branch  
Transaction Services Branch  
Procurement-Contract Management Services Branch  
Expiation Notice Branch  
Physical Asset Services Branch  
Information Services Branch

**CRIME SUPPORT SERVICE**

Strategy & Support Branch  
Major Crime Investigation Branch  
Drug & Organised Crime Investigation Branch  
Serious Fraud Investigation Branch  
Investigation Support Branch  
Forensic Services Branch  
State Intelligence Branch

**HUMAN RESOURCES SERVICE**

Support Branch  
Human Resource Management Branch  
Occupational Health Safety Welfare Branch  
Equity & Diversity Branch  
Police Academy

**SOUTHERN OPERATIONS SERVICE**

Southern Operations Service Coordination Branch  
Hills-Murray Local Service Area  
South-East Local Service Area  
Riverland Local Service Area  
South Coast Local Service Area  
Sturt Local Service Area  
Adelaide Local Service Area

**INFORMATION SYSTEMS &  
TECHNOLOGY SERVICE**

Customer Service Branch  
Business Consulting & Planning Branch  
Infrastructure Branch  
Applications Branch  
Security Branch  
Government Radio Network Project

**NORTHERN OPERATION SERVICE**

Northern Operations Service Co-ordination Branch  
Barossa Yorke Local Service Area  
North East Local Service Area  
Far North Local Service Area  
Elizabeth Local Service Area  
Holden Hill Local Service Area  
West Coast Local Service Area  
Mid West Local Service Area  
Port Adelaide Local Service Area

**ETHICAL & PROFESSIONAL  
STANDARDS SERVICES**

Professional Conduct Branch  
Service Enhancement Branch  
Internal Investigation Branch

**EXECUTIVE SUPPORT BRANCH**

Liaison & Briefing Section  
Public Affairs Section  
Publications Unit.

**OPERATIONS SUPPORT SERVICES**

Operations Coordination Branch  
Major Event Planning & Operations Intelligence  
Branch  
Firearms Branch  
Special Tasks & Rescue Group  
Communications Branch  
Traffic Support Branch  
Legal Branch  
Transit Services Branch  
Community Programs Support Branch  
Police Security Services Branch  
Call Centre

**ANTI-CORRUPTION BRANCH**

Anti-Corruption Branch

**STRATEGIC MANAGEMENT SERVICE**

Planning & Evaluation Branch  
Business Information Section  
Special Projects & Policy Branch

**SECTION 2 – Information Statement**

The most recent Information Statement was published by the Commissioner of Police and has been incorporated within the Annual Report of the Commissioner of Police 2000-2001. All future Information Statements will be incorporated in the Commissioner's Annual Report.

**SECTION 3 – Contact Arrangements**

Applications for access to documents (PD 360) can be obtained from all police stations within the State. Personnel at stations will assist in completing the application form which may be submitted, together with a fee of \$21.50, to any police station or posted to:

Officer in Charge  
Freedom of Information Unit  
G.P.O. Box 1539  
ADELAIDE S.A. 5001

The processing of applications for access to information in accordance with the Act is centrally based. The Manager, Information Services Branch has delegated authority from the Commissioner of Police to determine all applications.

Telephone enquiries may be directed to (08) 8204 2482.

Application for copies of all policy documents, the Information Statement or the Information Summary may be obtained by applying in writing to the Freedom of Information Unit.

Fees payable for copies of policy documents will be determined in accordance with the *Freedom of Information (Fees and Charges) Regulations*. Copies of the Commissioner's Annual Report are available at public libraries and a limited number of copies are available by applying in writing to the Freedom of Information Unit, G.P.O. Box 1539, Adelaide, S.A. 5001.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****STATE OPERA OF SOUTH AUSTRALIA**

## SECTION 1 – Policy Documents

- Business Plan 2002-2003 and 2004-2005
- State Opera Act
- Finance Procedures
- Risk Management Policy

## SECTION 2 – Information Statements

- Annual Report 2000-2001

## SECTION 3 – Contact Arrangements

Requests under the FOI Act for access to documents in the possession of State Opera SA should be accompanied by the appropriate fee and directed in writing to:

Stephen Phillips – General Director  
The State Opera of SA  
P.O. Box 211  
MARLESTON BC S.A. 5033

Telephone: (08) 8226 4790 during normal office hours