

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, FRIDAY, 13 OCTOBER 2000

Freedom of Information Act 1991—Information Summaries

	Page		Page
Aboriginal Health Council of S.A. Inc. ....	2546	Julia Farr Services.....	2576
Adelaide Festival Centre Trust .....	2676	Kangaroo Island Health Service.....	2577
Adelaide Youth Court.....	2657	Karoonda & District Soldiers' Memorial Hospital Inc.....	2578
Administrative and Information Services, Department for.....	2513	Kingston Soldiers' Memorial Hospital Inc. ....	2579
Animal and Plant Control Commission.....	2669	Lameroo District Health Services Inc. ....	2581
Art Gallery of South Australia.....	2677	Legal Services Commission.....	2645
Attorney-General's Department.....	2634	Liquor and Gaming Commissioner, Office of the .....	2647
Balaklava & Riverton Districts Health Service Inc. ....	2547	Lotteries Commission of South Australia.....	2521
Bordertown Memorial Hospital.....	2548	Meningie and Districts Memorial Hospital & Health Services Inc. ....	2583
Ceduna Hospital Inc. ....	2550	Mid-West Health.....	2585
Ceduna/Koonibba Aboriginal Health Service Inc. ....	2555	Modbury Public Hospital.....	2586
Chiropody Board of South Australia, The.....	2558	Mount Barker District Soldiers Memorial Hospital Incorporated.....	2587
Chiropractors Board of South Australia.....	2556	Mount Gambier and Districts Health Services Inc. ....	2589
Commissioner for Consumer Affairs Corporate Affairs Commissioner.....	2638	Murray Bridge Soldiers' Memorial Hospital Inc. ....	2591
Cooper Pedy Hospital and Health Services Incorporated.....	2559	Naracoorte Health Service Inc.....	2592
Correctional Services, Department for.....	2642	Noarlunga Health Services.....	2594
Country Fire Service.....	2643	Northern Metropolitan Community Health Service.....	2596
Cummins & District Memorial Hospital.....	2561	North Western Adelaide Health Service.....	2598
Dental Board of South Australia.....	2565	Nurses Board of South Australia.....	2600
Drug and Alcohol Services Council.....	2562	Occupational Therapists Registration Board of South Australia.....	2602
Eastern Eyre Health & Aged Care Inc.....	2566	Office of the Public Advocate.....	2601
Education, Training and Employment, Department of.....	2525	Passenger Transport Board.....	2679
Emergency Services Administrative Unit (ESAU).....	2640	Peterborough Soldiers' Memorial Hospital and Health Service.....	2605
Environment and Heritage, Department for.....	2528	Pika Wiya Health Service Inc.....	2604
Equal Opportunity Commission.....	2644	Pinnaroo Soldiers Memorial Hospital.....	2606
Eudunda & Kapunda Health Service Inc.....	2567	Port Augusta Hospital and Regional Health Services Inc.....	2608
Flinders Medical Centre.....	2568	Port Broughton District Hospital and Health Services Incorporated.....	2610
Gawler Health Service Inc. ....	2569	Port Pirie Regional Health Services Inc.....	2613
HomeStart Finance.....	2570	Premier & Cabinet, Department of the .....	2659
Human Services, Department for.....	2541		
Independent Living Centre.....	2574		
Industry & Trade, Department of.....	2633		
Intellectual Disability Services Council Inc.....	2571		

	Page		Page
Primary Industries and Resources, Department of.....	2662	Tailem Bend District Hospital.....	2621
Public Trustee Office.....	2650	Transport, Urban Planning and the Arts, Department for.....	2672
Registrar of Births Deaths and Marriages.....	2636	Treasury and Finance, Department of.....	2682
Renmark Paringa District Hospital Inc. ....	2618	Veterinary Surgeons Board of S.A.....	2671
Repatriation General Hospital.....	2614	Waikerie Hospital & Health Services Inc. ....	2622
Riverland Regional Health Service Inc. ....	2616	Water Resources, Department for.....	2684
Royal Adelaide Hospital.....	2617	Western DomCare.....	2623
South Australia Police Service.....	2652	Whyalla Hospital & Health Services Inc. ....	2625
South Australian Ports Corporation.....	2522	Women's and Children's Hospital.....	2627
South Australian Water Corporation.....	2685	Women's Health Statewide.....	2631
State Electoral Office.....	2655	Workers Rehabilitation and Compensation Corporation.....	2523
State Opera of South Australia, The.....	2681	Yarrow Place Rape & Sexual Assault Service.....	2632
Strathalbyn & District Health Service.....	2619		

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT FOR ADMINISTRATIVE AND INFORMATION  
SERVICES**

## SECTION 1 – Policy Documents

**Business Services**

- Departmental Manual
  
- Human Resources
  - Classification Management
  - Educational Assistance
  - Managing for Improved Performance
  - Discipline
  - Induction
  - Performance Development
  - Freedom from Harrassment
  
- Occupational Health, Safety and Welfare Corporate Practices
  - Accident Reporting and Investigation
  - Alcohol and Drugs
  - Asbestos
  - Communicable Diseases
  - Consultation and Communication
  - Contracting for Services
  - Electrical Safety in the Workplace
  - Employee Induction
  - Ergonomics
  - First Aid in the Workplace
  - Hazard and Near Miss Reporting
  - Hazard Management
  - Hazardous Substances
  - Manual Handling
  - Noise Control
  - Occupational Health and Safety Training
  - Psychological Health
  - Purchasing

Remote or Isolated Work  
Roles and Responsibilities  
Senior Management Audits  
Smoke Free Workplace  
Workplace Inspections

- Occupational Health, Safety and Welfare Corporate Policies  
Occupational Health, Safety and Welfare  
Rehabilitation
- Placement Services  
Redeployment Guidelines

These documents are available for inspection by contacting the Business Services FOI Officer listed under Section 3 - Contact Arrangements.

### **Building Management**

- Application for Prequalification for Contractors Levels 1, 2, 3, 4
- Application for Prequalification for Consultants Levels 1, 2
- Building and Construction: Minor Works Checklists
- Building and Construction: Minor Works Guide
- Building and Construction: Minor Works Policy and Procedures Manual
- Code of Practice for the South Australian Building and Construction Industry
- Project Initiation Process
- Strategic Asset Management Framework
- Strategic Asset Management: Glossary of Building and Asset Management Terms, Second Edition

These documents are available for inspection by contacting the Business Services FOI Officer listed under Section 3 - Contact Arrangements.

### **Fleet SA**

- Occupational Health and Safety Policy
- Plant and Equipment Policy
- Gifts and Gratuity Policy
- Additional Vehicles Policy
- Vehicle Options Policy
- Evaluation Vehicle Policy
- Excessive Wear and Tear Policy

### **Forensic Science**

- Mission Statement
- Statement of Operations

- Operations Manuals
- Occupational Health, Safety & Welfare Manual

These documents are available for inspection by contacting the Workplace Services FOI Officer listed under Section 3 - Contact Arrangements.

### **ForestrySA**

- Community Forestry Policies
- Forestry Operations Policies
- Occupation Health, Safety and Welfare Policies
- Business Support Policies
- Environmental Management Policy
- Quality Management Policy

These documents are available for inspection by contacting the Business Services FOI Officer listed under Section 3 - Contact Arrangements.

### **Government Information & Communication Services**

- Records Management Policy
- Induction Policy
- Pre-contract Rules of Engagement
- Remuneration - Additional Duties Policy
- Information Systems Security Policy
- Internet Policy
- E-mail Policy
- Working in Remote Location
- General Security Policy
- Time Recording Policy
- Speaking at Conferences and Seminars Policy
- Hospitality and Entertainment Policy
- Travel Policy
- Mobile Communications Policy
- Whistleblowers Policy
- Family/Carer's Leave
- Recruitment and Staff Selection Policy
- Occupational Health, Safety and Welfare - General Policy
- Occupational Health, Safety and Welfare - Smoking Policy
- Occupational Health, Safety and Welfare - Hazardous Substances
- Occupational Health, Safety and Welfare - First Aid Policy
- Occupational Health, Safety and Welfare - Manual Handling
- Occupational Health, Safety and Welfare - Rehabilitation
- Occupational Health, Safety and Welfare - Psychological Health and Stress Prevention
- Occupational Health, Safety and Welfare - Hazard Management Policy

## **Government Policy on Information Technology**

- Interpretation
  - Compliant Authorities
  - Exemptions
- Data and Information
  - Custodianship
  - Availability
  - Privacy and Confidentiality
  - Security
  - Security in an Outsourced Environment
  - Security Violations
  - Protection of Intellectual Property Rights
  - Ownership in an Outsourced Environment
  - Charging for Government Data
  - Internet
  - Access and Use
  - Internet Web Page Design
- Architecture (Software and Hardware)
  - Intellectual Property Rights
  - Information Technology Standards
- Management
  - Sourcing
    - Information Technology Infrastructure Services
    - Telecommunications Services
    - Personal Computers
  - Year 2000 Compliance
  - Industry Development Requisites in IT Contracts

These documents are available for inspection by contacting the Government Information and Communication Services FOI Officer listed under Section 3 - Contact Arrangements.

## **Land Services Group**

- LTO Customer Information Bulletins
- Notice to Lodging Parties
- Manual of Survey Practices, Volumes 1 & 2
- Strata Facts
- Valuation Policy Manual

These documents are available for inspection by contacting the Business Services FOI Officer listed under Section 3 - Contact Arrangements.

### **Policy Development**

- DAIS Volunteer Unit

These documents are available for inspection by contacting the Business Services FOI Officer listed under Section 3 - Contact Arrangements.

### **Real Estate Management**

- Air Conditioning Policy for Government Employee Housing
- Allocation Policy and Procedures for Government Employee Housing
- Housing Standards for Government Employee Housing
- Office Accommodation Guidelines
- Energy Management Guidelines
- Office Accommodation Guidelines

These documents are available for inspection by contacting the Business Services FOI Officer listed under Section 3 - Contact Arrangements.

### **State Records of South Australia**

- Annual Report on the Operation of the State Records Act 1998/99 (free)
- The Privacy Committee of South Australia Annual Report 1998/99 (free)
- Annual Report on the Administration of the Freedom of Information Act 1998/99 (free)
- General Disposal Schedule No. 15 for South Australian State Government Agencies. Hard copy available from State Records for \$11.00, or free at [www.archives.sa.gov.au](http://www.archives.sa.gov.au)
- General Disposal Schedule No. 16 which includes guidelines for identifying documents which may be relevant to Native Title Claims. Available free at [www.archives.sa.gov.au](http://www.archives.sa.gov.au)
- General Disposal Schedule No. 17 for Year 2000 Compliancy records. Available free at [www.archives.sa.gov.au](http://www.archives.sa.gov.au)
- Records Management Policy and Practice Manual (free)
- Exposure Draft - Guidelines for the provision of public access to official records in the custody of State Records (free)
- Draft - Management of Electronic Records: Email (free)
- Managing Electronic Record Issues Discussion Paper 1998 (free)
- Strategic Framework for Records Management (free)
- 1998 State Government Records Survey Report (free)
- 1999 State Government Records Survey Report (free)
- 1999 Local Government Records Survey Report (free)

These documents are available for inspection/purchase during office hours at:

State Records of South Australia  
115 Cavan Road  
GEPPS CROSS S.A. 5094

Postal Address:  
P.O. Box 1056  
BLAIR ATHOL WEST S.A. 5084

### **State Supply Board**

SA Government Procurement Reform Strategy: Purchasing Strategically  
Standards for Public Sector Supply Operations  
Use of State Supply Board Facilities  
Policies and Principles  
Contracting Approvals and Processes  
Procurement Development Strategy  
Joint Procurement Arrangements:  
    Panel Contracts  
    Strategic Whole-of-Government Contracts  
Waivers of Competitive Processes  
Supplier Communication and Complaints Management  
Common Identification Systems  
Purchases with Imported Content  
Australia New Zealand Government Procurement Agreement  
Environment Impact  
Salvage and Disposal  
Agency Procurement Reporting  
Forward Procurement Plans

These documents are available for inspection by contacting the Business Services FOI Officer listed under Section 3 - Contact Arrangements.

### **Workplace Services**

- Occupational Health, Safety and Welfare Policies:
- General Health, Safety and Welfare
  - Management Action Plan
  - Rehabilitation
  - Psychological Health
  - Manual Handling
  - Remote or Isolated Work
  - Smokefree Workplace
  - Communicable Diseases

Occupational Health, Safety and Welfare Consultation

Office Work Area Ergonomics

Critical Incident

Alcohol and Other Drugs

Employee Security

- Remuneration Policy
- Travel to and from Work
- Motor Vehicles
- Flexitime Records
- Statement of Principles for Training and Development
- Investigation and Compliance Manual
- Various information Brochures on the Industrial and Employee Relations Act 1994

These documents are available for inspection by contacting the Workplace Services FOI Officer listed under Section 3 - Contact Arrangements.

#### SECTION 2 – Information Statement

An information statement is included in the 1999/2000 Annual Report. Copies of the Annual Report are available from Information SA, Ground Floor, 77 Grenfell Street, Adelaide and the internet at [www.dais.sa.gov.au](http://www.dais.sa.gov.au).

#### SECTION 3 – Contact Arrangements

Applications for access to documents under the Freedom of Information Act 1991, other than those identified above, are required to be made in writing, accompanied by a \$20 application fee, and directed to one of the appropriate designated officers as listed hereunder. Arrangements can then be made for viewing of the documents as identified, subject to approval being granted under the conditions of the Freedom of Information Act.

##### **Business Services**

FOI Officer

Business Services

DAIS

G.P.O. Box 1072

ADELAIDE S.A. 5001

Telephone: (08) 8226 5135

**Government Information and Communication Services**

FOI Officer  
Government Information and Communication Services  
DAIS  
G.P.O. Box 1484  
ADELAIDE S.A. 5001

Telephone: (08) 8226 2105

**Workplace Services**

FOI Officer  
Workplace Services  
DAIS  
G.P.O. Box 465  
ADELAIDE S.A. 5001

Telephone: (08) 8303 0246

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

The Lotteries Commission of South Australia has a number of policy documents which are available for inspection. These include:

- Corporate
- Government Liaison
- Systems Assurance
- Public Relations
- Corporate Services
- Finance
- Human Resources
- Marketing
- Information Technology
- Authorities Manual
- Small Business Charter
- Employee Handbook

**SECTION 2 – Information Statement**

The most recent information statement was contained in the Lotteries Commission of South Australia Annual Report 1999. Copies of the report 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 Lotteries Commission of South Australia should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
SA Lotteries  
G.P.O. Box 2277  
ADELAIDE S.A. 5001

An additional search fee of \$7.50 per 15 minutes applies, and a fee of 10 cents per page applies where access is to be given in the form of a photocopy of the document. A reduction of the fee payable may be applicable in certain circumstances.

Enquiries may be directed to the FOI Officer, telephone (08) 8205 5555 between 9 a.m. and 5 p.m. Monday to Friday.

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

The South Australian Ports Corporation Act was assented on the 24<sup>th</sup> October 1994 and, amongst other things, established a statutory corporation with the principal responsibilities of managing the public commercial ports in the State vested in the corporation under this Act as a business enterprise; and promoting and facilitating the development of commercially viable trade through the use of these ports.

**SECTION 2 – Information Statement**

A copy of the South Australian Ports Corporation Information Statement can be obtained from the Freedom of Information Officer.

**SECTION 3 – Contact Arrangements**

Requests under the Freedom of Information Act for access to documents in the possession of the South Australian Ports Corporation should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
South Australian Ports Corporation  
P.O. Box 19  
PORT ADELAIDE S.A. 5015

An additional search fee of \$30 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) 8447 0611 between 8.30 a.m. and 5.00 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****WORKERS REHABILITATION AND COMPENSATION  
CORPORATION**

This summary includes information held by the former Occupational Health and Safety Commission which became part of the WorkCover Corporation on 1 July 1994.

**SECTION 1 – Policy Documents**

WorkCover has the following policy documents available:

- Injury Management policies
- Premium policies
- Rehabilitation policies
- Exempt Employer standards
- Self-Managed employer standards
- Approval Criteria and Approved Model Course Curricula for Health and Safety Representative Training
- Criteria for the Approval of Providers of First-Aid Training
- Section 107B
- Freedom of Information

These documents are available for inspection during normal business hours at the reception desk, Ground Floor, 100 Waymouth Street, Adelaide.

The Corporation also publishes leaflets, information sheets, booklets and a handbook on the requirements of the Occupational Health, Safety and Welfare Act 1986 and the regulations and approved codes of practice made under this Act. These are available for purchase from WorkCover, 100 Waymouth Street, Adelaide, telephone 13 18 55.

**SECTION 2 – Information Statement**

WorkCover's information statement is contained in the Annual Report and is available free of charge from the reception desk, 100 Waymouth Street, Adelaide.

### SECTION 3 – Contact Arrangements

Applications under the Freedom of Information Act 1991 for access to documents held by WorkCover should be accompanied by a \$20 application fee and directed to:

The Freedom of Information Officer  
WorkCover Corporation  
G.P.O. Box 2668  
ADELAIDE S.A. 5001

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

Application forms and information leaflets are available from the reception area, Ground Floor, 100 Waymouth Street, Adelaide or by contacting the Freedom of Information Officer or accessing [www.workcover.com](http://www.workcover.com). In addition, general information can be obtained by accessing the web page.

Telephone enquiries should be directed to the Freedom of Information Office on (08) 8233 2351 or (08) 8233 2333 on toll free for country areas on 008 1888 000 Facsimile (08) 8233 2466.

Arrangements can be made to purchase copies of any of these documents by contacting the Freedom of Information Officer on 8233 2351 or 8233 2333 or by e-mail on [foi@workcover.sa.gov.au](mailto:foi@workcover.sa.gov.au). Charges will be in accordance with published price lists.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT OF EDUCATION, TRAINING AND  
EMPLOYMENT**

## SECTION 1 – Policy Documents

Strategic Plan 1999 – 2002

Available free from the Public Relations Unit

Foundations For The Future

Available free from the Public Relations Unit

**POLICIES FOR CHILDREN'S SERVICES AND THE SCHOOL SECTOR**

Legal And Policy Framework Library

Available via the Internet at <http://www.nexus.edu.au/Publicat/publications.html>

Available for purchase on CD from Curriculum Corporation of Australia

Available for inspection at work sites.

Grievance Resolution Policy For Employees

Available for inspection at work sites.

Grievance Procedures For Employees In Children's Services &amp; School Sector

Available for inspection at work sites.

Gifted Children And Students

*Policy Statement, 9 July 1995*

Available free from the Public Relations Unit

Multiculturalism in Schooling and Children's Services

*Policy Statement, 10 March 1995*

Available free from the Public Relations Unit

**SCHOOL EDUCATION POLICY DOCUMENTS***Policies, Policy Overview, February 1992*

Available free from the Public Relations Unit



*Child Protection**Policy Statement, 1 March 1990*

Available free from the Public Relations Unit

*Antiracism**Policy Statement, 2 July 1990*

Available free from the Public Relations Unit

*Student Participation**Policy Statement, 3 September 1990*

Available free from the Public Relations Unit

*Junior Sports**Policy Statement, 5 December 1990*

Available free from the Public Relations Unit

*Parents And Schools**Policy Statement, 6 February 1991*

Available free from the Public Relations Unit

*Students With Disabilities**Policy Statement, 7 July 1991*

Available free from the Public Relations Unit

*Performance Management**Policy Statement, 8 May 1991*

Available free from the Public Relations Unit

*Assessment And Reporting For Schools Including A Code Of Conduct For Decs Employees**Policy Statement, 11 November 1995*

Available free from the Public Relations Unit

*School Discipline**Policy Statement, 12 April 1996*

Available free from the Public Relations Unit

**CHILDREN'S SERVICES POLICY DOCUMENTS**

Children's Services Office Handbook

Available for inspection at the Library and Information Service

Integrated Services – Financial Administration Guidelines

Photocopies available free at the Library and Information Service

Handbook For Occasional Care Services In Preschools

Photocopies available free at the Library and Information Service

Handbook For Occasional Care Services In Neighbourhood And Community Houses  
Photocopies available free at the Library and Information Service

Handbook For Occasional Care Services In Child Parent Centres  
Photocopies available free at the Library and Information Service

A Guide To Out Of School Hours Care Program Accounting  
Photocopies available free at the Library and Information Service

Children's Services Office Personnel Circulars  
Photocopies available free at the Library and Information Service

### **TAFE POLICY DOCUMENTS**

*Administrative Instructions In The Tafe Institutes Bulletin*  
Inquiries should be directed to the Project Officer, Delegations, Legislation and Legal Services Unit. Available for inspection at TAFE Institutes.

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

Copies of the Department's most recent Information Statement can be obtained from the Department's most recent *Annual Report* or from the Project Officer, FOI.

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

Policy documents and Information Statements are available for inspection and purchase from the following Department officers at the stated locations and times.

The Receptionist  
Public Relations Unit  
Ground Floor  
31 Flinders Street  
Adelaide S.A.  
9 a.m. – 4.45 p.m., Monday to Friday

Sales Officer  
Curriculum Corporation of Australia  
P.O. Box 177  
Carlton South Vic. 3053  
Free call 1800 337405  
9 a.m. – 5.30 p.m., Monday to Friday

The Staff  
Library and Information Service  
2nd Floor,  
8 Milner Street  
Hindmarsh S.A.  
9 a.m. – 5 p.m., Monday to Friday

Project Officer, FOI; and  
Project Officer, Delegations  
Legislation and Legal Services  
11th Floor  
31 Flinders Street  
Adelaide S.A.  
9 a.m. – 5 p.m., Monday to Friday

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT FOR ENVIRONMENT AND HERITAGE****INTRODUCTION**

The Department for Environment and Heritage (DEH) was established on 14 February 2000. The change included the transfer of all water quantity functions within DEHAA to the new Department for Water Resources and the transfer of the Division of State Aboriginal Affairs (DOSAA) from DEHAA to the Department for Transport, Urban Planning and the Arts.

The Office for Recreation and Sport (ORS) which comes under the Recreation, Sport and Racing portfolio was transferred to DEH from the Department of Industry and Trade. The Racing Industry Development Authority (RIDA) which also comes under the Recreation, Sport and Racing portfolio, now forms part of DEH.

The new DEH comprises the following Divisions:

- Corporate Strategy and Business Services
- Environment Policy
- Environment Protection Agency
- Heritage and Biodiversity
- Office for Recreation and Sport
- Resource Information

**SECTION 1 – Policy Documents****Corporate:**

- Accommodation Policy
- Asset Recording Procedures Manual
- Corporate Credit Card Policy and Brochure
- Energy Policy Statement
- GST Pricing Policy
- GST Policy Statements
- Human Resource Management Manual (Policies and Summary Brochures)
- Mobile Phone Policy
- Occupational Health and Safety Policy
- Occupational Health and Safety Procedures
- Procurement Policy and Guidelines
- Records Management Policy

- Risk Management Policy
- Corporate Overview 2000
- Newsletter - Managing Diversity in DEH
- Human Resource News for DEH
- Volunteers Update Brochure

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

### **Corporate Strategy and Business Services**

- Corporate Strategy and Business Plan 1999 – 2000

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

### **Environment Policy Division:**

Publications:

- Youth Environment Council Community Plan - 24 February 2000
- Offences and Penalties in the Environment Protection Act 1993 Discussion Paper, Review of the Environment Protection Act 1993
- The Powers and Responsibilities of the Environment Protection Authority in the Environment Protection Act 1993 Discussion Paper, Review of the Environment Protection Act 1993
- Access to Biological Resources in South Australia Discussion Paper, Government of South Australia
- Application of Environmental Valuation in South Australia, Report of the Environmental Valuation Working Group, Natural Resources Council, 1999
- Local Agenda 21 The South Australian Experience, Guidelines and Ideas to Develop a Local Agenda 21 Program, South Australian Partnership for Local Agenda 21, 1999.

Minutes:

- Minutes of the Natural Resources Council of South Australia
- Minutes of the South Australian Greenhouse Committee
- Minutes of Youth Environment Council
- Water Conservation Partnership Project - minutes of steering and management committee

These documents are available for inspection by contacting the Freedom of Information Coordinator listed under Section 3 - Contact Arrangements.

### **Environment Protection Agency:**

The documents listed below are available from the Environment Protection Agency except where otherwise specified.

(Pamphlets and Information Sheets and Technical Bulletins - single copy FREE)

## Information Sheets:

No. 1	A New Approach in SA to Environment Protection	Jan '95
No. 2	Objects of the Environment Protection Act 1993	Jan '95
No. 3	How Your Company will Benefit from the Environment Protection Act	Jan '95
No. 4	EPA Organisational Structure	Sept '99
No. 6	Environment Improvement Programmes	July '99
No. 7	Construction Noise	Sept '99
No. 8	Assessment Procedure for Contaminated Sites (Includes Special Bulletin No 1 – <i>The Use of Environmental Auditors: Contaminated Land</i> , October '95)	Nov '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	Jan '00
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

## 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. 5	Disposal Criteria for Contaminated Soil	Nov '97
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	Land Application of Alum Sludge from Water Treatment	Nov '96
No. 13	Irrigation with Water Reclaimed from Sewage Treatment on Pastures Used for Grazing of Cattle and Pigs	Sept '99
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	July '00

## Recycling Facilities

No. 22 Protection for Voluntary Environmental Audits

May '96

Annual Reports:

**Environment Protection Authority**

- Environment Protection Authority Annual Report - 1997/98
- Environment Protection Authority Annual Report - 1998/99

**Coast Protection Board**

- Coast Protection Board Annual Report 1997/98

**Round Table Conference**

- Round-table Conference Report 1998, April '98
- Round-table Conference Report 1999, June '99

Codes of Practice and Guidelines:

- 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

Joint publications *with other Government Departments and Organisations:*

- 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

Other EPA publications:

- A Biological Survey of the South Australian Coastal Dune and Cliff-top  
Vegetation 1996-1998 \$25.00
- A Cleaner South Australia - Statement on the Environment,  
Hon Dean Brown, April 1995
- Ambient Air Monitoring Report - January to December 1996
- 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
- Changes in Seagrass Coverage and Links to Water Quality off the Adelaide Metropolitan Coastline, September 1998
- Cleaner Production Case studies:
  - Bordex Wine Racks Australia
  - Carramar Lighting Pty Ltd
  - Coating Australia Pty Ltd
  - Cutler Brands Pty Ltd
  - Heyne’s Wholesale Nursery
  - Joe’s Poultry Processors
  - Korvest Galvaniser
  - Monroe Australia Pty Ltd
  - SA Meat Corporation (SAMCOR)
  - The Smith’s Snackfood Company Ltd
  - The SA Brewing Company
  - Quality Dry Cleaners
- Environmental and Economic Impacts of the Pollution Prevention Fund – Final Report, June 1999
- EPA Monitoring Manual – Volume 1: Air Quality Emission Testing Methodology for Air Pollution, March 1995 \$55.00
- Integrated Waste Strategy for Metropolitan Adelaide 1996-2015, June 1996
- Landfill Audit
- National Waterwatch Snapshot 2000 – 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 \$20.00
- Review of On-Farm disposal Treatment Risks and the Potential for Recycling of Waste produced from Commercial Chicken Farms and Processors, March 2000
- 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
- Sediment Quality Monitoring of the Port River Estuary – Report No. 1, November 1997
- South Australia – Reducing the Greenhouse Effect, January 2000
- State of the Environment Report for South Australia 1998 – Summary \$3.50
- State of the Environment Report for South Australia 1998 \$15.00
- Summary Report on Responses to the Integrated Waste Management Strategy - Public Discussion Paper, June 1996 \$5.00
- Three Decades of Air Pollution Control 1961-1991
- Waste from Electrical and Electronic Equipment: A South Australian Perspective
- Waterwatch SA 1999 Yearbook

**Pamphlets:**

- 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
- Frog Census
- How Healthy are our Streams
- Protecting Adelaide's Beaches
- Protecting Our Coast
- Waterwatch South Australia
- Waterwise series: ea. \$1.00
  - Managing your watercourse
  - Revegetating watercourses
  - Exotic trees along watercourses
  - Woody weed control along watercourses
  - Farm dams
  - Watercourses and Earthworks
- Where's the Beach? A Snapshot of Adelaide's beaches

**Newsletters:**

- EPA News—Issue 1, 1999
- Mid North Rivers News—Summer 1998–99
- South Australian Greenhouse News - Issue No. 12, Summer 1998–99  
(No longer published – included in 'EPA News')

**Heritage and Biodiversity:**

Most of the publications listed below can be purchased from the Environment Shop, 77 Grenfell Street, Adelaide or, if out of print, Departmental copies of publications and other documents not for public sale listed below, unless stated otherwise, can be inspected by contacting the Heritage and Biodiversity FOI Contact Officer listed under Section 3 - Contact Arrangements.

(Pamphlets and Information Sheets - single copy FREE)

**National Parks and Wildlife South Australia (NPWSA)****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)
- The Parks Agenda (flyer) (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-specific information brochures (various)
- Desert Parks South Australia Handbook (1998)
- 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)
- South Australia's Offshore Islands (1996)
- A List of the Vertebrates of South Australia (2000)
- Biodiversity Plan for the South East of South Australia (1999)
- Marine Benthic Flora of Southern Australia Part IIIC
- Urban News
- 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)
- The Tattler - Coastal Parks of the South East (Edition 9)
- Wild Things Newsletter - What's happening at South Australia's Cleland Wildlife Park
- Cleland Wildlife Park (1996)
- 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)
- The Wetlands Voice
- 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)

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

Botanic Gardens

- Board of the Botanic Gardens and State Herbarium – Annual Report
- Journal of the Adelaide Botanic Garden

Brochures:

- Adelaide Botanic Garden
- Mount Lofty Botanic Garden
- Wittunga Botanic Garden
- Botanic Gardens Free Guided Walks

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

Heritage South Australia

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

Publications:

- Heritage South Australia – Newsletter (Bi-annual)
- Artefacts from Shipwrecks in the South East 1851-1951
- Historic Shipping on the River Murray
- Muddy Waters
- Shipwrecks of Encounter Bay and Backstairs Passage
- Shipwrecks of Investigator Strait and the Lower Yorke Peninsula
- Shipwreck Sites of Kangaroo Island
- Shipwreck Sites in the South East of South Australia 1838 –1915
- The Water Witch Wrecksite
- Whaling and Sealing Sites
- Conserving our Historic Shipwrecks
- River Boat Trail, South Australia
- Wardang Island Maritime Heritage Trail
- Investigator Strait Maritime Heritage Trail
- Kangaroo Island Maritime Heritage Trail
- Port Elliot Maritime Heritage Trail

Heritage Information Leaflets:

- Definitions and Guidelines
- Guidelines to Approaches for Conserving Heritage Places
- Planning for Conservation Management
- Criteria for Inclusion of Places in the State Heritage Register
- Summary of Heritage Act 1993
- Entering a Place in the State Heritage Register
- Heritage Funding in South Australia
- Archaeological Sites and Artefacts
- South Australian Architecture: A Reading List

Guidelines:

- Model Brief for the Preparation of Conservation Plans
- Advertising and Signs on Heritage Buildings in South Australia
- Fences in South Australia
- Alterations and Additions
- Gardens in South Australia 1840-1940

Technical notes:

- An Owner's Guide to the Maintenance of Historic Buildings
- Check It! (Maintenance and housekeeping of historic places)
- Early Bricks and Brickwork in South Australia
- Removal of Paint from Masonry
- Cleaning of Masonry
- Stone Masonry in South Australia
- Painting of Older Buildings in South Australia
- Rising Damp and Salt Attack
- Measured Drawings

- Early Roofing and Roof Materials in South Australia

Brochures:

- A Question of Heritage
- Goolwa State Heritage Area
- Mintaro State Heritage Area
- Hahndorf State Heritage Area
- Beltana State Heritage Area
- Heritage Conservation Publications
- Zanoni
- Clan Ranald
- Riverboat Trail
- Geltwood

Pastoral Board Secretariat

- Pastoral Board – Annual Report
- Outback newsletter
- Wildlife Management Manual: the Gawler Ranges and Kingoonya Soil Conservation Districts. A Resource Handbook (1997)

Native Vegetation Council Secretariat

- Native Vegetation Council – Annual Report
- Guide to the Native Vegetation Act 1991
- Guidelines for the management of roadside vegetation
- News from the Native Vegetation Council

Crown Lands SA

- Land Board – Annual Report

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)

**Office for Recreation and Sport**

Policy Documents:

- Occupational Health and Safety Policy
- Blood Borne Viruses Policy
- Driving in Rural and Remote Areas Policy

- Drug and Alcohol Policy
- Employee Assistance Program Policy
- Hazard Management Policy
- Induction Policy
- Manual Handling and Overuse Practice Policy
- Psychological Health and Occupational Strain Policy
- Rehabilitation Policy
- Policy on the Prevention of Sprains and Strains
- Smoke Free Work Place Policy
- Sun and Heat Protection Policy
- Sexual Harassment Policy
- Drug & Doping Policy
- National Junior Sports Policy
- Strategic Directions Statement 1998-2003
- State Recreation and Sport Strategy Plan

Publications - free of charge:

- Recreation & Sport Directory (Annual)
- SportShorts - School Newsletter (3 per year)
- Local Government Newsletter (Quarterly)
- Directory of Sport and Recreation for People with a Disability
- Economic Facts Sheets
- Scholarship Application Forms
- Grant Application Forms
- Fundraising for Athletes
- Job Seeking Skills for Athletes
- Recreation & Sport Employment - It's not just a game.
- Playground Manual
- Sport Export Adelaide Directory
- Sexual Harassment (Athletes, Coaches)

Publications for Sale:

- Modern Principles in Coaching & Training
- A Practical Guide to Sport Psychology
- A Collection of European Sports Science Translations
- SA Sports Institute training Diary
- Sports Psych (Kit)
- Sport "Psych" for Tennis
- Psych Up!
- Coaching Guide

These documents are available for inspection by contacting the Office of Recreation and Sport, 27 Valetta Road, Kidman Park, telephone 8416 6677.

**Resource Information:**

**Publications:**

- Applications of Spatial Information - a Spatial Information Committee (SICOM) publication
- Application Development Framework - Technical Paper
- Business Plan 1999-2000
- Products and Services Directory 1999
- RI Products and Services Price List 2000-2001
- Newsletters RIGinfo editions 8 – 13
- Newsletter Reference Point edition 14

**Brochures:**

- “Aerial Photography” Assisting with property management in SA
- PanAIRama – Aerial Photography on CD-ROM editions 1996, 1998, 1999
- RI – Spatially related information, expertise and technology – capability brochure
- Enhanced Satellite Imagery
- PropertyAssist – *post card leaflet*

**Fact Sheets:**

- PropertyAssist
- Survey Mark Module
- LOTS Enquiry System
- Digital Cadastral Data base
- Topographic Information System

These policy documents are available for inspection by contacting the Resource Information Division FOI Officer listed under Section 3 - Contact Arrangements.

**Racing Industry Development Authority (RIDA)**

The Racing Industry Development Authority (RIDA) operates under the *Racing Act 1976*. RIDA adopts the corporate policies of its administering agency.

Legislation has been passed in Parliament to corporatise the Thoroughbred Racing, Harness Racing and Greyhound Racing controlling bodies and abolish RIDA. The functions currently undertaken by RIDA will be devolved to these bodies with its regulatory functions incorporated into central government. The legislation is expected to be proclaimed in October 2000.

Requests for information should be made in the first instance to the Racing Industry Development Authority, G.P.O. Box 672, Adelaide, telephone 8226 5722. For contact details after 1 October 2000 please phone the FOI Coordinator, Dept Environment and Heritage as listed under Section 3 - Contact Arrangements.

**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 Coordinator or respective FOI Officer listed under Section 3 - Contact Arrangements.

## SECTION 2 – Information Statement

The Department for Environment and Heritage Information Statement for 1999/2000 is included in its Annual Report for 1999/2000. Copies of this report will be available once it is tabled and may be obtained upon request from the FOI Coordinator or from the Environment Shop, 77 Grenfell Street, Adelaide.

## SECTION 3 – Contact Arrangements

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 \$20 application fee, and directed to the Freedom of Information Coordinator.

Arrangements can then be made for viewing the documents as identified, subject to approval being granted under the conditions of the FOI Act.

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 designated officers as listed hereunder:

Freedom of Information Coordinator Dept for Environment and Heritage 9th Floor, Chesser House 91-97 Grenfell Street ADELAIDE 5000	Telephone: (08) 8204 9307 9 a.m. to 5 p.m. Monday to Friday
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FOI Officer Environment Protection Agency 77 Grenfell Street ADELAIDE 5000	Telephone: (08) 8204 1757 9 a.m. to 5 p.m. Monday to Friday
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FOI Officer Resource Information Division 282 Richmond Road NETLEY 5037	Telephone: (08) 8226 4851 9 a.m. to 5 p.m. Monday to Friday
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FOI Officer Heritage and Biodiversity Level 3, 63 Pirie Street ADELAIDE 5000	Telephone: (08) 8204 9196 9 a.m. to 5 p.m. Monday to Friday
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The postal address in all instances 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.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT FOR HUMAN SERVICES**

## SECTION 1 – Policy Documents

**FAMILY AND YOUTH SERVICES:**

The following policy documents have been listed under core and support programs for ease of reference.

**YOUTH PROGRAMS****Community Based Services for Young People**

Community Service Manual of Practice

Working with Young Offenders in FACS - Vol. I

Working with Young Offenders in FACS - Vol. II

**Residential Services for Young People**

Community Residential Care Standard Procedures

Secure Care Standard Procedures

**Contracted Services**

Services and Funding Plan for Metropolitan and Ethnic Youth Services

**ANTI-POVERTY SERVICES****Community Based Financial Support Services**

Anti-poverty Manual of Practice

Family Maintenance Means Testing Policy

Financial Support Interview Procedure and Guidelines

Financial Counselling Standard Procedure and Practice Guidelines

**Concessions and Benefits**

Concessions Standard Procedure

Funerals Assistance Standard Procedure

**Contracted Services**

Low Income Support Program

## **SERVICES FOR FAMILIES AND CHILDREN AT RISK**

### **Community Based Services for Families and Children**

Child Protection Manual of Practice – Volume I

Child Protection Manual of Practice – Volume II

Child Protection Interagency Guidelines

Reporting Child Abuse and Neglect – Mandated Notifier Training Manual

Special Investigations Manual of Practice

### **Alternative Care for Children**

Access Policy and Practice Guidelines

Charter for Children and Young People in Care

Children's Payments Manual of Practice

Foster Care Assessment and Approval Manual

Foster Carers' Charter

Planning, Purchasing & Delivery of Alternative Care Services in S.A. Policy

Substitute Care - Licensing Manual of Residential Care Facilities and Foster Care Services

Substitute Care Manual - Family and Children's Support Program

### **Contracted Services**

Charitable and Social Welfare Fund (Community Benefit S.A.) funding guidelines for Applicant Organisations

Parenting SA Funding Guidelines for Application Organisations

Together with Families for Children; the Family Development Services Policy

### **Domestic Violence**

Competency Based Standards and Training Packages for Domestic Violence Workers

Domestic Violence Manual of Practice

## **SUPPORTING VULNERABLE ADULTS IN THE COMMUNITY**

### **Contracted Services for Older People, the Frail Elderly and People with Disabilities**

Ageing - A Ten Year Plan for South Australia 1996

National Program Guidelines

Program Management Manual

## **CORPORATE SUPPORT AND INDUSTRY DEVELOPMENT**

### **Development and Support of Community Based Services**

Volunteer Program Manual of Practice

Volunteer Handbook

### **Development and Support of Services in the Private Sector**

Administrative Guidelines - Community Development Grants

Administrative Guidelines - SAAP

Commonwealth/State Agreement on SAAP

Family and Community Development Program Policy

Gamblers Rehabilitation Fund - funding policy

Guidelines - Crisis Accommodation Program

Multicultural Policy  
SAAP National Strategic Directions  
SAAP/CAP State Plans  
Service and Funding Plan for Industry Support and Development

**Corporate Planning, Infrastructure and Support**

Community Services Emergency Management Plan  
Compensation Cover for Volunteers  
Complaints and Appeals Standard Procedure  
Contractors' Policy  
Occupational Violence Policy  
O.H.S. & W. - General Policy

**HEALTH:**

**Population Health and Key Health Issues Policies and Strategies**

Aboriginal Cross Cultural Policy (1999)  
Anti-Tobacco Ministerial Advisory Task-Force Strategy 1999-2003  
The Primary Health Care Policy Statement (1989)  
Health of Older Persons Policy (1995)  
Health of Older People: Policy and Strategic Directions (1995)  
Healthy Horizons Policy (1999)  
Policy on Women and Health (1984)  
Our Journey (1999)  
South Australian Health Commission Migrant Health Policy and Strategic Plan (1987-1991)  
The Child Health Policy for South Australia (1991)  
The Health of Young People: Policy and Strategic Directions (1993)  
The South Australian Food and Health Policy (1999)  
Strategic Directions for Primary Health Care in South Australia (1993)  
Aboriginal Health Policy and Strategic Framework: *Dreaming Beyond 2000: Our Future is in Our Hands* (1994)  
Aboriginal Health Division Business Plan 1997-1998 (1997)  
Strategic Directions for Child Health in South Australia (1993)  
State HIV AIDS Strategy (1997)  
Public and Environmental Health circulars, bulletins and codes relating to public health legislation, i.e. *Public and Environmental Health Act 1987, Controlled Substances Act 1984, Food Act 1985, Radiation Protection and Control Act 1982 and Tobacco Products Regulation Act 1997*

**Specific Health Service Policies, Guidelines and Strategies**

A Charter for South Australian Public Health System Consumers: *Your Rights and Responsibilities* (1996)  
Obstetrics and Neonatal Guidelines (1999)  
Strategic Directions for Health (1996)  
South Australian Methadone Policy (1996/97)  
SAHC Hospice Care Policy (1992)  
SAHC Medical Rehabilitation Policy for South Australia (1986)

Policy and Guidelines on Obstetric and Neonatal Services in South Australia (1995)  
Policy for the Management of Metropolitan Surgical Booking Lists (1993)  
Guidelines for the Medical Assessment of Children who may have been Sexually Abused (1989)  
Guidelines for Home Births and Birth Centres (1994)  
Casemix Funding Model – A Hospital Service Improvement Strategy (1995)  
Guidelines for Clinical Privileging for Nurses and Midwives (1999)  
Guidelines for the Conduct of Day Surgery in South Australia (1994)  
Guidelines for the Use of Fetal Monitors in Obstetric Hospitals (1981)  
Guidelines to Improve Migrant Access to Health Care (1991)  
SAHC Language Services Manual (1991)  
Guidelines on the Release of Information (1995)  
Guidelines for Infection Control in Health Care Units (1993)  
Treatment of Overseas Patients in Recognised Hospitals in South Australia (1996)  
Guidelines for Non-Teaching Hospitals in Delineating a Medical Practitioner's Clinical Privileges (1994)  
Protocol for Patient Care by Visiting Proceduralists in Rural South Australia (1995)  
Health Commission (Perinatal Statistics) (1986)  
Guidelines for the Safe Handling of Cytotoxic Drugs and Related Wastes in Health (1993)

#### **Information and Information Technology**

Info 2000: Health System Information Technology Policy and Strategy (1994)  
South Australian Health Commission Internet Policy (1996)

#### **Administration Related Policies and Guidelines**

Administrative Circulars  
Purchasing Arrangements Negotiated under Government Medical Supplies Contracts (all hospitals required to comply)  
Policy on the Purchase, Hire or Lease of Equipment or Services  
Information Bulletins

#### **Finance Related Policies and Guidelines**

Financial Management Manual (South Australian Health Commission Accounting Policies and Procedures)  
Delegations Manual  
Inpatient Separation Information System (ISIS) – as per modifications, effective 1 July 1995 (Submission record format – 450, ICD.9.CM version – first edition, Australia)  
Monthly Management Summary Guidelines (2MS Guidelines) (1997)  
Competitive Tendering and Contracting Out in South Australian Health Commission Funded Hospitals and Health Services (1995)  
Treasurers' Instructions (Authorities) (1996)  
Health Sector Fraud Policy (Administrative Circular 1.43).

**South Australian Council on Reproductive Technology**

Memoranda (2) re Eligibility for Assisted Reproductive Technology

Memorandum re Requirement for Statutory Declarations

Press Release re Requirement for Statutory Declarations for Eligibility for  
Reproductive Technology

Memorandum re Issue of Consent from Donors of Gametes

Memorandum re Definition of an Offence involving Violence

Memorandum re Access to Medical Records

Memorandum re Counselling for Clients on the Paramount Importance of the  
Welfare of the Child

Memorandum re Licensing Research Projects

Memorandum re Posthumous Harvesting and Use of Sperm

Memorandum re Establishment of an Appeals Mechanism

**SECTION 2 – Information Statement**

The Department's most recent Information Statement is published in the Annual Report for the 1998/99 financial year.

The Annual Report can be obtained free from the Public Affairs Unit, telephone (08) 8226 6599 or can be viewed in the Departmental Library, Citi Centre, 3<sup>rd</sup> Floor, 11 Hindmarsh Square, Adelaide.

**SECTION 3 – Designated Officers And Contact Arrangements**

Enquiries and applications under the *Freedom of Information Act 1991* should be directed to the FOI Liaison Officer of the relevant section, from Monday to Friday, between the hours of 9 a.m. – 5 p.m.:

FOI Liaison Officer (Family and Youth Services)  
Department of Human Services  
Citi Centre, 11 Hindmarsh Square  
ADELAIDE S.A. 5000  
Phone (08) 8226 6707; Fax (08) 8226 6675

FOI Liaison Officer (Health & Reproductive Technology)  
Department of Human Services  
Citi Centre, 11 Hindmarsh Square  
ADELAIDE S.A. 5000  
Phone (08) 8226 6178; Fax (08) 8226 6955.

For access to South Australian Housing Trust, South Australian Community Housing Authority, and HomeStart Finance documents, refer to the separately published information summaries of those agencies.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****ABORIGINAL HEALTH COUNCIL OF SA INC.****SECTION 1 – Policy Documents**

The Aboriginal Health Council of SA (AHCSA) was incorporated under the SA Health Commission Act (1976/77) as the Aboriginal Health Organisation of SA (AHOSA). In December 1990 the name was changed to the Aboriginal Health Council of SA Inc.

The AHCSA has the following policy documents available:

- Annual Reports (which include financial statements)
- Constitution
- Aims and Objectives (AHCSA Charter)
- Council Membership
- Service Agreements
- Conditions of funding and grant agreements

Documents relating to the Aboriginal Primary Health Care Certificate including accreditation and contractual agreements with TAFE can be obtained from Council.

**SECTION 2 – Information Statement**

Copies of the AHCSA Charter and annual reports can be obtained free of charge by contacting the FOI Officer.

**SECTION 3 – Contact Arrangement**

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

The FOI Officer  
Aboriginal Health council of SA  
P.O. Box 75  
FULLARTON S.A. 5063

Phone No: (08) 8431 4800

Or in person to the AHCSA, 167 Fullarton Road, Dulwich S.A. 5065, between 9 a.m. and 5 p.m.

**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. Arrangements 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.

**SECTION 3 – Contact Arrangements**

All enquiries and applications under the Freedom of Information Act 1991, in relation to the Balaklava & Riverton Districts Health Service Inc. should be made to:

Administration & Finance Officer  
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 be directed to the Freedom of Information Officer.

## FREEDOM OF INFORMATION ACT 1991

### INFORMATION SUMMARY

of the

### BORDERTOWN MEMORIAL HOSPITAL

#### SECTION 1 – Policy Documents

- Casualty Manual
- Midwifery Manual
- Organisation Policy Manual
- Nursing Policies Manual
- Radiology Manual
- Nutrition Manual
- Catering Manual
- Preventative Maintenance
- Patient Information Guide
- Charla Manual (2 manuals)
- Staff Handbook
- Constitution and Other Policies
- Medical Records
- Safety Management Manual
- Enuresis & Ante-Natal Care Manual
- Gerontic Manual
- Pharmacy Manual
- Infection Control Manual
- Theatre Manual
- CSSD Manual
- Cleaning Services Manual
- Laundry Manual
- Fire and Disaster Manual
- Quality Assurance Manual
- Office and Administration Procedure Manual
- Job Descriptions
- Orientation for Board Members
- ISIS DRG/Casemix
- Medical Staff Manual
- T.C.H.S. Policies and Procedures Manual (2 manuals)
- Day Care Centre Policy Manual
- Upper South East Women's Health Manual
- Day Care Centre Volunteer Prog Manual
- Upper South East Regional Equipment Scheme
- T.C.H.S. Guide to Committee Members
- Emergency Procedures Manual
- O.H.S. & W. Manual
- Workers Compensation Claims Management Manual
- O.H.S. & W. Contractors Policy
- Minor Works Manual
- Allied Health Professionals Manual
- Tatiara District Council Counter Disaster Plan
- Standards Australia
- Rehabilitation Manual

The South Australian Health Commission provides its guidelines and policy requirements to this Hospital through:

- Industrial Circulars (pink copy)

- Administration Circulars (blue copy)
- Information Bulletins (green copy)
- Human Resources
- Accounting Policies and Procedures (3 volumes)
- Monthly Management Summary System Guidelines for Hospitals, Community Health Centres and domiciliary care services.
- 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 \$20 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****of the****CEDUNA HOSPITAL INC.**

## SECTION 1 – Policy Documents

Absconded/Missing Patients

Acceptable Abbreviations

Accident, Incident &amp; 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 &amp; 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 – Contract Arrangements

Requests under the Freedom of Information Act for access to documents in the possession of the Ceduna Hospital should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
Ceduna Hospital Inc.  
P.O. Box 178  
CEDUNA S.A. 5690

An additional search fee of \$30 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) 8625 2598 between 9 a.m. and 4 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****CEDUNA/KOONIBBA ABORIGINAL HEALTH SERVICE INC.****SECTION 1 – Policy Documents**

The Health Service was established in 1978 and was incorporated under the SA Health Commission on 1 August 1986.

The Policy documents of the Health Service can be found in the 'CKAHS' Policy Manual.

Also available are the CKAHS annual reports which include financial statements.

**SECTION 2 – Information Statement**

A copy of the CKAHS Information Statement can be found in the CKAHS Annual Report.

**SECTION 3 – Contact Arrangements**

Requests under the FOI act for access to documents in the possession of the CKAHS should be accompanied by the prescribed fee of \$20.00 and directed in writing to:

The Director  
Ceduna/Koonibba Aboriginal Health Service Inc.  
P.O. Box 314  
CEDUNA S.A. 5690

Additional search and photocopying fees may apply.

\*\* A reduction of the fees may be applied for on written application to the Director.

Enquiries may be directed to the Director (08) 8625 3699 between 9 a.m. and 5.30 p.m., Monday to Friday.

**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 & 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.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****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

Tel: (08) 8212 2887 Fax: (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) Regulation 1991.

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

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****COOBER PEDY HOSPITAL AND HEALTH SERVICES  
INCORPORATED**

## SECTION 1 – Policy Documents

The Coober Pedy Hospital and Health Services Inc. has the following policy documents available:

Annual Reports (which include financial statements)  
Visiting Hours  
Statement to the Media  
Outside Employment  
Confidentiality and Release of Patient Information  
Entry of Equipment on Loan or Trial  
Residential Assistance Policy  
Donations and Fundraising  
Access to Hospital by Religious and Community Groups  
Policy for Human Resource Management and Development Statement of Intent  
Drug Ordering in Hospital  
Clinical Advice to Ambulance Officers  
Sexual Harassment Policy  
Hospital Equipment on Loan for Private Use Policy  
Workplace and Administrative Delegations  
Volunteer Workers Policy  
Guidelines for Volunteer Groups  
HIV Infected Health Care Workers  
Patient/Client Rights and Responsibilities  
Responsibility of RN for Blood Alcohol Tests  
Administration of Medications  
Reimbursement of Expenses – Board Members  
Firearm reporting responsibility  
Procedure for Firearms Reporting  
Whistle Blowers Protection Act /Procedure  
Boarding Policy  
Policy for the Non-Medical Management of Attempted Suicide in Children under 18 years of age

Procedure for the Non-Medical Management of Attempted Suicide in Children under 18 years of age  
Health Promotion Policy  
Protocol for the Management of Children at Risk  
Policy for the Management of Adult Victims of Domestic Violence  
Policy on the Use of Government Vehicles  
Policy on Leave Provisions  
Complaints Policy  
Complaints Handling Procedure  
Sick Leave  
School Visits  
Gifts for Long Serving Staff  
Staff Training and Development  
Provision on Flexitime and TOIL

**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 client / patient 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.

Arrangements can be made to obtain copies of any of these documents between 9 a.m. and 5 p.m. Monday to Friday, by contacting the Freedom of Information Officer.

## SECTION 2 – Information Statement

The most recent Information Statement of the Coober Pedy Hospital and Health Services Inc. is published in the Annual Report or alternatively 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 the Coober Pedy Hospital and Health Services Inc. should be accompanied by a \$20.00 application fee and directed in writing to :

The FOI Officer  
Coober Pedy Hospital and Health Services Inc.  
Hospital Road  
COOBER PEDY S.A. 5723

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

Enquiries may be directed to the FOI Officer, telephone (08) 8648 5507 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****CUMMINS & DISTRICT MEMORIAL HOSPITAL****SECTION 1 – Policy Documents**

Cummins & District Memorial Hospital has the following policy documents which are available free of charge:

Cummins & District Memorial Hospital Inc.  
Quality Assurance Program

Arrangements can be made to obtain copies of these documents, or to inspect them at the Secretary's office between 9 a.m. and 5 p.m., Monday to Friday by contacting the FOI Officer.

**SECTION 2 – Information Statement**

The Information Statement of the Cummins and District Memorial Hospital Inc. can be obtained by contacting the Freedom of Information Officer.

**SECTION 3 – Contact Arrangements**

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

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

Enquiries may be directed to the FOI Officer by telephoning (08) 8676 2163

(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****DRUG AND ALCOHOL SERVICES COUNCIL****SECTION 1 – Policy Documents**

Established in 1984, the Drug and Alcohol Services Council (DASC) is a health centre incorporated under the South Australian Health Commission Act 1976. DASC is governed by a Board of Directors, has its own constitution, and is the State Government authority responsible for matters pertaining to alcohol and other drug issues.

**1.1 Policies**

- ♦ 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
- ♦ Rehabilitation
- ♦ Sexual Harassment
- ♦ Equal Opportunity
- ♦ Smokefree Workplace
- ♦ Psychological Health – Stress Prevention
- ♦ Manual Handling
- ♦ Use of Screen Bases Equipment
- ♦ Workplace Consultation
- ♦ Worksite Inspections
- ♦ Management of Climatic Heat Stress
- ♦ Training for Occupational Health, Safety and Welfare
- ♦ Employee Assistance Program
- ♦ Staff 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 Procedure

- ♦ Client Rights
- ♦ Disability Discrimination
- ♦ Funding for Government and Non-Government Organisations
- ♦ Infectious Diseases General Protection and Additional Precautions
- ♦ Information Technology
- ♦ Information Technology Security
- ♦ Aboriginal Services
- ♦ First Aid in the Workplace
- ♦ Health Promotion

1.2 Administrative Circulars and procedure documents relating to aspects of DASC's delivery of services and area of general management.

- ♦ DASC Administrative Instructions
  - No. 5 Media Contact, Press Statements
  - No. 6 Educational placements within DASC
  - No. 10 Library Services
  - No. 10 Release of DASC Research Data
  - No. 18 Recorded Visual Material for Educational/Training Purposes
  - No. 21 Visitors to DASC Facilities
  - No. 23 Smoking
  - No. 27 Safekeeping and Disposal of Clients' Property
  - No. 28 Client Accident/Incident Report Forms
  - No. 29 Confidentiality of Client Information
  - No. 30 Search and Report Fees
  - No. 34 Volunteers
  - No. 37 Freedom of Information
- ♦ DASC Philosophy, Aims and Objectives, Outreach Services
- ♦ Assessment and Care Procedures, Community Services
- ♦ Home Detoxification Guidelines and Procedures, Outreach Services
- ♦ Driver Assessment Clinic Procedure Manual
- ♦ The Woolshed Manual
- ♦ DASC Clinical Instructions
  - No. 1 Assessment of Clients for Priority Housing Applications
  - No. 3 Carrying of Offensive Weapons by Clients
  - No. 4, 4A, 4B, 4C, 4D, 4E  
Clinical Records
  - No. 6 Death of a Client
  - No. 7 Hepatitis B Vaccination for Clients
  - No. 10 Intoxicated Clients Driving Vehicles from Units
  - No. 11 Missed Appointment with Caseworker
  - No. 13 Venepuncture
  - No. 14 Guidelines for the Management in South Australia of People Who Knowingly Place Others at Risk of HIV Infection
  - No. 16 Liaison with Referral Agent
  - No. 19 Assessment and Care

- No. 21 Guidelines for Case Management Discussion
  - No. 22 Role of the Enrolled Nurse in Medical Administration
  - No. 23 Inter Unit Referrals
  - No. 24 Guidelines for Staff Why May be Required to Provide Information (Make a Report) to Police
  - No. 26 Early Identification and Intervention
  - No. 27 Management of Acute Migraine Attacks
  - No. 28 Duty to Notify Registrar of Firearms
  - No. 29 Pre-Test Discussion and Post-Test Counselling for Blood Borne Viruses
  - No. 30 Methadone Clients with Pharmacy Debt
  - No. 31 Outpatient Medication for Opiate Withdrawal
- ♦ Detoxification Services Protocols – Alcohol Unit and Warinilla
    - Unit Protocols
    - Environmental Protocols
    - Clinical Protocols
    - Nursing Protocols

## SECTION 2 – Information Statements

The Drug and Alcohol Services Council Information Statement is contained in DASC's Annual Report. This can be obtained from DASC's Alcohol and Drug Information Service (ADIS), telephone 1300 13 13 40, or can be viewed in the DASC Library, 161 Greenhill Road, Parkside, from 9 a.m. to 4.45 p.m.

## SECTION 3 – Contact Arrangements

Application under the freedom of Information Act 1992 for access to documents in the possession of DASC should be accompanied by a \$20.00 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****DENTAL BOARD OF SOUTH AUSTRALIA****SECTION 1 – Policy Documents**

The major policy documents of the Dental Board of SA are the Dentists Act 1984, the regulations under the Dentists Act and the Dental Registers.

The Dental Board has also produced a Code of Ethics and a brochure on Dental Records.

**SECTION 2 – Information Statement**

The Dentists Act 1984 requires the Board to provide an annual report to the Minister each year by 30 September.

Copies are available by contacting the Dental Board of South Australia

**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 phone, fax or email enquiry.

The Dental Board of SA 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

Fax (08) 8364 5351

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****EASTERN EYRE HEALTH & AGED CARE INC.****SECTION 1 – Policy Documents**

OHS Committee Structure  
Occupational Health & Safety Policy  
Workers Rehabilitation Policy  
Sexual Harassment Policy  
Hazard Control Policy  
Manual Handling Policy  
Workplace Consultation Policy  
Contractors Policy  
Workplace Environmental Audit Procedures  
Disaster Plan Policy  
Smoking Policy  
Equal Employment Opportunity Policy  
Freedom of Information Policy  
Industrial Relations Policy  
Departments Role, Philosophy and Objectives  
Nursing Procedures Manual  
Casualty Manual  
Medical Records Manual

Arrangements can be made to obtain copies of these documents, or to inspect them at North Terrace, Cleve between 10 a.m. and 3.30 p.m. Monday to Friday by contacting the FOI Officer.

**SECTION 2 – Information Summary.**

Copies of the Eastern Eyre Health & Age Care 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 the Eastern Eyre Health & Aged Care Inc. should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
Eastern Eyre Health & Aged Care Inc.  
P.O. Box 20,  
CLEVE SA. 5640.

Telephone (08) 8628 2460

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****EUDUNDA & KAPUNDA HEALTH SERVICE INC.**

## SECTION 1 – Policy Documents

The Eudunda & Kapunda Health Service Inc. has the following policy documents available:

- Annual Reports (which include financial statements)

Arrangements can be made to inspect this document at either Eudunda or Kapunda Hospital by contacting the FOI Officer.

## SECTION 2 – Information Statement

Copies of the Eudunda & Kapunda Health Service 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 Eudunda & Kapunda Health Service Inc. should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
Eudunda & Kapunda Health Service Inc.  
Box 346  
KAPUNDA S.A. 5373

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

Enquiries may be directed to the FOI Officer, telephone (08) 8566 2451 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****FLINDERS MEDICAL CENTRE****SECTION 1 – Policy Documents**

Flinders Medical Centre is a public teaching hospital of approximately 430 beds and operates under the South Australian Health Commission Act 1976. Flinders Medical Centre was opened in June 1976 and provides a comprehensive range of services for patients of all ages.

The Flinders Medical Centre has the following policy documents available:

- Manual of Administrative Policies and Procedures
- Disaster Plan
- Fire Manual
- Emergency Procedures Manual
- Occupational Health and Safety Manual (including Hazardous Substances Register)
- South Australian Health Commission Administrative Circulars Manual
- South Australian Health Commission Information Bulletins Manual
- South Australian Health Commission Industrial Circulars

**SECTION 2 – Information Statement**

The Information Statement is a 'stand alone' document. A copy may be obtained from the Freedom of Information Officer at a cost of \$5.00.

**SECTION 3 – Contact Arrangements**

Applications under the Freedom of Information Act 1991 for access to documents in the possession of Flinders Medical Centre should be accompanied by a \$20.00 application fee and directed in writing to:

FOI Officer  
c/- Medical Record Service, Level 1  
Flinders Medical Centre  
Flinders Drive  
BEDFORD PARK S.A. 5042

An additional fee of \$30.00 per hour may apply 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) 8204 5514 between 9 a.m. and 4.30 p.m., Monday to Friday.

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

## SECTION 1 – Policy Documents

Annual Report

Constitution

Internal Manual of Board Policies &amp; Operational Directives

Internal OH&amp;S Policy &amp; Procedure Manual

## SECTION 2 – Information Statement

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

## SECTION 3 – Contact Arrangements

All enquiries and applications under the Freedom of Information Act 1991 in relation to the Gawler Health Service should be made in accordance with the provisions of that Act 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****HOMESTART FINANCE****SECTION 1 – Policy Documents**

HomeStart Finance was established in September 1989 to manage the South Australian Government's home ownership programs. HomeStart is charged with the objective of developing, marketing and managing affordable home finance opportunities for South Australians.

HomeStart Finance has the following documents available:

- Annual Reports (which include financial statements)
- HomeStart Loan Information Brochure
- HomeStart Advantage Loan Information Brochure

Arrangements can be made to obtain copies of any of the documents by contacting HomeStart Finance on 8210 0500 or, alternatively, the current Annual Report can be inspected via our address [www.homestart.com.au](http://www.homestart.com.au).

**SECTION 2 – Information Statement**

Copies of HomeStart Finance'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 HomeStart Finance, should be directed in writing to:

The FOI Officer  
HomeStart Finance  
Level 2, 117 King William Street  
ADELAIDE S.A. 5000

Enquiries may be directed to the FOI Officer, telephone (08) 8210 0438 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****INTELLECTUAL DISABILITY SERVICES COUNCIL INC.**

## SECTION 1 – Policy Documents

The Intellectual Disability Services Council Inc. has the following policy documents:

- Production of Publications
- Use of Fleet Vehicles
- Conduct of Research
- Access for People from Non-English Speaking Backgrounds
- Funding and Service Agreements
- IDSC Staff Members on non-Government Organisations' Boards of Management
- Privacy and Access to Information
- Access for Aboriginal and Torres Strait Islander People
- The Determination of Eligibility for IDSC Services
- Consent for Clients Requiring Medical and/or Dental Treatment
- Complaints
- Home Contents Provision IDSC Community Accommodation Services Clients
- Storage, Handling, Dispensing, Administering and Review of Medication
- Clients Hard Copy Files
- The Unnecessary Suppression of Menses
- Child Protection
- Prevention of Client Abuse (Adults)
- Transactions Involving Use of Client Funds
- Continuity of IDSC Services to Clients
- The Management of Challenging Behaviour
- Palliative Care
- Microcomputer Technology
- Information Technology Security
- Occupational Health, Safety, Welfare and Injury Management
- Hazard Management
- OHS&W Consultation
- Maintenance
- A Tobacco-Free Working Environment
- Isolated Work
- Management of Climatic Heat Stress

- Manual Handling
- Infection Control
- Incidents of a Critical and/or Distressing Nature
- OHS&W Considerations when Purchasing
- OHS&W Considerations when Using Contractors
- OHS&W Training
- Management of Hazardous Substances
- Worksite Inspection
- Injury Reporting and Investigation
- Occupational Health and First Aid
- Fire and Emergency Control
- Prevention and Management of Aggression
- Use of Screen Based Equipment
- OHS&W Considerations in Client Homes
- Workplace Electrical Safety
- Asbestos
- Machine Guarding
- Prevention and Management of Workplace Stressors
- OHS&W Considerations when Leasing Premises
- Waste Management
- Slips, Trips and Falls
- Classification Determination
- Position Descriptions
- Induction
- Identification Cards
- Performance Development Review
- Human Resource Development (Staff Training, Education and Development)
- Supervision
- Exit Interviews
- Sexual Harassment
- Request for Student Placement made to IDSC or by IDSC to another Tertiary Institution
- Use of Volunteers

Copies of these documents are available for inspection via the Freedom of Information Officer at the Intellectual Disability Services Council Central Office.

## SECTION 2 – Information Statement

Most recent information statement for Intellectual Disability Services Council is incorporated in the 1998/99 Annual Report.

### SECTION 3 – Contact Arrangements

Any queries and applications under the Freedom of Information Act 1991 in relation to the Intellectual Disability Services Council should be made in accord with the provisions of that Act to:

The Freedom of Information Officer  
Intellectual Disability Services Council  
PO Box 758  
NORTH ADELAIDE S.A. 5006

Telephone enquiries to that officer can be made on (08) 8267 5966 from 8.30 a.m. to 5 p.m. Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****INDEPENDENT LIVING CENTRE****SECTION 1 – Policy Documents**

The Independent Living Centre has the following policy documents available:

- Annual Reports (which include financial statements)
- Independent Living Equipment Program Policy
- Constitution of the ILC
- SAHC Act
- Access And Equity (NESB)
- Access to Independent Living Centre Services
- Accident / Incident Reporting
- Client's Rights & Responsibilities
- Consultation
- Contractors
- Danger Tags
- Decision Making And Choice
- Deliveries
- Donation Policy
- E-mail Policy & Guidelines
- Employees/Public Safety in the Display Area
- Employment Of People With A Disability
- Eye Safety
- Fire and Evacuation
- First Aid in the Work Place
- Guidelines for Developing Standard work Procedures
- Hazard Management
- Hazard Reporting
- Home Visiting
- ILEP Equipment Disposal
- ILEP Old Equipment Policy
- Induction
- Internet Client Policy
- Investigating Complaints & Disputes
- Management of Hepatitis B Risk
- Managing Aggressive Behaviour
- Manual Handling
- Minimum Requirements Of Placement (students)
- Notice to Visiting Health Professionals and Carers
- Occupational Health Welfare & Safety

- Occupational Health, Safety and Welfare Policy
- Office Copying Machines
- OHS&W Administrative Procedures
- Organisational occupational health, safety and welfare plan
- Participation and Integration
- Privacy, Dignity & Confidentiality
- Problem Solving Process
- Profile of the Targeted Client Group
- Purchase and Commissioning Policy
- Rehabilitation Policy
- Residual Current Devices (RCD)
- Safety in Vehicles
- Safety Site Forum - Terms of Reference
- Sexual Harassment
- Smoke Free Work Place
- Staff Appraisal
- Staff Program - Day to Day Function of Centre
- Staff Training Policy
- Standard Work Procedures Manual
- Storage and Use of Chemicals
- Stress Prevention and Management
- Student Education Policy
- Use of the Government Vehicle on Outreach
- Valued Status
- Volunteer Policy
- Work Place Inspections
- Work Station Health and Safety
- WorkCover - Claim Procedure

Arrangements can be made to obtain copies of any of these documents or to inspect them at 11 Blacks Road, Gilles Plains, between 9 a.m. and 5 p.m., Monday to Friday by contacting the FOI Officer.

#### SECTION 2 – Information Statement

Copies of the Independent Living Centre'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 Independent Living Centre should be directed in writing to:

The FOI Officer  
Independent Living Centre  
11 Blacks Road  
GILLES PLAINS S.A. 5086

Enquiries may be directed to the FOI Officer, telephone (08) 8266 5260 between 9 a.m. and 5p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****JULIA FARR SERVICES****SECTION 1 – Policy Documents**

Manual of Administrative Policies, including:

- Occupational Health Safety and Welfare
- Affiliation with Academic Institutions – Rules for Students
- Equal Employment Opportunity
- Client / Resident Access to Clinical Records
- Confidentiality – Release of Information
- Manual Handling
- Basic Life Support
- Dysphagia Management

**SECTION 2 – Information Statement**

The Annual Report of the Julia Farr Services for the financial year ended 30 June 2000 is due to be published by 31 December 2000. Copies of this Annual Report can be obtained by contacting the Freedom of Information Officer.

**SECTION 3 – Contact Arrangements**

Applications under the Freedom of Information Act 1991 for access to documents, should be directed to:

Freedom of Information Officer  
Julia Farr Services  
103 Fisher Street  
FULLARTON S.A. 5063

Telephone: (08) 8272 1988  
Between 9 a.m. and 5 p.m.  
Monday to Friday  
(*Excluding Public Holidays*)

Facsimile: (08) 8272 3561

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****KANGAROO ISLAND HEALTH SERVICE****SECTION 1 – Policy Documents**

Documents available for inspection within the Kangaroo Island Health Service include a range of procedure manuals, administrative circulars covering areas of general management, finance, staffing, plant and equipment, property, motor vehicles and industrial circulars.

Documentation also includes DHS Policy documents covering the following broad areas: Department of Human Services Strategic Plan, Country and Disability Services Strategic Plan, Administrative Policies and Procedures, Information Bulletins, Accounting Policies and External Audit Policies, Collection for Statistical Information relating to Patient Classification, Data Collection and Fees, Occupational Health, Safety and Welfare, Health Care eg. Child Health Care Policy, Primary Health Care Policy, Women's Health Policy, Migrant Health, Health Promotion e.g. Screening Programs, Food and Nutrition, Mental Health and Patient Transport.

Public and Environmental Health including circulars, bulletins and codes relating to public health legislation.

**SECTION 2 – Information Statements**

In accordance with the FOI Act the Kangaroo Island Health Service initial information Statement was first made available in January 1993 and subsequent Statements published in the Annual Report.

**SECTION 3 – Contact Arrangements.**

Applications under the Freedom of Information Act 1989 for access to documents in the Kangaroo Island Health Service Units should be directed to the Freedom of Information Officer i.e.:

The Chief Executive Officer/Director of Nursing  
Esplanade  
KINGSCOTE S.A. 5223

between the hours of 9.00 a.m. to 4.30 p.m., Monday to Friday.

Phone: 8553 4200 Fax: 8553 4299

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

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

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****KINGSTON SOLDIERS' MEMORIAL HOSPITAL INC.**

## SECTION 1 – Policy Documents

Kingston Soldiers' Memorial Hospital Inc. 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:
  - Industrial Circulars
  - Administrative Circulars
  - Information Bulletins
  - Human Resource Manual
  - Accounting Policies and Procedures
- 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 and 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 of Board of Directors and its 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 to documents in the possession of the Kingston Soldiers' Memorial Hospital Inc. should be accompanied by a \$20.00 application fee and directed in writing to:

Executive Officer/Director of Nursing  
Kingston Soldiers' Memorial Hospital  
Young Street  
KINGSTON S.E. 5275

Telephone enquiries may also be directed to the Executive Officer/Director of Nursing by telephoning (08) 8767 2477 between 8.30 a.m. and 5.00 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****LAMEROO DISTRICT HEALTH SERVICES INC.****INTRODUCTION**Structure and Function of Lameroo District Health Services Inc.

The Lameroo District Health Services Incorporated shall operate as a general Hospital of up to 19 approved beds, nominally allocated as 11 acute and 8 long stay nursing home type beds.

Funding to be provided by the South Australian Health Commission based on actual patient activity levels.

Lameroo District Health Services will provide and maintain Level 1 services in General Practice Medicine, Surgery, Obstetrics and Anaesthetics. Accident and Emergency Service - 24 hour Casualty facility and basic facility for resuscitation and triage.

Effects of Lameroo District Health Services Inc's function on members of the public

Lameroo District Health Services Inc. provides and maintains facilities for the care and treatment of sick persons. It provides and promotes other health services and initiatives as is deemed necessary. Continuing education and training for staff is provided and/or offered so as to enhance skills that will reflect on the health of community members.

**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.

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

In South Australia, the *Freedom of Information Act* (FOI Act), introduced on 1 January 1992, gives the consumer the legal right to obtain information from records held by State and Local Government agencies.

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 no later than 45 days from 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.

#### SECTION 2 – Information Statement

Lameroo District Health Services has a FOI Officer who can help you with any queries. Telephone and ask for the FOI Officer on (08) 8576 3016.

Each application (in writing) requires an application fee of \$20. 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 a \$20 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****MENINGIE AND DISTRICTS MEMORIAL HOSPITAL &  
HEALTH SERVICES INC.**

## SECTION 1 – Policy Documents

Occupational Health, Safety & Welfare Policy  
Rehabilitation Policy & Procedures  
Manual Handling Policy  
Sexual Harassment Policy  
Equal Employment Opportunity Policy  
X-Ray (Radiation) Policy  
Universal precaution Policy  
Cytotoxic Medication Policy  
Mercury Spill Policy  
Pharmacy policy  
Child Abuse Policy  
Staff Development Policy  
Nursing Policy Manual – Working document  
Casualty Manual  
Theatre manual  
Patient Restraint – Working document  
Fire & Emergency Manual – Working document  
Department's Role Philosophy & Objectives  
Disaster Plan  
No Smoking Policy  
Infection Control Policy – Working document  
Nursing procedure Manual

## SECTION 2 – Information Summary

Copies of Meningie & Districts Memorial Hospital & Health Service's 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 Meningie & Districts Memorial Hospital & Health Services Incorporated should be accompanied by a \$20.00 fee and directed in writing to:

The FOI Officer  
Meningie & Districts Memorial Hospital & Health Services Incorporated  
P.O. Box 63  
MENINGIE S.A. 5264

Enquiries may be directed to the FOI Officer by telephoning (08) 8575 1300.

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

- Occupation Health and Safety Policy
- Rehabilitation Policy and Procedures
- Fire Manual
- Infection Control Manual
- Mid-West Health Philosophy and Objectives
- Medical Records Manual
- Disaster Plan
- Nursing Policy Manuals – Working documents

Arrangements can be made to inspect these documents at Mid-West Health between 10 a.m. and 4.40 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 for access to documents in the possession of Mid-West Health should be accompanied by a \$20.00 application fee and directed in writing 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) 8680 2101.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****for the****MODBURY PUBLIC HOSPITAL****SECTION 1 – Policy Documents**

Modbury Public Hospital is a public hospital which has been privately managed by Healthscope Limited since 6 February 1995.

**SECTION 2 – Information Statement**

Request under the FOI Act for access to documents in the possession of Modbury Public Hospital can be made by phoning 8265 8227. Information regarding FOI along with an FOI request form will be posted out to the client concerned

**SECTION 3 – Contact arrangements***Fees and Charges*

It is preferable that clients do not send any money with their applications for FOI as they will be invoiced when their application has been processed.

*Waived Fees*

In certain cases a reduction of fees and charges may apply-see section on fees and charges in the information statement provided with the FOI request form which will be sent to client on their request.

FOI officer  
Modbury Public Hospital  
Medical Records Department  
Smart Road  
MODBURY S.A. 5092

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****MOUNT BARKER DISTRICT SOLDIERS MEMORIAL  
HOSPITAL INCORPORATED**

## SECTION 1 – Policy Documents

- SA Health Commission Directives within the Department of Human Services:
  - Industrial Circulars
  - Administrative Circulars
  - Terms and Conditions of Employment
  - Accounting Policies and Procedures
  
- Governing Body Manual and Constitution
- Nursing Manual
- Midwifery Manual
- Operating Room Manual
- Day Surgery Manual
- Accident and Emergency Manual
- CSSD Manual
- Pharmacy Manual
- Catering and Cleaning Manual
- Medical Records Manual
- Occupational Health and Safety Manual
- Medical By- Laws
- Adelaide Hills Community Health Services Policy Manual

There is a Patient Information Booklet available free of charge to clients.

The code of conduct for Public Employees document by the Commission of Public Employment is available for all staff.

## SECTION 2 – Information Statement

Copies of the Annual Report, which includes all details required for the Information Statement are made available, free of charge, by contacting the Freedom of Information Officer.

### SECTION 3 – Contact Arrangements

Requests for access to documents in possession of the Mount Barker District Soldiers Memorial Hospital, made under the Freedom of Information Act should be directed in writing to:

Medical Records Department  
The Freedom of Information Officer  
Mount Barker DSM Hospital  
P.O. Box 42  
MOUNT BARKER S.A. 5251

All telephone enquiries should be directed to the Freedom of Information Officer on (08) 8393 1736.

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

In accordance with the Freedom of Information Act 1991, Part 11, Publication of Certain Information Section 9(3), Mount Gambier and Districts Health Service Inc. provides an annual information summary. The following policy documents are available for perusal by members of the public except any documents that are in draft form or are currently being reviewed/updated.

**SECTION 1 – Policy Documents**

Mount Gambier and Districts Health Service has the following policy documents that are available for perusal. Arrangements may be made by contacting the FOI Clerk:

- 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
- Admission and Discharge Policy
- Equal Employment Opportunity
- F.O.I. Information Statement

**SECTION 2 – Information Statement**

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.

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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:

The Secretary  
Nursing and Medical Services  
Mount Gambier and Districts Health Service Inc.  
P.O. Box 267  
MOUNT GAMBIER S.A. 5290  
Telephone: (08) 8721 1578  
FAX: (08) 8721 1579

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

## 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

## SECTION 2 – Information Statement

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

## SECTION 3 – Contact Arrangements

Enquiries concerning the procedures 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 SERVICE INC.****SECTION 1 – Policy Documents****Department for Human Services Directives**

The DHS (formerly Health Commission) provides its policy decisions and guidelines to the Service through

- Industrial Circulars
- Administrative Circulars
- Information Bulletins
- Accounting Policies and Procedures

**Board Policies Manual (Policy & Protocol Manual)**

This file holds all policies determined by the Board of Directors.

**Administrative Instructions (located in Policy & Protocol Manual)**

This file holds all the management directives which apply to the Service as a whole.

**Departmental Procedure Manuals**

These files hold all the operational procedures and instructions which apply to a particular department or service.

**Occupational Health Safety and Welfare Manual**

This file holds all the Service's procedures and instructions relating to OHS&W and Worker Rehabilitation.

**Client Files**

These are 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**

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, on administrative matters.

**Personnel Files**

These are personal and confidential files holding all information relevant to an employee's service with the Naracoorte Health Service Inc.

**Minutes**

Formal minutes of meetings of the Board of Directors and its committees, and of various management committees are kept in files stored with the organisation.

**File Information**

All information is kept in hard copy. When files (excluding client and personnel files) are no longer current, they are "archived" on Hospital premises.

Client files are dealt with according to the AS2828-1999 (Paper based health care records) Standards.

Current personnel files are retained in the one discreet filing system.

**SECTION 2 – Information Statement**

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 of the Health Information Officer.

**SECTION 3 – Contact Arrangements**

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 HIO.

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

Chief Executive officer or Health Information Officer  
Naracoorte Health Service Inc.  
P.O. Box 366  
NARACOORTE S.A. 5271

Phone: (08) 8762 8100  
Fax: (08) 8762 3516

Access to Client files made under the Freedom of Information Act 1991 attract a fee of \$20.00 per application.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****NOARLUNGA HEALTH SERVICES**

Noarlunga Health Services was established in 1985 by the South Australian Health Commission and is governed by a Board of Directors which includes local community members. Noarlunga Health Services has a strong primary health care approach, this philosophy is strongly represented in our values, role and core business, and it underpins all that we do. Noarlunga Health Services is also strongly aware of the cultural and environmental impacts on health – with the recognition that health includes physical, mental, emotional, spiritual and environmental factors. Noarlunga Health Services consists of a public and private hospital, four community health centres and an inpatient and community based mental health service. The area serviced extends from Hallett Cove, Aberfoyle Park, Woodcroft and Noarlunga to the southern suburbs of Seaford, Aldinga and Willunga, incorporating the local government area of the City of Onkaparinga.

**SECTION 1 – Policy Documents**

Noarlunga Health Services has the following policy documents available:

- Annual Reports (which include financial statements)
- Constitution
- Policies
- Strategic Directions 1999-2002
- By Laws

Documents relating to accreditation should be obtained from the Quality Manager, Noarlunga Health Services.

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

**SECTION 2 – Information Statement**

The Noarlunga Health Services most recent Statement of Affairs is a stand alone document and is published as a separate record, a copy of which is available from the Freedom of Information Officer.

### SECTION 3 – Contact Arrangements

Requests under the FOI Act for access to documents in the possession of Noarlunga Health Services should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
Noarlunga Health Services  
P.O. Box 437  
NOARLUNGA CENTRE S.A. 5168.

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

Enquires may be directed to the FOI Officer, telephone (08) 8384 9412 between 9 a.m. and 5 p.m., Monday to Friday.

**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 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 and 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 \$20.00 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****NORTH WESTERN ADELAIDE HEALTH SERVICE****SECTION 1 – Policy Documents**

- North Western Adelaide Health Service Policy and Procedures Manual.
- Medical Administration Policy Statement.
- Department of Nursing Policy Statements.
- Occupational Health & Safety Manual.
- Disaster Plan.
- Fire Manual.

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 North Western Adelaide 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 North Western Adelaide Health Service should be accompanied by a \$20 application fee and directed to:

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

or

The Freedom of Information Officer  
The Lyell McEwin Hospital Campus  
Haydown Road  
ELIZABETH VALE S.A. 5112

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 - Friday, between 9.30 a.m. and 4 p.m.

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

The Nurses Act 1999 was proclaimed on 7 October 1999 which repealed the Nurses Act 1984.

The Nurses Board has the following policy documents available:

- 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

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 4.30 p.m., Monday to Friday, by contacting the Records Officer.

**SECTION 2 – Information Statement**

Copies of the annual report can be obtained, free of charge, by contacting the Records 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 should be accompanied by a \$20 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 [complaints@nursesboard.sa.gov.au](mailto:complaints@nursesboard.sa.gov.au).

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****OFFICE OF THE PUBLIC ADVOCATE****SECTION 1 – Policy Documents**

The Guardianship and Administration Act 1993, establishes the position of the Public Advocate. The Public Advocate also has responsibilities under the Mental Health Act 1993. It is the role of the Public Advocate to ensure that when a person with reduced mental capacity is being cared for, and his or her affairs managed either formally or informally within the community, the associated responsibilities are carried out adequately and appropriately. The OPA works to ensure that the rights and dignity of people with reduced mental capacity (and their carers) are promoted, their position in the community strengthened and the risk of exploitation, abuse or neglect minimised.

The OPA's main responsibilities are:

- to accept appointment as *Guardian of Last Resort* on behalf of a person who has mental incapacity;
- to conduct investigations for the Guardianship Board and independently;
- to provide information and community education about adult guardianship and mental health law;
- to report on systems that infringe upon the rights and interests of people who have reduced mental capacity.

**SECTION 2 – Information Statement**

The latest Information Statement is available from the Office of the Public Advocate.

**SECTION 3 – Contact Arrangements**

Applications made to the Freedom of Information Act 1991 for access to documents in the possession of the OPA, should be in writing and be accompanied by a \$20.00 application fee and directed to:

The Freedom of Information Officer  
Office of the Public Advocate  
P.O. Box 213  
PROSPECT S.A. 5082

The fee may be waived in some circumstances.  
Telephone enquiries should be directed to the Freedom of Information Officer

on (08) 8269 7575.

**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 & 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. – 5 p.m., closed 12 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****PIKA WIYA HEALTH SERVICE INC.**

This summary is issued subject to the requirements of Section 9 of the Freedom of Information Act 1991.

Pika Wiya Health Service Inc. is an incorporated unit under the South Australian Health Commission Act.

The unit is set up to develop and deliver a service that meets the health care needs of the Aboriginal People of Port Augusta and surrounding areas.

**SECTION 1 – Policy Documents**

Pika Wiya's only policy document is the Constitution, which is available at a cost of \$2.

Pika Wiya is required by its constitution to observe the policies of the South Australian Health Commission and these are published and available from the South Australian Health Commission.

**SECTION 2 – Information Statement**

Pika Wiya intends to publish the Information Statement, required by this Act, in its Annual Report.

**SECTION 3 – Contact Arrangements**

Requests for information from the public pursuant to the FOI Act should be directed to:

The Chief Executive Officer  
Pika Wiya Health Service Inc.  
40-46 Dartmouth Street (P.O. Box 2021)  
PORT AUGUSTA S.A. 5700  
Phone (08) 8642 9904

Documents may be inspected and purchased between the hours of 10 a.m. and 4 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PETERBOROUGH SOLDIERS' MEMORIAL HOSPITAL AND  
HEALTH SERVICE**

## SECTION 1 – Policy Documents

- Peterborough Soldiers' Memorial Hospital & Health Service Inc. has the following Policy Documents that are available for perusal. Arrangements may be made by contacting the Freedom of Information Officer.
- General Administrative Policies and Procedure Manuals.
- Nursing Policy & Procedure Manuals.
- Nursing Outreach Policy & Procedure Manuals.
- Board Of Directors Policy Manual
- O.H.S.&W Manual
- Infection Control Policy Manual
- Peterborough Soldiers' Memorial Hospital & Health Service Inc. Constitution
- Peterborough Soldiers' Memorial Hospital & Health service Inc. Strategic Plan.
- Peterborough Soldiers' Memorial Hospital & Health Service Inc. Disaster Plan
- Peterborough Soldiers' Memorial Hospital & Health Service Inc. Business Plan.
- Peterborough Soldiers' Memorial Hospital & Health Service Inc. Fire & Evacuation Plan.
- Freedom of Information Policy Complaints Policy

## SECTION 2 – Information Summary

Copies of Peterborough Soldiers' Memorial Hospital & Health Service Inc., represented by the Annual Report and Constitution, can be obtained from the Reception area of the Health Service or by contacting the FOI. Officers between 0900-1730, Monday to Friday free of charge.

## SECTION 3 – Contact Arrangements.

All enquiries and applications under the Freedom of Information Act 1991 in relation to the Peterborough Soldiers' Memorial Hospital & Health Service Inc. should be directed to:

Executive Officer/ Director of Nursing.  
Peterborough Soldiers' Memorial Hospital and Health Service Inc.  
P.O. Box 119 Peterborough. S.A. 5422

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

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PINNAROO SOLDIERS MEMORIAL HOSPITAL**

## SECTION 1 – Policy Documents

The Pinnaroo Soldiers Memorial Hospital Inc. is incorporated in accordance with the South Australian Health Commission Act 1976. The Pinnaroo Soldiers Memorial Hospital has the following policy documents available:

Admission to Pinnaroo S M Hospital	HSPM	15 <sup>th</sup> June 1999
Appointment and Selection	HSPM	18 <sup>th</sup> May 1999
Board Members, Education of	HSPM	20 <sup>th</sup> July 1999
Catering Requests	HSPM	16 <sup>th</sup> February 1999
Clerical Requests	HSPM	17 <sup>th</sup> August 1999
Complaints, Management of	HSPM	9 <sup>th</sup> September 1998
Confidentiality	HSPM	13 <sup>th</sup> October 1998
Contractors (external) – Management of	HSPM	15 <sup>th</sup> June 1999
Day Leave – Management of	HSPM	17 <sup>th</sup> August 1999
Delegation of Authority	HSPM	18 <sup>th</sup> July 2000
Documentation	HSPM	20 <sup>th</sup> July 1999
Domestic Violence	HSPM	11 <sup>th</sup> January 2000
Electrical Safety	HSPM	15 <sup>th</sup> June 1999
Employee Grievance	HSPM	9 <sup>th</sup> September 1998
Employee Personnel Files	HSPM	18 <sup>th</sup> May 1999
Equal Opportunity	HSPM	20 <sup>th</sup> June 2000
Equipment Loan	HSPM	11 <sup>th</sup> January 2000
Fees for Service, Accounting Procedure	HSPM	15 <sup>th</sup> August 2000
Fire Safety & Evacuation	HSPM	13 <sup>th</sup> October 1998
Freedom of Information	HSPM	9 <sup>th</sup> September 1998
Good Palliative Care Order	HSPM	20 <sup>th</sup> July 1999
Guidelines - Personal Safety In Computer Use	HSPM	15 <sup>th</sup> February 2000
Hazardous Factors / Substances	HSPM	20 <sup>th</sup> July 1999
Health Promotion	HSPM	15 <sup>th</sup> June 1999
Hospital Pet	HSPM	16 <sup>th</sup> May 2000
Hostel Quarters	HSPM	20 <sup>th</sup> July 1999
Interpreting and Translation	HSPM	21 <sup>st</sup> March 2000
Manual Handling	HSPM	9 <sup>th</sup> September 1998
Mercury Spills	HSPM	18 <sup>th</sup> April 2000
Occupational Health, Safety & Welfare	HSPM	9 <sup>th</sup> September 1998

OHS&W Policy Manual Terms of Reference	HSPM	20 <sup>th</sup> July 1999
Organisational Chart	HSPM	9 <sup>th</sup> September 1998
<b>ENDORSED POLICIES</b>		
Oxygen Therapy Treatment	HSPM	15 <sup>th</sup> February 2000
Performance Appraisal	HSPM	18 <sup>th</sup> May 1999
Policy Endorsement	HSPM	15 <sup>th</sup> August 2000
Power Failure Guidelines	HSPM	11 <sup>TH</sup> January 2000
Purchasing	HSPM	28 <sup>th</sup> September 1999
Rehabilitation	HSPM	2 <sup>nd</sup> December 1998
Rights of Clients	HSPM	9 <sup>th</sup> September 1998
Security (Hospital)	HSPM	16 <sup>th</sup> March 1999
Sexual Harassment	HSPM	13 <sup>th</sup> October 1998
Smoking on PSMH Site	HSPM	17 <sup>th</sup> November 1998
Staff Development	HSPM	16 <sup>th</sup> February 1999
Staff Immunisations	HSPM	18 <sup>th</sup> April 2000
Telephone Messages	HSPM	16 <sup>th</sup> February 1999
T.O.I.L.	HSPM	2 <sup>nd</sup> December 1998
Uniform	HSPM	17 <sup>th</sup> November 1998
Use of Flat (Hensley Street)	HSPM	17 <sup>th</sup> November 1998
UV Radiation Protection	HSPM	16 <sup>th</sup> November 1999
Waste Management	HSPM	17 <sup>th</sup> November 1998

Arrangements can be made to obtain copies of any of these documents from the Pinnaroo Soldiers Memorial Hospital by written application to the FOI Officer at P.O. Box 234 Pinnaroo S.A. 5304.

#### SECTION 2 – Information Statement

The Pinnaroo Soldiers Memorial Hospital is governed by a Board of Directors who meet monthly on the third Tuesday of each month at 7 p.m.

The Hospital is a 31 bed facility that caters to Nursing Home Clients, Acute Medical, Accident and Emergency Services plus providing Outreach Nursing to the local community.

The Board of Directors is made up of 11 members consisting of 8 community members, 1 employee member and 2 Council representatives.

The decision making process is outlined in the Organisational Chart attached:

Other Documents available to the public include the annual report, a quarterly newsletter and a Health and Community Services Leaflet.

#### SECTION 3 – Contact Arrangements

Requests under the FOI Act for access to documents in the Possession of the Pinnaroo Soldiers Memorial Hospital Inc. written requests should be accompanied by a \$20.00 fee the application directed to:

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

Phone enquires will be directed to the FOI Officer, telephone (08) 8577 8015 between 9 a.m. to 5 p.m.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PORT AUGUSTA HOSPITAL AND REGIONAL HEALTH SERVICES INC.**

## SECTION 1 – Policy Documents

The Port Augusta Hospital and Regional Health Services Inc. has the following policy documents available:

Annual Reports (which include financial statements)

Admission and Discharge Policy

Boarders Policy

Child Abuse Reporting Policy

Complaints Policy

Confidentiality Policy

Delegation of Authority Policy

Domestic Violence Policy

Equipment on Loan Policy

Flexitime and Toil Policy

Freedom of Information Policy

Network and e.mail User Policy

Computer Hardware Policy

Mental Health Services – Protocol for referral of Clients/Patients assessed and/or displaying suicidal /self harm behaviours

Patient Property Policy

Pregnant Employees Policy

Patient/Client Rights and Responsibilities Policy

Sexual Harassment Policy

Staff Development Policy

Occupational Health, Safety and Welfare Injury Management Policy

Rehabilitation Policy

Mobile Telephones and Radio Transceivers Policy

Smoking Policy

Purchasing Policy

Policy and Guidelines for Consultation in OHS&W Matters

Contractors Responsibilities Toward OHS&W Policy

Safety Footwear Policy

Asbestos and Synthetic Mineral Fibres in the Workplace Policy

UV Protection Policy

Manual Handling Policy

Workplace Journey Injury Policy  
First Aid Policy  
Drugs & Alcohol in the Workplace Policy  
Training Policy  
Machine Guarding Policy  
Workplace Hazard Protection Policy  
Hazardous Substances Policy  
Incident / Accident and Hazard Reporting Policy

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 client / patient 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.

Arrangements can be made to obtain copies of any of these documents between 9 a.m. and 5 p.m., Monday to Friday, by contacting the Freedom of Information Officer.

## SECTION 2 – Information Statement

The most recent Information Statement of the Port Augusta Hospital and Regional Health Services is published in the Annual Report or alternatively 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 the Port Augusta Hospital and Health Services Inc. should be accompanied by a \$20.00 application fee and directed in writing to:

The FOI Officer  
Port Augusta Hospital and Regional Health Services Inc.  
Hospital Road  
PORT AUGUSTA S.A. 5700

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

Enquiries may be directed to the FOI Officer, telephone (08) 8648 5507 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PORT BROUGHTON DISTRICT HOSPITAL AND HEALTH SERVICES INCORPORATED**

## 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 & 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 & Neonatal Service Manual
- X-ray Procedures Manual
- Pharmacy Manual
- Community Health Nursing Service Manual
- Patient Information Guide

South Australian Health Commission:

- Industrial Circulars
- Conditions of Employment
- Administrative Circulars
- Information Bulletins
- Salaries Manual
- Health Services Risk Management Procedures
- Accounting Policies and 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 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 Executive Officer/Director of Nursing. This publication is free of charge.

SECTION 3 – Contact Arrangments

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. should be accompanied by a \$20 application fee and directed to:

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

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

Telephone enquiries should be directed to the 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****PORT PIRIE REGIONAL HEALTH SERVICES 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
- Accreditation Documents
- Occupational Health, Safety, Welfare & Rehabilitation Policies
- Emergency & Disaster Management Plan

**SECTION 2 – Information Statement**

Copies of the Port Pirie Regional Health Service Inc. Information Statement can be obtained, free of charge, by contacting the Chief Executive Officer.

**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 \$20 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****REPATRIATION GENERAL HOSPITAL****SECTION 1 – Policy Documents**

The Repatriation General Hospital is a teaching hospital of 250 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.

The Repatriation General Hospital has the following policy documents available online at its Internet site: [www.rgh.sa.gov.au](http://www.rgh.sa.gov.au):

- 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**

A description of the structure and functions of the Repatriation General Hospital and how the public can participate are included in the Annual Report, which is available for free.

### SECTION 3 – Contact Arrangements

Applications under the Freedom of Information Act 1991 for access to documents in the possession of the Repatriation General Hospital incur an application fee of \$20.00, plus a \$0.10 per page photocopying charge, and should be addressed to:

Freedom of Information Officer  
Medical Records  
Repatriation General Hospital  
DAW PARK S.A. 5041

Exemption from fees may be available to applicants with a Veteran's or Pensioner's Concession.

Inquiries may be directed to the F.O.I. 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****RIVERLAND REGIONAL HEALTH SERVICE INC.****SECTION 1 – Policy Documents**

Body of Governance  
Infection Control  
Occupational Health Safety and Welfare Policy  
Fire Policy  
Disaster Plan  
Nursing Policy  
Procedure Manual for each Department

**SECTION 2 – Information Summary**

Copies of the Riverland Regional Health Service 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 the Riverland Regional Health Services Inc. should be directed to:

The FOI Officer  
Riverland Regional Health Service Inc.  
Maddern Street  
BERRI S.A. 5343  
Telephone: (08) 8580 2400

Charges for access to documents will be in terms of the Freedom of Information (charges) regulations. Charges may be waived in certain circumstances.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****ROYAL ADELAIDE HOSPITAL****SECTION 1 – Policy Documents**

The Royal Adelaide Hospital has the following policy documents available:

- Annual Reports
- Clinical Practice
- Confidentiality
- Consent
- Customer Service
- Delegation of Authority
- Education and Training
- Equal Employment Opportunity
- Intellectual Property
- Occupational Health, Safety and Welfare
- Research

Arrangements can be made to obtain copies of any of these documents, or to inspect them by contacting the Freedom of Information Officer between 9 a.m. and 5 p.m., Monday to Friday on 8222 5353.

**SECTION 2 – Information Statement**

Copies of the Royal Adelaide Hospital Information Statement can be obtained by contacting the Freedom of Information Officer.

**SECTION 3 – Contact Arrangements**

Requests under the Freedom of Information Act for access to documents in the possession of the Royal Adelaide Hospital should be accompanied by a \$20.00 application fee and directed in writing to:

The FOI Officer  
Royal Adelaide Hospital  
Medical Admin  
Level 3  
Margaret Graham Building  
North Terrace  
ADELAIDE S.A. 5000

A reduction in fees may be applicable under certain circumstances.

**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
- Asbestos Register
- Operation and Maintenance Manual
- Residential Care Manual
- Annual Reports

## 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 4103

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****STRATHALBYN & DISTRICT HEALTH SERVICE****(FOI Agency H72)****SECTION 1 – Policy Documents**

The Board of Directors of the Strathalbyn & District Health Service acknowledges that to operate the health complex in an efficient and effective manner there is a need to adhere to specific policies and procedures. The following policy documents are all concerned with the general functioning of our health service:

- SAHC Accounting Policies
- SAHC Administrative Circulars
- SAHC Industrial Circulars
- SAHC Terms and Conditions of Employment
- Delegations of Authority Document
- MMSS Guidelines
- Residential Aged Care Guidelines
- Small Business Charter
- Aboriginal Employment
- ACHS Accreditation Guide
- Clinical Privileges Policy
- Complaints Policy
- Confidentiality Policy
- Disaster Plan
- Equal Employment Opportunity Policy
- Freedom of Information Policy
- Health Services Injury Management Manual
- Infection Control Guidelines
- Interpreter Services Policy
- Occupational Health Safety and Welfare Policy
- Pastoral Care Policy
- Patient Consent Guidelines
- Rehabilitation Policy
- Smoking Policy

## SECTION 2 – Information Statement

Copies of the Strathalbyn & District Health Service 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 for access to documents in the possession of the Strathalbyn & District Health Service should be directed in writing to:

The Freedom of Information Officer,  
Strathalbyn & District Health Service,  
14 Alfred Place, Strathalbyn, S.A. 5255

Enquiries may be directed to the FOI Officer by telephoning (08) 8536 2333.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****TAILEM BEND DISTRICT HOSPITAL****SECTION 1 – Policy Documents**

- Occupational Health Safety & Welfare Policy
- No Smoking Policy
- Equal Opportunity Policy
- Sexual Harassment Policy
- Administration Policy
- Medical Records Policy
- Admission and Discharge Policy
- Manual Handling Policy
- Emergency and Evacuation Policy
- Nursing Procedures Manual
- Accident and Emergency Manual
- Radiography Procedures 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 Tailem Bend District 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 the possession of Tailem Bend District Hospital should be accompanied by a \$20.00 application fee and directed in writing to:

The FOI Officer  
Tailem Bend District Hospital  
P.O. Box 63  
TAILEM BEND S.A. 5260

Enquiries should be directed to:

FOI Officer by telephoning the Tailem Bend District Hospital

Telephone: (08) 8572 5800

**FREEDOM OF INFORMATION ACT 1991**

**INFORMATION SUMMARY**

**of the**

**WAIKERIE HOSPITAL & HEALTH SERVICES INC.**

SECTION 1 – Policy Documents

The facility holds the following documents, some of which are open to inspection or purchase:

Policy and Procedure Files

These hold documents that are the basis for decision making and procedures.

These files are open to inspection. A fee may apply

Client Files

These files hold Personal Information on patients, clients and residents. Not available to the public.

Individuals may apply for access to their file. A fee may apply.

Other organisations may apply for access with client's written permission.

Administration File

These hold all documents concerned with the day to day management of the facility.

These files are open to inspection. A fee may apply.

All client files are kept in a secured area with authorised access only. All other general files are stored as hard copies or computerised – also in a secured area.

SECTION 2 – Information Statement

The most recent Information Statement is available.

SECTION 3 – Access Arrangements, Procedures and Points of Contact.

Applications to access documents held by the Waikerie Hospital & Health Services Incorporated should be made in writing and directed to:

The Freedom of Information Officer  
Waikerie Hospital & Health Services Inc.  
1 Lawrie Terrace  
WAIKERIE S.A. 5330

Telephone enquiries may be directed to the Freedom of Information Officer by telephoning (08) 8541 2300.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****WESTERN DOMCARE****SECTION 1 – Policy Documents**

Western DomCare is a Community Service Department of The Queen Elizabeth Hospital which is an agency of North Western Adelaide Health Service.

Western DomCare has the following policy documents available:

- Western DomCare Policy Manual
- Western Domcare Occupational Health and Safety Manual
- NWAHS General Policy manual
- NWAHS Human Resources Manual
- NWAHS Occupational Health and Safety Manual
- Corporate Services Guide and strategic overview Document
- Corporate Strategy and Business Plan Document
- Domiciliary Care in Adelaide – Services provided by Metropolitan Domiciliary Care Agencies
- Clients Rights and Responsibilities Brochure
- Fees for Client Services
- How to apply for a Waiver of Fees
- Implementation of Fees – Frequently asked questions

**SECTION 2 – Information Statements**

Copies of Western DomCare's Information Statement can be obtained, free of charge, by contacting the Freedom of Information Officer.

**SECTION 3 – Contact Arrangements**

Request under the FOI Act for access to documents in the possession of Western DomCare (such as client record files etc) should be accompanied by a \$20.00 FOI application fee with an application form.

The application form can be obtained from:

The FOI/Client Records Officer  
Western DomCare  
19-21A Belmore Terrace  
WOODVILLE PARK S.A. 5011

Additional search fees may apply. A reduction in the fee payable may be applicable in certain circumstances.

Enquiries may be directed to the FOI/Client Records Officer on (08) 8222 8155 between 9 a.m. and 5 p.m., Monday to Friday.

Inspection of information can be arranged by making an appointment with the FOI / Client Records Officer.

A charge relates to the provision of photocopies of information requested.

## 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 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 detriments, to which members of the public are or may become entitled, eligible, liable or subject.

#### Administrative Instructions:

Number	Issue	Instruction	Date
1	5	Visiting Hours	Nov 95
4	4	Access by Religious or Comm. Grps	Feb 95
5	6	Interpreter Service	Jun 99
9	4	Confidentiality & Release of Info	Feb 95
19	5	Policy for HRM & Development	Mar 98
27	5	Admission & Discharge Policy	Mar 97
29	4	School visits	Mar 98
35	1	Boarding Policy	Jun 99
35A	5	Boarder charges	Jun 99
41	2	Loaning hospital equipment	Oct 94
42	2	Outpts requesting pethidine etc	Apr 93
46	4	Quality Mgt Policy	Nov 98
62A	2	Complaints Policy	May 97
62B	2	Complaint Handling procedures	May 97
50	1	Mgt of adult victims of domestic viol.	May 96
51	1	Hospital tender evaluation	Sep 90
56	3	Volunteer Workers Policy	Nov 95
58	5	Work experience students	Oct 98
63	1	Use of Hosp. Facilities by outsiders	Sep 92
65	1	Monetary & equipment donations	Sep 92
67	2	Clients Rights & Responsibilities	Feb 98
74	1	Treatment of donation & fundraising	Aug 93
77	1	Aboriginal employment policy	Dec 93
89	1	Protocol for mgt of at risk children	Sep 95
90	1	Health Promotion policy	Jul 96
96	1	Discharge Planning Policy	Nov 98

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 98/99 Annual Report.

#### SECTION 3 – Agency Contact Arrangements

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

Manager Patient Services  
Whyalla Hospital & Health Services Inc.  
P.O. Box 267  
WHYALLA S.A. 5600  
Telephone: (08) 8648 8356  
Facsimile: (08) 8648 8505

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.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****WOMEN'S AND CHILDREN'S HOSPITAL**

## SECTION 1 – Policy Documents

- Acceptance of Donations 91/98
- Accreditation of Chaplains – 36/98
- Action in Cases of Actual or Suspected Harm to Infants/Children/Young People whilst in the WCH – 46/98
- Administration of Long Service Leave for Non-Operating and Research Grant Employees – 83/98
- Admission and Discharge Planning – 1/98
- Agreed Principles and Procedural Arrangements relating to Staffing – 43/98
- Alerts, Allergies and Warnings – 21/99
- Animal House Disease Prevention – 78/98
- Animal Usage – 51/98
- Authority to Access Person History Application Form (Police Check) – 81/98
- Baby BeBe's Association with Product Sponsorship and Promotions (including Food Companies) – 3/99
- Bed Management Guidelines – 40/98
- Behaviour Management in Hospital – 8/98
- Boarders – 22/99
- Breast Feeding Policy – 9/98
- Bullying , Harassment and Intimidation – 4/99
- Camps – Attendance by WCH Employees 88/98
- Casual Staffing – 94/98
- Centralised Room Bookings – 4/98
- Chaplaincy – 42/98
- Charges for the use of the Animal House Facility – 54/98
- Checking the Parenteral Administration of Therapeutic Substances – 14/99
- Clinical Placement / Experience (Non Employees) and disbursement of Revenue 45/98
- Compulsory WCH Pre-Employment and Pre-placements Health Assessments – 82/98
- Consent Policy – 14/98
- Consumer Complaints – 89/98
- Consumer Participation – 31/99
- Consumer Rights and responsibilities – 34/98
- Continuing Education – 85/98
- Contract Work – 41/98
- Corporate Image Guidelines – 33/98
- Covert Camera Surveillance at the WMC and Affiliated Health Units – 28/98
- Critical Incident Stress Management – 26/99

- Delegations of Authority – Finance, Human Resources and Supply – 66/98
- Delineation of Medical/Dental Clinical Privileges and Admitting Rights – 55/98
- Departmental Record Management – 86/98
- Development and Management of Policies – 92/98
- Development of Occupational Health, Safety and Welfare Policies – 67/98
- Domestic Violence – 60/98
- Electrical Safety – 16/98
- Email – 61/98
- Emergency Call System – 96/98
- Employee Immunisation – 27/98
- Equal Employment Opportunity – 48/98
- Ethical Guidelines for consumer Feedback – 35/98
- Fire Safety – 35/98
- Guidelines for Relationships between Women's and Children's Hospital staff and the Pharmaceutical Industry – 9/99
- Guidelines for the Anti Viral Treatment of Herpes Zoster and Varicella – 8/99
- Guidelines for the initial Treatment of Proven or Suspected Pneumococcal Meningitis – 8/99
- Guidelines for the management of Measles and Measles Contact – 98/98
- Guidelines for the management of Rubella and Rubella Contact during Pregnancy – 21/98
- Guidelines for the management of Varicella-zoster Infections and Varicella-zoster Contacts – 23/98
- Guidelines for the use of Complementary Medicines – 6/00
- Guidelines for the use of Non-Steroidal Anti-Inflammatory Drugs (NSAID's) for Post Operative, Obstetric and Gynaecological Indications – 7/99
- Hand Held Records – 2/00
- Health Promotion – 6/98
- Hospital Bylaws – 95/98
- Information Technology Security – 64/98
- Inpatient Leave – 29/98
- Institutional Statement on Scientific Practice – 50/98
- Internet – 62/98
- Management of Aggressive Behaviour – 32/98
- Management of Chemical Hazards in the Workplace – 71/98
- Management of patients colonised or infected with Methicillin-resistant Staphylococcus Aureus (MRSA) – 99/98
- Management of Staff and Patients exposed to or suspected of having Pertussis – 12/99
- Management of WCH Employees following a significant Non-Work Related Disability – 24/99
- Management of WCH Employees with Infectious Diseases – 38/98
- Management Protocol following Ingestion of Breast Milk from Someone other than the child's mother – 12/98
- Manual Handling – 73/98
- Media – 10/98
- Medical Record tracking – 15/99
- Microcomputers – 63/98
- Motor Vehicle Safety – 19/98
- Name Changes – 2/98

- Night Lights – 13/99
- Non Communal Use of Soft Toys – 22/98
- Occupational Health & Safety – 26/98
- Ownership of Equipment and Animals Purchased under Grant Funding – 53/98
- Paediatric Intensive Care Unit – 3/00
- Patient Inquiry – 16/99
- Patient Labels – 23/99
- Patient Master Index – 20/99
- Patient Transport – 77/98
- Patients Changing their Election During Admission – 30/98
- Performance Management – 15/98
- Personal Files – 3/98
- Possession of Prohibited Substances by Patients and Visitors – 13/98
- Pre-Employment and Pre-Placement Health Assessment – 1/00
- Pregnant Employees – 70/98
- Presence of a Chaperone During Physical Examination – 11/98
- Protocol for the Police Investigation into Unnatural or suspicious Deaths and injuries and/or Major Criminal activities at the WCH – 80/98
- Providing for Training of Mandated Notifiers under the Children’s Protection Act 1993 – 1/99
- Provision of Expert Consultant Services – 28/99
- Public Address System – 97/98
- Purchasing 20/98
- Qualified and Unqualified Neonatal Admissions – 25/99
- Quality Management – 58/98
- Rehabilitation – 72/98
- Release of babies, Children and Adolescents on discharge or temporary leave – 98/98
- Reprocessing of Re-use or Single Use Medical Devices – 93/98
- Research 87/98
- Responsibilities for Managing clinical investigations – 19/99
- Risk Management – 25/98
- Room Allocation to Patients with Contagious Diseases or Recent Contact with Contagious Diseases – 17/98
- Safety Sleeping Environments for Children Under 2 years of age who sleep in cots in the Hospital 75/98
- Safety Guarding for Plant and Machinery – 24/98
- Security and Access of Staff to Operating Theatres – 57/98
- Security of Patients and Patient Confidentiality – 17/99
- Sexual Harassment – 49/98
- Smoke Free Working Environment – 84/98
- Staff action when threatened during care delivery 2/99
- Staff Breastfeeding – 44/98
- Staff Selection – 6/99
- Staff Transport – 18/99
- Staff Travel, Accommodation and Conference Attendance – 11/99
- Staff Using Personal Vehicles on Hospital Business – 76/98
- Submissions – 37/98
- Suitable Partners for Hospital Fundraising – 5/99
- Trading Tables – 39/98

- Training and Development Policy – 5/98
- Uniform Policy/Dress Guidelines – 47/98
- Use of Multi-dose Vials and other Multi-use containers of Sterile Fluid for Injection or Irrigation – 18/98
- Use of the Chapel – 52/98
- Visitors with Contagious Diseases – 27/99
- Waste Management – 7/98
- Weapons or Explosive Devices – 4/00
- Windows 95 – 65/98
- Work Experience – 74/98

## 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 \$20.00 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 1999. Copies of this document can be obtained from the Public Relations Department.

Telephone enquiries in relation to patient information and FOI requests should be directed to the Patient Information Officer on (08) 8204 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****WOMEN'S HEALTH STATEWIDE****SECTION 1 – Policy Documents**

- Assessment and Management of Health Problems
- Client Complaints Procedure
- Client Record System
- Conflict Resolution Procedure
- Consumer Rights Policy
- Early Detection Policy
- Education, Training and Development Policy
- Health Promotion Policy
- Infection Control Policy
- NESB Policy
- Occupational Health and Safety Policy
- Personal Safety Policy
- Program Records Procedure
- Quality Assurance Policy

**SECTION 2 – Information Statement**

Copies of the above documents can be obtained by contacting the Centre.

**SECTION 3 – Contact arrangements**

Applications under the Freedom of Information Act 1991, for access to documents in the possession of Women's Health Statewide should be directed to:

The Director  
Women's Health Statewide  
64 Pennington Terrace  
NORTH ADELAIDE S.A. 5006  
Telephone (08) 8267 5366  
Toll Free: 088 182 098  
9 a.m. – 5 p.m. weekdays

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****YARROW PLACE RAPE & SEXUAL ASSAULT SERVICE****SECTION 1 – Policy Documents:**

Yarrow Place is a community service of the Women's and Children's Hospital and is funded by the Department of Human Services. The service works within the following philosophical and service delivery frameworks:

- A victim's rights approach:
- A social health view of rape and sexual assault:
- A primary health care approach:
- A health promotion approach:
- A feminist analysis of rape and sexual assault

Yarrow Place has the following policy documents available:

- Annual Reports
- Consumer Rights and Responsibilities (W&CH)
- Departmental Record Management (W&CH)
- Ethical guidelines for consumer feedback (W&CH)
- Medical Record tracking (W&CH)

Arrangements can be made to obtain copies of any of these documents, or to inspect them on the 2<sup>nd</sup> Floor, Norwich Centre, 55 King William Road, North Adelaide, 9 a.m. – 5 p.m., Monday to Friday, by contacting the FOI Officer.

**SECTION 2 – Information Statement**

Copies of the Yarrow Place 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 Yarrow Place Rape and Sexual Assault Service should be accompanied by a \$20.00 application fee and directed in writing to:

The FOI Officer  
Yarrow Place  
G.P.O. Box 620  
NORTH ADELAIDE S.A. 5006

Enquiries may be directed to the FOI Officer or the Director, telephone (08) 8226 8777 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT OF INDUSTRY & TRADE****SECTION 1 – Policy Documents**

The Policy documents held by the Department of Industry & Trade are:

- Staff Induction Program
- Records Management Policy & Procedures
- Occupational Health, Safety & Welfare in the workplace
- First Aid in the Workplace
- Workers Compensation
- Fire Safety and Evacuation in the workplace
- No Smoking Policy
- Psychological Health Policy – Stress Prevention
- Screen-based Equipment Policy
- Manual Handling Policy
- Freedom from Sexual Harassment Policy
- Policy on Purchases and Hazardous Substances
- Discipline Guidelines
- 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 material, including brochures, CDs and other printed matter is available. 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 Department of Industry & Trade should be directed in writing to:

The FOI Officer  
Department of Industry & Trade  
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.

**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
- 48/52 Working Arrangement 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
- Computer Training Policy
- Computing Developments Policy
- Email User Policy
- Licensing and Copyright Policy
- Network User Policy
- Virus Protection Policy
- Accounts Receivable Policy
- Communicable Disease Policy
- Counselling and Rehabilitation Policy
- Drug and Alcohol Policy
- First Aid Policy
- Manual Handling Policy
- No Smoking Policy
- Occupation Health, Safety and Welfare Policy
- Policy for Employment of Contract Staff
- Policy for Occupational Violence
- Purchasing and Commissioning Policy
- Remote and Isolated Policy

**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 \$20.00 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 \$30.00 per hour applies and a deposit may be required. A reduction in the fee payable may be applicable in certain circumstances.

Enquires may be 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****REGISTRAR OF BIRTHS DEATHS AND 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**

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 19/01/98);

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, 07/07/97);

Information sheet “Important information for couples wishing to be married at the Registry Office” (paper re-issued by the Registrar, 05/09/00);

“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 04/05/99);

“Access to birth and death registration statements” (staff instruction dated 09/01/98);

“Addition of parentage details after registration of birth” (staff instruction dated 02/07/99);

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

## SECTION 2 – Information Statement

The most recent FOI Information Statement is dated 05/09/00.

## 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 of Chesser House at 91 Grenfell Street, Adelaide. The postal address is G.P.O. Box 1351, Adelaide, S.A. 5001.

General telephone: 08 8204 9599

Fax: 08 8204 9605

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

The Commissioner for Consumer Affairs and the Corporate Affairs Commissioner are both agencies for the purposes of the *Freedom of Information Act 1991*. Both offices are occupied by the same incumbent. The Commissioner 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 & 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**

- Customer service standards
- Assistance to traders
- Officers holding disputed payments
- Mediation policy
- Conciliation conference guidelines

#### BUSINESS & OCCUPATIONAL SERVICES

- Extension of time to lodge returns
- Reinstatement of surrendered or cancelled licences/ registrations
- Charging fees for mutual recognition application
- Accepting telephone credit card payments
- Security & investigation Agents-evidence of enrolment
- Approving training courses for security & investigation agents
- Approving computerised systems for keeping trust account records
- Applying for contractors licence building work supervisor

#### SECTION 2 – Information Statement

A copy of the Office of Consumer & Business Affairs Information Statement is contained within the Commissioner for Consumer Affairs' Annual Report. Copies are available from Information SA, Australis Centre, 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 & Business Affairs should be made in accordance with the provisions of that Act to:

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

Telephone: 8204 9659  
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*

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*are available at any branch of the Office of Consumer & Business Affairs.*

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****EMERGENCY SERVICES ADMINISTRATIVE UNIT (ESAU)****Background**

- The Emergency Services Administrative Unit was established 1 July 1999 to provide strategic, corporate and support services to the South Australian emergency services, i.e. SA Metropolitan Fire Service (SAMFS), Country Fire Service (CFS) and the State Emergency Services (SES).
- Operational firefighters from the SAMFS and CFS are not included in the Unit.
- Operational SES Officers are included, however their operational identity is to be preserved.
- The Unit is part of the Justice Portfolio and includes administrative or non-operational staff from SAMFS and CFS, and all staff from the SES.

The objective of the Unit is to better achieve public safety outcomes through a more strategic, integrated, responsive and efficient approach to support services. The establishment of the Unit will achieve a more flexible workforce providing agreed services to the operational emergency service agencies.

**SECTION 1 – Policy Documents**

ESAU has the following policy documents available:

Annual Report (which include financial matters) (1999-2000 only)

**Policies – Administrative**

- Flexitime
- Uniforms
- Air Travel Arrangements
- Vehicle usage
- Risk Management
- Mobile Telephone Usage
- Risk Management Policy Statement

**Policies – Finance**

Purchase Authorities  
Expenditure Authorities  
Disposal Authority  
Corporate Credit Cards  
Asset Management  
Expenses Reimbursement

**Policies – Occupational Health, Safety & Welfare**

OHS&W Policy  
OHS&W Terms of Reference  
OHS&W Committee Principles, Procedures & Policies  
Rehabilitation Policy & Procedures  
Accident/Injury Newsletter

**SECTION 2 – Information Statement**

Copies of the ESAU 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 ESAU should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
Emergency Services Administrative Unit  
G.P.O. Box 2706  
ADELAIDE S.A. 5001

Copies of the Emergency Administrative Services Unit Annual Report will be available by applying in writing to the Chief Executive Officer, Emergency Administrative Services Unit, G.P.O. Box 2706, Adelaide, S.A. 5001.

Fees for access to documents in the possession of the Emergency Services Administrative Unit are as prescribed by regulation.

Enquiries may be directed to the FOI Officer, telephone (08) 8463 4057 between 9 a.m. and 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT FOR CORRECTIONAL SERVICES****SECTION 1 – Policy Documents**

The Department for Correctional Services Act was assented to on 29 April 1982.

The Department for Correctional Services has the following policy documents available:

- Annual Reports.
- Business Plan.
- Victim Services Unit information pamphlet.

These documents can be obtained from the reception area, 6<sup>th</sup> Floor, 25 Franklin Street, Adelaide. Phone (08) 8226 9000.

**SECTION 2 – Information Statement**

Other information can be found from visiting the Web Site:

<http://www.corrections.sa.gov.au>

**SECTION 3 – Contract Arrangements**

Requests under the Freedom of Information Act for access to documents in the possession of the Department for Correctional Services should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
Department for Correctional Services  
P.O. Box 1747  
ADELAIDE S.A. 5001

For request which may take more than two hours to complete additional charges of \$30 an hour applies. In addition the applicant may be required to pay for photocopying, photos or tapes. A reduction in fee may be applicable in some circumstances.

Enquiries may be directed to the FOI Officer, telephone (08) 8226 9067  
or (08) 8226 9124, business hours Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****COUNTRY FIRE SERVICE**

(FOI Agency No. G79)

**SECTION 1 – Policy Documents**

- CFS Strategic Plan
- CFS Board Policy Manuals
- Standards of Fire and Emergency Cover
- Chain of Command – Operational and Incident Management Responsibilities
- Corporate Communications Plan
- CFS Occupational Health and Safety Manual
- CFS Rehabilitation Manual

**SECTION 2 – Information Statement**

A copy of the of the CFS Information Statement can be obtained for a fee of \$5.00 via the contact arrangements below.

**SECTION 3 – Contact Arrangements**

All enquiries and application under the Freedom of Information Act 1991 in relation tot he CFS should be made in accordance with the provisions of that Act to:

The Freedom of Information Officer  
Country Fire Service  
G.P.O. Box 2468  
ADELAIDE S.A. 5001

Telephone enquiries to that Officer on (08) 8463 4200  
from 9 a.m. to 5 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****EQUAL OPPORTUNITY COMMISSION**

The Equal Opportunity Commission is responsible for the administration of the Equal Opportunity Act 1984, as amended and has statutory responsibilities in relation to the Local Government (Management Provisions) Act 1991, the Senior Secondary Assessment Board of South Australia Act 1983 as amended in 1990 and the Whistleblowers Protection Act 1993.

**SECTION 1 – Policy Documents**

The Commission operates in accordance with the following policy and procedural documents:

- The Commission Plan
- Management Processes of the Commission
- Administrative Policies and Procedures which are consistent with the Commissioner for Public Employment's Circulars and Determinations
- Information and Advisory Service Policies and Procedures
- Complaint Handling Policies and Procedures

**SECTION 2 – The Commission's most recent Information Statement**

The Commission provides its Information Statement regarding the Agency's structure, function and services in the Commissioner's Annual Report.

**SECTION 3 – Contact person for obtaining access to the Commission's documents:**

Freedom of Information Officer  
Equal Opportunity Commission  
G.P.O. Box 464  
ADELAIDE S.A. 5001

Telephone: 8207 1977

Hours Monday to Friday, 8.45 a.m. to 5 p.m.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****LEGAL SERVICES COMMISSION****SECTION 1 – Policy Documents**

The Legal Services Commission has the following documents which may be inspected free of charge:

- Assignments Policy Manual
- Agreement between the Commonwealth of Australia and the State of South Australia in relation to the Provision of Legal Assistance 1997
- The Practitioner's Guide to Legal Aid.

**SECTION 2 – Information Statement**

An Information Statement complying with Section 9(2) of the Act was published in the Annual Report 1999.

**SECTION 3 – Procedures for Inspecting and Purchasing Policy Documents**

Requests for access to documents in the possession of the Legal Services Commission should be directed in writing to:

The Freedom of Information Officer  
Legal Services Commission  
G.P.O. Box 1718  
ADELAIDE S.A. 5001

Enquiries may be directed to the Freedom of Information Officer by telephoning (08) 8463 3555.

**Place and Times for Inspection and Purchase:**

Arrangements can be made to inspect these documents at 82-98 Wakefield Street, Adelaide between 9 a.m. and 5 p.m. on ordinary working days. Copies may be purchased at a fee of 50 cents per page, which may be waived in appropriate cases.

By prior arrangement with the Freedom of Information Officer, these documents may also be inspected and copies purchased at any of the Legal Services Commission's Regional offices:

Elizabeth Office  
Ground Floor, Windsor Building  
Elizabeth City Centre  
ELIZABETH S.A. 5112

Modbury Office  
4 Smart Road  
MODBURY S.A. 5092

Noarlunga Office  
Ground Floor, Noarlunga House  
NOARLUNGA CENTRE S.A. 5168

Whyalla Office  
25 Forsyth Street  
WHYALLA S.A. 5600

Port Adelaide Office  
2 Marryatt Street  
PORT ADELAIDE S.A. 5015

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****OFFICE OF THE LIQUOR AND GAMING COMMISSIONER**

Incorporating:           Liquor Licensing and Administration  
                                  Gaming Machine Licensing and Administration  
                                  Casino Regulation

Acts Administered:  
                                  Liquor Licensing Act 1997  
                                  Gaming Machines Act 1992  
                                  Casino Act 1997

**SECTION 1 – Agency Policy Documents**

The following are policy documents of the Office of the Liquor and Gaming Commissioner:

**• Practice directions of the Licensing Court**

Including:

- ↻ adjournment letters
- ↻ amendments to practice directions
- ↻ calling matters on at short notice
- ↻ cancellation of practice directions
- ↻ completed applications
- ↻ contested hearings
- ↻ Court exhibits
- ↻ Court and Commissioner's listing arrangements
- ↻ dispensation to advertise
- ↻ extract from Reasons for Decision and Extended Trading
- ↻ entertainment consent
- ↻ failure to comply with practice direction
- ↻ financial documentation
- ↻ special circumstances licence conditions
- ↻ hearing delays
- ↻ lodgement of applications with Court
- ↻ lodgement of documents
- ↻ planning matters
- ↻ reserve cases

↪ section 59 certificate for proposed premises, section 62 certificate for removal

- **Commissioner's Circulars (and Administrative Instructions/Directions)**

including:

- ↪ access to Divisional (Office) records
- ↪ accounting procedures following the withdrawal of 1 cent and 2 cent coins
- ↪ change of director/shareholder
- ↪ complaints for disciplinary action pursuant to sections 119, 120
- ↪ entertainment consent
- ↪ fee recommendation process
- ↪ guidelines relating to limited licence
- ↪ inspection of premises at short notice
- ↪ liability to repay licence fee under section 451(1) of the Companies Code
- ↪ licence fee collection procedure
- ↪ licence fee payable on the surrender or revocation of a licence
- ↪ limited licences - complaints on noise or other disciplinary matters at licensed premises.
- ↪ lodgement of plans with application for removal/new licence
- ↪ notification required should the Commissioner intend to intervene in processing of conciliation of complaint orders
- ↪ procedure for processing applications relating to a licence
- ↪ provision of postal address prior to suspension of licence
- ↪ receipt of cheques
- ↪ receipt of personal/company/club cheques
- ↪ referral of proceedings to the Licensing Court - section 17(c)
- ↪ requests from individuals/organisations to provide interpretation of practice directions, lodgement of documents for gaming & liquor
- ↪ section 62 certificates
- ↪ suitability of premises for entertainment consent
- ↪ views of the local police in relation to extended trading

- **Reason for judgements of the Licensing Court and significant decisions of the Liquor and Gaming Commissioner**

- **Annual Reports**

↪ The Liquor and Gaming Commissioner is not required to report under the Liquor Licensing Act 1997, however the parent agency has a section on Liquor Licensing activities.

There is a requirement to do so under the Gaming Machines Act 1992. The Gaming Supervisory Authority is responsible for the Annual Report under the Casino Act 1997.

- ↗ An information statement was released by the Office of the Liquor and Gaming Commissioner as of 1 January 1993, amended July 2000.

SECTION 3 – Contact Arrangements

- ↗ Access to the agency's policy documents and information statement can be arranged by contacting the Business and Corporate Services Manager at the Office of the Liquor Licensing Commissioner, 9th Floor, East Wing, GRE Building, 50 Grenfell Street, Adelaide 5000 (telephone (08) 8226 8493, fax (08) 8226 8512).
- ↗ Current copying fee per page will be made for copies of policy documents, the Information Statement and the Information Summary.
- ↗ Office hours are 8 a.m. to 5.30 p.m. weekdays (excluding public holidays).

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****PUBLIC TRUSTEE OFFICE**

## Agency Overview

The Public Trustee, a division of the Attorney-General's Department, is a body corporate with perpetual succession operating under the Public Trustee Act 1995. Apart from its office in the Adelaide CBD, it has two branches in country regions of South Australia and conducts a willmaking service at a number of metropolitan or near country locations.

The Public Trustee may be appointed to act:

- (a) as an executor of the will, or administrator of the estate of any deceased person,
- (b) as a trustee, administrator or manager of any property,
- (c) as a custodian, curator or stakeholder of any property,
- (d) as an agent or attorney,
- (e) as the committee or guardian of a person of unsound mind,
- (f) as a next friend or guardian of an infant, or
- (g) in any other capacity prescribed under legislation.

## SECTION 1 – Policy Documents

The following are the policy documents which relate to the corporate operation of the Public Trustee and to the procedures for the administration of estates:

- (a) Strategic and Financial Plans
- (b) Internal Audit Plan
- (c) Emergency Procedures Manual,
- (d) Delegation of Authority of the Public Trustee pursuant to Section 8 of the Public Trustee Act 1995
- (e) Accounting and Internal Control Manual
- (f) Policy & Procedures Manual
- (g) Internal Control Policies

## SECTION 2 – Information Statement

The most recent Statement is dated November 1999.

## SECTION 3 – Contact Arrangements

The agency's policy documents and Information Summary may be accessed through the Manager, Corporate Services who is available at:

Public Trustee Office  
25 Franklin Street  
ADELAIDE S.A. 5000

Telephone: 8226 9279

Office hours are 8.45 a.m. to 5 p.m. Monday to Friday (excepting Public Holidays).

### **Fees and Charges**

Public Trustee will levy such fees and charges as are prescribed in the current regulations under the South Australian Freedom of Information Act 1991.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****SOUTH AUSTRALIA POLICE SERVICE**

## SECTION 1 – Policy Documents

Corporate Service

Support Branch  
Administration Branch  
Financial & Business Advisory Services  
Supply Branch  
Property Branch  
Expiation Notice Branch  
Corporate Budget Branch  
Fleet Services Branch

Crime Support Service

Strategy & Support Branch  
Victims of Crime Branch  
Major Crime Investigation Branch  
Drug & Organised Crime Investigation Branch  
Serious Fraud Investigation Branch  
Investigation Support Branch  
Forensic Services Branch

Human Resources Service

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

Information Systems & Technology Service

Security Branch  
Customer Service Branch  
Business Consulting & Planning Branch  
Infrastructure Branch

Applications Branch  
Operations Support Services

Operations Co-ordination Branch  
Major Event Planning & Operations Intelligence Branch  
Firearms Branch  
Special Tasks & Rescue Group  
Communications Branch  
Traffic Support Branch  
Prosecution Services Branch  
Transit Services Branch  
Community Programs Support Branch

Ethical & Professional Standards Services

Professional Conduct Branch  
Service Enhancement Branch  
Internal Investigation Branch

Southern Operations Service

Southern Operations Service Executive Management  
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

Northern Operation Service

Northern Operations Service Executive Management  
Barossa Yorke Local Service Area  
North East Local Service Area  
Far North Local Service Area  
Elizabeth Local Services Area  
Holden Hill Local Service Area  
West Coast Local Service Area  
Mid West Local Service Area  
Port Adelaide Local Service Area

Anti-Corruption Branch

Anti-Corruption Branch

Strategic Development Branch

Police Solicitor's Services

Policy & Project Services

Statistical Services

Planning & Evaluation Services

SECTION 2 – Information Statement

A copy of SAPOL's Information Statement can be found in the 1999/2000 annual report.

SECTION 3 – Contact Details

Requests under the FOI Act for access to documents in the possession of SAPOL should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
SA Police  
G.P.O. Box 1539  
ADELAIDE S.A. 5001

Telephone: 8204 2480

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****STATE ELECTORAL OFFICE**

(FOI Agency No. G271)

## SECTION 1 – Policy Documents

The Office has the following policy documents:

- Occupational Health Safety and Welfare
- Non-Smoking in the Workplace
- First Aid
- Manual Handling
- Plant and Equipment
- Working in Isolation outside Normal Hours
- Hours of Driving
- Equal Employment Opportunity
- Sexual Harassment in the Workplace
- Social Justice
- Personal Computer Policy
- Procedure for handling alleged offences under the Electoral Act
- Privacy researchers
- Non-voters
- Distribution of Information (*a*) extracted from the Electoral Database and (*b*) on alpha microfiche lists
- Time Keeping

## SECTION 2 – Information Statement

The Annual Report for 1998-99 available for inspection at the agency premises in Rose Park, contains recent information on the agency and its affairs deemed to be consistent with the reporting requirements under Section 9 of the Freedom of Information Act 1991.

### SECTION 3 – Contact Arrangements

All enquiries and applications by the public under the Freedom of Information Act may be made to:

Freedom of Information Officer  
State Electoral Office  
134 Fullarton Road  
ROSE PARK S.A. 5067

Telephone: (08) 8401 4300

Contact hours: 9 a.m. – 5 p.m. Monday to Friday

The Electoral Districts Boundaries Commission has separate arrangements and queries should be addressed to:

The Secretary  
Electoral Districts Boundaries Commission  
G.P.O. Box 646  
ADELAIDE S.A. 5001

### Charges

Fees and charges in relation to information requests under the Freedom of Information Act 1991 can be obtained on application to the Office and are dependent on the nature, complexity, amount and frequency of data required. Fees are waived in certain circumstances at the discretion of the Chief Executive Officer.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****ADELAIDE YOUTH COURT****SECTION 1 – Policy Documents**

The Youth Court Act 1993, came into operation on 1 January 1994. It provides for the establishment of the Youth Court of South Australia. The Youth Court is a court of record, and as such, the results of all matters must be recorded and retained.

The Youth Court of South Australia has jurisdiction to hear and determine proceedings under the Children's Protection Act 1993, and has civil and criminal jurisdictions conferred on it by the Young Offenders Act 1993.

The Youth Court is a "closed" court. Part 6 of the Youth Court Act 1993, clearly defines who may be present in court. These persons include, officers of the court, officers of the Department of Family and Youth Services, legal representatives, witnesses, guardians, victims, media, or any other person authorised by the court.

Section 63C of the Young Offenders Act 1993, places restrictions on reports of proceedings. It states that a person must not publish by radio, television, newspaper, or in any other way, a report of proceedings in which a child or youth is alleged to have committed an offence. A breach of this Section will result in an offence attracting a fine of \$10 000.

**SECTION 2 – Who May Access**

Only those persons who have appeared in the Youth Court, are entitled to information. Insurance companies acting on behalf of a victim, are also entitled to the result of the hearing of the matter in which their client was involved.

### SECTION 3 – Contact Arrangements

A request for information for access to files/documents held by the Youth Court of South Australia, should be directed in writing to:

The FOI Officer  
Adelaide Youth Court  
P.O. Box 727  
ADELAIDE S.A. 5001

Personal application can be made to 75 Wright Street Adelaide, or telephone, (08) 8204 0330 between 9 a.m. and 5 p.m. Monday to Friday. Insurance Companies may apply in writing for information. Other parties must apply in person and produce identification.

There is no fee for the provision of information, but if photocopies are required, the cost is \$2.00 per copy.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT OF THE PREMIER & 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 Administrative 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

Commissioners Circulars (CC), Commissioners Determinations (CD) and Memorandum to Permanent Heads (MPH)

- CC6 Discipline and Disciplinary Appeals
- CC14 Recognition of Prior Service for Leave Purposes
- CC15 Sexual Harassment
- CC25 Special Leave Without Pay
- CC26 Work Experience Programs
- CC27 Attendance Records
- CC30 Use of Government Vehicles
- CC31 Guidelines for Public Servants Appearing Before Parliamentary Committees
- CC32 Guidelines for Access by Members of Parliament to Public Servants
- CC34 Flexitime Guidelines
- CC35 Resignation, Retirement and Re-employment
- CC37 Part-Time Employment
- CC38 Salary and Increment Determination
- CC40 Personal Files
- CC41 Policy Direction on Management Services
- CC46 Sick Leave
- CC47 Recreational Leave
- CC48 Long Service Leave
- CC49 Special Leave With Pay
- CC52 Employment Outside the Public Service
- CC53 Senior Officer Selection
- CC56 Invalidity Retirement / Temporary Disability
- CC59 Traffic Infringement Expiation Notices / Parking Offence Notices
- CC64 Guidelines for Ethical Conduct
- CC66 Transfer / Retirement of Incompetent Employees
- CC69 Whistleblowers Protection Act
- CD7 Work Placement for Tertiary Students
- CD16 Acceptance of Application for Position Advertised on the Weekly Notice

- CD21 Transport / Travel Reimbursement for Employees with a Permanent Disability  
CD26 Cadetships  
CD30 Career Start Traineeships  
MPH130 Equal employment opportunities (Duties and responsibilities)  
MPH138 National Employment Strategy for Aboriginals  
MPH246 Payment of registration fees for professional officers  
MPH314 Release of delegate's reasons for decision on classification matters

#### 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 1999-2000.

#### SECTION 3 – Contract Arrangements

Requests to access documents should be forwarded to:

Freedom of Information 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****DEPARTMENT OF PRIMARY INDUSTRIES AND  
RESOURCES**

## Important Notice

The Department of Primary Industries and Resources consists of all or components of these previous State Government agencies:

- Department of Mines
- Department of Primary Industries
- Office of Energy Policy
- South Australian Research and Development Institute

The Department will use the day-to-day name Primary Industries and Resources SA and the acronym PIRSA.

The information summary which follows is arranged in the principal Divisions of the Department, namely:

## Food and Fibre

- Agricultural Industries
- Fisheries
- Aquaculture

## Mineral and Energy Resources

- Mineral Resources
- Petroleum

## Office of Energy Policy

## South Australian Research and Development Institute

## Sustainable Resources

Affiliated agencies using the Department's Freedom of Information resources-

Enquiries under Freedom of Information about the following should be directed to the Freedom of Information Coordinator detailed in the final entry of this Information Summary:

- Advisory Board of Agriculture
- Animal Ethics Committee
- Beekeeper's Compensation Fund Committee
- Cattle Compensation Fund Advisory Committee
- Deer Compensation Fund Advisory Committee
- District Soil Conservation Boards
- Phylloxera and Grape Industry Board
- Potato Industry Trust Fund Committee
- Poultry Meat Industry Committee
- Soil Conservation Council
- South Australian Rural Advisory Council
- Stock Medicines Board
- Swine Compensation Fund Advisory Committee

Affiliated agencies which utilise their own Freedom of Information resources-

- Animal and Plant Control Commission and its associated agencies, namely:
  - Animal and Plant Control Advisory Committee
  - Animal and Plant Control Boards
  - Box Flat Dingo Control Committee
  - Deer Advisory Committee
  - Exotic Animals Advisory Committee
  - Exotic Birds Advisory Committee
- Australian Barley Board
- Citrus Board of SA
- Dairy Authority of SA
- Dried Fruits Board
- Meat Hygiene Advisory Council
- South Eastern Water Conservation and Drainage Board
- Veterinary Surgeons Board

Persons wishing to make use of the Freedom of Information Act are reminded that the Act provides guidelines for public access to official documents and records of Government. Prospective applicants are encouraged to first discuss their needs with the designated FOI Officers listed in this summary.

Unless the applicant is entitled to fee concessions under the Act, application must be accompanied by a payment of \$20. Depending on circumstances further payments set by the regulations may be necessary.

## **FOOD AND FIBRE**

### AGRICULTURAL INDUSTRIES

#### SECTION 1 – Information and Policy Documents

Agricultural Industries is an information provider. Much of that information is summarised in its Publications List which cites all of the advisory publications available to the public and their prices.

Various policy documents are available when in stock.

#### SECTION 2 – Information Statement

An Information Statement for Agriculture was published in December 1992. Despite organisational changes since then the statement remains useful in providing the following information, or the location of such information:

- functions of the Agriculture Division (Agricultural Industries)
- how those functions affect the public
- how the public may participate in policy development
- the kinds of documents the agency holds
- how the public may access and amend agency documents

#### SECTION 3 – Contact Arrangements

See final entry of the Information Summary

## FISHERIES & AQUACULTURE

### SECTION 1 – Policy Documents

#### FISHERIES MANAGEMENT

##### **Licence Issue/Transfer**

Licence Splitting

Transfer of Marine Scalefish Fishery Licence

Transfer/Amalgamation of Lakes and Coorong Fishery Licence

Two Licences Operated from One Board

##### **Gear Registration**

Registration of Nets – Marine Scalefish Fishery

Registration of Nets < 15cm – Rock Lobster Fishery

Registration of Longlines – Marine Scalefish Fishery and Rock Lobster Fishery

Registration of Octopus Pots – Marine Scalefish Fishery and Rock Lobster Fishery  
Registration of Scallop Dredges – Marine Scalefish Fishery and Rock Lobster Fishery  
Registration of Hoop Nets and Drop Nets  
Registration of Drop Lines  
Registration of Fish Traps

### **Replacement Master**

Replacement Master – Abalone and Scallop Fisheries  
Replacement Master While Attending Meetings  
Replacement Master Provisions – Days Available  
Procedures for Notifying and Recording Relief Days  
Registration of Master/Temporary Master

### **Replacement Boat**

Temporary Replacement Boat  
Temporary Use of Pots from Boat  
Prawn Boat Restrictions

### **Quota**

Salmon Quota  
Snapper Quota  
Mulloway Quota

### **ADMINISTRATION**

Health and Safety Policy  
Rehabilitation Policy  
Smoking Policy

### **AQUACULTURE**

Collection of Yabbies/Marron Broodstock  
Transfer of Aquaculture Lease and Licence  
Aquaculture Management

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

See Equivalent Section Under AGRICULTURAL INDUSTRIES and read as if Fisheries/Aquaculture.

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

See Final Entry of this Information Summary



## **MINERALS AND ENERGY RESOURCES**

### **MINERAL RESOURCES AND PETROLEUM**

(formerly Mines and Energy South Australia or MESA)

#### **SECTION 1 – Policy Documents**

- Aboriginal Affairs Strategic Plan (1995-1996)
- Aboriginal Site Avoidance Policy July 1996
- Environmental Policy
- Equal Opportunity Policy
- Fire and Emergency Manual
- Information Technology Security Plan (draft)
- Manual Handling Policy
- MESA Administration Policy
- MESA's Divisional Strategic Plans
- Occupational Health and Safety (OH&S) Policy
- OH&S Information Series Policy Manual
- No Smoking Policy
- Rehabilitation Policy and Procedures
- Sexual Harassment Policy
- Work Related Travel Policy

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

The Mines and Energy Information Statement was published in the former MESA's Annual Report. A copy of the Information Statement may also be obtained by contacting the Freedom of Information Coordinator detailed in the final entry of this Information Summary.

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

See Final Entry of the Information Summary

## **OFFICE OF ENERGY POLICY**

#### **SECTION 1 – Policy Documents**

- 1.\* Air Travel
2. Authority to incur expenditure
3. Changes to Staff Location
4. Contact with the Media
5. Determining Remuneration Levels
6. Divisional Status
7. Energy Division Library Responsibility

8. Entering Contracts
9. Equal Opportunity Policy
10. Executive Officer
11. Flexi-time
12. Follow-up Procedures for Actions Initiated by the Acting CEO
13. Ministerial KPIs (Key Performance Indicator)
14. Private Vehicle use on Government Business
15. Procedures for Ordering Goods
16. Purchasing Procedures
17. Removal of Files from Compactus
18. Request from the Minister for Energy's Office
19. Security
20. Smoking in the Workplace
21. Staff Keyboard Support
22. Staff Performance Appraisal
23. Staff Recruitment
24. State Fleet Vehicle Hire
25. Use of Cabcharge Vouchers
26. Use of Corporate Credit Card
27. Use of Government Motor Vehicle
28. Fire and Emergency Manual
29. Information Technology Security Plan (draft)
30. Manual Handling Policy
31. Strategic Plans
32. Occupational Health and Safety (OH&S) Policy
33. OH&S Information Series Policy Manual
34. Rehabilitation Policy and Procedures
35. Sexual Harassment Policy
36. Work Related Travel Policy

\* Designated numbers

## SECTION 2 – Information Statement

The Office of Energy Policy Information Statement was published in its previous Annual Reports. A copy of the Information Statement may also be obtained by contacting the Freedom of Information Coordinator detailed in the final entry of this Information Summary.

## SECTION 3 – Contact Arrangements

See Final Entry of this Information Summary

## **SOUTH AUSTRALIAN RESEARCH AND DEVELOPMENT INSTITUTE**

### **SECTION 1 – Policy Documents**

The South Australian Research and Development Institute (SARDI) has the following policy documents available free of charge:

- Strategic Plan
- Small Business Charter

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

A copy of SARDI's Information Statement can be obtained by contacting the Freedom of Information Coordinator detailed in the final entry of this Information Summary.

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

See Final Entry of this Information Summary.

## **SUSTAINABLE RESOURCES**

See AGRICULTURAL INDUSTRIES and read as if Sustainable Resources.

## **CONTACT ARRANGEMENTS**

Applications under the Freedom of Information Act 1991 for access to documents held by any Division of PIRSA should be made in accordance with the Act and directed to:

Freedom of Information Co-ordinator  
Primary Industries and Resources SA  
G.P.O. Box 1671  
ADELAIDE S.A. 5001  
Telephone: (08) 8226 0452  
Facsimile: (08) 8463 3361

Enquiries concerning Information Statements also may be made to the above.

**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 Primary Industries and Resources 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:

- Proclaimed Plant Policies.
- Policy on the Management of Dingo Populations in South Australia.
- Policy Relating to Feral Goats.
- Policy on Deer in South Australia.
- Livestock Sale Inspection Policy.
- Code of Practice for Managing Fodder to Reduce the Spread of Proclaimed Plants.
- Policy for the Establishment of a Single Council Board.
- Policy on the Funding of Animal and Plant Control Boards.
- Animal and Plant Control Manual
- Handbook for Vertebrate Pests Control

- Annual reports of the:
  - Animal and Plant Control Commission
  - Pest Plants Commission
  - Vertebrate Pests Control Authority
- Policy on the establishment and funding of animal and plant control boards
- Policy on the funding of animal and plant control boards
- Policy on the Keeping and Sale of Rabbits in South Australia
- Crown Lands Program Budget Setting Policy
- Policy on Guarantees of Board Loans
- Risk Assessment and Management of Olives
- Strategic Plan of the Animal and Plant Control Commission

Arrangements can be made to inspect any of these documents at the Soil & Water Environs Centre, Entry 4, Waite Road, Urrbrae between 8.45 a.m. and 5 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.

## SECTION 3 – Contact Arrangements

Requests under the Freedom of Information Act for access to documents in the possession of the Animal and Plant Control Commission should be accompanied by a \$20 application fee and directed in writing to:

FOI Contact Officer  
Animal and Plant Control Commission  
G.P.O. Box 1671  
ADELAIDE S.A. 5001

Phone enquires: Executive Officer: (08) 8303 9500.

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

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

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

- Annual Report, incorporating a statement of accounts audited by the Auditor-General's Office, submitted to the Minister for tabling on or before 30 September each year.
- 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).

**SECTION 2 – Information Statement**

The Information Statement of the Veterinary Surgeons Board was last published in the *Government Gazette* in 1998. The most recent Information Statement of the Veterinary Surgeons Board can be obtained, free of charge, by contacting the Registrar.

**SECTION 3 – Contact Arrangements**

Requests under the FOI Act for access to documents in the possession of the Veterinary Surgeons Board should be accompanied by a \$20 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 Tce  
Walkerville S.A. 5081

Postal Address: P.O. Box 218 Walkerville S.A. 5081  
Phone: (08) 8269 3216, Fax: (08) 8342 5325, E-mail: [vsb@dove.net.au](mailto:vsb@dove.net.au)

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of the****DEPARTMENT FOR TRANSPORT, URBAN PLANNING AND  
THE ARTS**

## Introduction

The Department for Transport, Urban Planning and the Arts (DTUPA) was established as a new Administrative Unit on 23 October 1997.

The following Agencies comprise the Department for Transport, Urban Planning and the Arts (DTUPA).

- **Arts SA** - responsible for the development and support of artists and the arts industry for the benefit of South Australians, and to provide opportunities for the realisation of artistic excellence and innovation.
- **Division of State Aboriginal Affairs** – responsible for serving the community with an emphasis on ensuring Aboriginal access, involvement and participation in the activities taken for granted by the wider community
- **Office of Local Government** - responsible for providing advice and support to the Minister for Local Government in relation to the exercise of her statutory responsibilities for Local Government under appropriate legislation committed to the Minister and the Local Government Reform program,
- **Office for the Status of Women** - including the Women's Advisory Council and the Women's Information Service – is the primary source of women's policy in Government.
- **Passenger Transport Board** - responsible for planning, regulating and funding land-based passenger transport in South Australia.
- **Planning SA** - responsible for the facilitation of balanced development and enhancement of the State's competitive advantage through an integrated system of strategic planning, development policy and development assessment supported by strategic information systems.
- **Transport SA** - responsible for providing leadership in the development of the State's transport policy and strategy, as well as the management of the transport system and its many uses.

## SECTION 1 – Policy Documents

### **Arts SA:**

- Statement of purpose
- Role and function statements
- Arts Project Grants Guidelines
- Standards of Accounting and Reporting on Grants made
- Smoking In the Workplace Policy
- Occupational Health and Safety Policies
- Rehabilitation Policy
- Equal Employment Opportunity Policy
- Stress Management Policy
- Employee Assistance Policy
- Prevention of RSI Policy
- Risk Management Policy
- Internet and e-mail use Policy

### **Division of State Aboriginal Affairs:**

- Guide to the South Australian Aboriginal Heritage Act
- Guide to the South Australian Aboriginal Site Forms
- Output Performance Plan 1997-1998

### **Office of Local Government:**

### **Office for the Status of Women:**

- Women's Statement
- 'On-Board' - an induction for new board members policy

### **Passenger Transport Board:**

- Annual Reports
- 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)

### **Planning SA:**

- Administrative Guidelines
- 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 Regulation – Part 59 Fire Safety Log Book
- Software Installation Policy
- South Australian Housing Code
- State Development Plan

### **Transport SA:**

- Goals, Mission and Values
- Risk Management
- Quality Policy
- Miscellaneous Staff Administrative Instructions-Working Document
- Fraud and Corruption Policy
- Emergency Evacuation Procedures
- Internet Policy & Guidelines for Internet Use
- Software Code of Ethics
- Information to the News Media
- Drivers' Licensing Policy and Procedures Manual - Working Document
- Vehicle Registration Policy and Procedures Manual - Working Document
- National Guidelines for Medical Practitioners in Determining Fitness to Drive a Motor Vehicle
- Small Business Charter
- Human Resources Management Manuals Volumes 1-6 - Working Documents
- Transport Technology Strategy
- Procurement Policies & Principles - Working Document
- Various Australian Standards, used in operational areas of the Department

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

DTUPA's Information Statement is included in its Annual Report. Copies of either the Information Statement or the Annual Report may be obtained free of charge upon request from FOI officers listed under Section 3 Contact Arrangements.

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

Requests under the Freedom of Information Act for access to information in the possession of DTUPA should be accompanied by a \$20.00 application fee and directed in writing to the Freedom of Information Officer of the relevant agency, from Monday to Friday, between the hours of 9 a.m. to 5 p.m.:

**Department for Transport, Urban Planning and the Arts**  
Freedom of Information Officer

Office of the Chief Executive  
Level 9, Roma Mitchell House  
136 North Terrace  
ADELAIDE S.A. 5000

Telephone: (08) 8204 8200

**Arts SA**

Freedom of Information Officer  
110 Hindley Street  
ADELAIDE S.A. 5000

Telephone: (08) 8463 5444

**Passenger Transport Board**

Freedom of Information Officer  
G.P.O. Box 1998  
ADELAIDE S.A. 5001

Telephone: (08) 8303 0822

**Transport SA matters**

Freedom of Information Officer  
33-37 Warwick Street  
WALKERVILLE S.A. 5081

Telephone: (08) 8343 2036

**Division of State Aboriginal Affairs**

Freedom of Information Officer  
Level 1, 22 Pulteney Street  
ADELAIDE S.A. 5000

Telephone: (08) 8226 8927

**Planning SA**

Freedom of Information Officer  
Level 6, Roma Mitchell House  
136 North Terrace  
ADELAIDE S.A. 5000

Telephone: (08) 8303 0600

**Registration and Licensing Matters**

Freedom of Information Officer  
60 Wakefield Street  
ADELAIDE S.A. 5000

Telephone: (08) 8226 7497

**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 1998-2001
- 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 \$20 application fee and directed in writing to:

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

An additional search fee of \$30 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****ART GALLERY OF SOUTH AUSTRALIA****SECTION 1 – Policy Documents**

The Art Gallery of South Australia operates under the care and control of the Art Gallery Board established under the Art Gallery Act 1939. The Art Gallery is administratively a division of the Department of Transport, Urban Planning and the Arts since 20 October 1997.

The Art Gallery has the following policy documents available:

- Annual Reports (which include financial statements)
- Five Year Strategic Plan
- Annual Objectives
- Charter and Goals
- Acquisitions Policy
- Temporary Exhibitions Policy
- Development Policy
- Loans Policy
- Public Access Policy
- Photographic Reproductions Policy
- Volunteer Policy
- De-accessioning and Disposal Policy

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

**SECTION 2 – Information Statement**

Copies of the Policy 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 Art Gallery Board should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
Art Gallery of South Australia  
North Terrace  
ADELAIDE S.A. 5000

An additional search fee of \$30 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, 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****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 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)

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

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.

### 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 \$20 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 \$30 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) 8303 0822 between 9 a.m. and 4.30 p.m., Monday to Friday.

**FREEDOM OF INFORMATION ACT 1991****INFORMATION SUMMARY****of****THE STATE OPERA OF SOUTH AUSTRALIA****SECTION 1 – Policy Documents**

The State Opera of South Australia was established under The State Opera Act of 1976 and is in receipt of financial assistance from the South Australian Government through Arts SA.

The State Opera has the following documents available:

- The State Opera of South Australia Act 1976
- Annual Report
- Production Programmes
- Newsletters—Backstage and *Friends of the State Opera* (published three times a year)
- Season Brochures

**SECTION 2 – Information Statement**

A copy of the Information Statement is available by contacting the Freedom of Information Officer at The State Opera of South Australia.

**SECTION 3 – Contact Arrangements**

Any queries and applications under the Freedom of Information Act 1991 in relation to the State Opera of South Australia can be made to:

The Freedom of Information Officer  
The State Opera of South Australia  
Building Four  
Netley Commercial Park  
216 Marion Road  
NETLEY S.A. 5037

Copies of the Annual Report, Season Brochures and newsletters may be collected from the above address or by phoning the Receptionist on 8226 4790.

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**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

**SECTION 2 – Information Statement**

The Department of Treasury and Finance's most recent Information Statement is published as an Appendix to the 1999-2000 Annual Report.

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SECTION 3 – Contact Arrangements

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

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

Telephone (08) 8226 3836  
Facsimile (08) 8226 3819

Personal enquires 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****DEPARTMENT FOR WATER RESOURCES****SECTION 1 – Policy Documents**

The Government established the Water Resources Portfolio on 14 February 2000 and staff from the previous departments of Environment, Heritage and Aboriginal Affairs and Primary Industries and Resources transferred to the new agency on 1 March 2000.

The Department for Water Resources has the following policy documents available:

- Annual Report 1999/2000 (which include financial statements)
- Corporate Plan 2000-2001
- State Water Plan 2000
- Catchment Water Management Plans
- Directions for Managing Salinity in South Australia

Arrangements can be made to obtain copies of any of these documents or to inspect them on Level 3, Reserve Bank Building, 182 Victoria Square, Adelaide S.A. 5001 between 9 a.m. and 4 p.m., Monday to Friday by contacting the FOI Officer.

**SECTION 2 – Information Statement**

Copies of the Department for Water Resources' 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 Department for Water resources should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer  
Department for Water Resources  
Level 3, Reserve Bank Building  
182 Victoria Square  
ADELAIDE S.A. 5001

An additional search fee of \$30 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) 8226 1910 between 9 a.m. and 5 p.m., Monday to Friday.

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

The South Australian Water Corporation has a number of policy documents which are available for inspection. These include:

- Administrative
- Human Resource
- Occupational Health and Safety
- Mains Extension
- Water and Sewer Construction Manuals
- Financial
- Environmental
- Information Technology
- Intellectual Property
- Emergency Response Plan
- Procurement

**SECTION 2 – Information Statement**

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

Other documents held by the Corporation include:

- Customer Service Charters
- Operational Records

**SECTION 3 – Contact Arrangements**

Requests under the Freedom of Information Act for access to documents in the possession of the South Australian Water Corporation should be accompanied by a \$20.00 application fee and be direct in writing to:

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

Enquiries may be direct to the FOI Officer by telephoning (08) 8204 1366