

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, TUESDAY, 5 FEBRUARY 2002

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

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

SECTION 2 – Information Statement

Copies of the Forestry SA Information Statement, Annual Report and Policy Documents can be obtained by contacting the Forestry SA Freedom of Information Officer.

SECTION 3 – Contact Arrangement

Request under the Freedom of Information Act for access to information in the possession of Forestry SA should be accompanied by a \$20.60 application fee and directed in writing to:

Freedom of Information Officer
Forestry SA
P.O. Box 162
MOUNT GAMBIER S.A. 5290

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 1999-2000 Annual Report. Copies of the report can be obtained, free of charge, by contacting the FOI Officer, or by accessing SA Lotteries' website at www.salotteries.sa.gov.au.

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 \$20.60 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 \$7.70 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. Where access is to be given in the form of a written transcript of words recorded or contained in the document a fee of \$4.55 per page applies. 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 24 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.

The South Australian Ports Corporation has the following policy documents available:

- Annual Reports (which include financial statements)
- Quality, Environmental and Occupational Health Safety and Welfare

Arrangements can be made to obtain copies of any of these documents, or to inspect them on Level 1, 296 St Vincent Street, Port Adelaide between 8.30 a.m. and 5 p.m., Monday to Friday, by contacting the FOI Officer.

SECTION 2 – Information Statement

Copies of the South Australian Ports Corporation Information Statement can be obtained, free of charge, by contacting the FOI 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 \$20.60 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 \$7.70 per 15 minutes applies and a deposit may be required. A reduction in the fee payable may be applicable in certain circumstances.
- Enquiries may be directed to the FOI Officer, telephone (08) 8447 0611 between 8.30 a.m. and 5 p.m., Monday to Friday.

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

SECTION 1 – Policy Documents

Strategic Plan 2000 – 2003

Available free from the Public Relations Unit

Foundations For The Future

Available free from the Public Relations Unit

Partnerships 21 TAKE UP Book - August 1999

Available via the Internet at <http://www.learnsa.net/partnerships21/default.asp>**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 & 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 Children's Services Centres

Out of School Hours Care Resource Folder

Available for inspection at the Children's Services Section or at Out Of School Hours Care Programs

Handbook For Occasional Care Services

Photocopies available free at the Children's Services Section

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, SA
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 337 405
9 a.m. – 5.30 p.m., Monday to Friday

The Staff
Children's Services Section
2nd Floor
31 Flinders Street
Adelaide, SA
9 a.m. – 5 p.m., Monday to Friday

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

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

On 14 February 2000 the Department for Environment, Heritage and Aboriginal Affairs (DEHAA) was renamed as the Department for Environment and Heritage (DEH).

All water quantity functions within the Department were transferred to the new Department for Water Resources and the Division of State Aboriginal Affairs was transferred to the Department for Transport, Urban Planning and the Arts. The Office for Recreation and Sport was transferred to DEH from the Department of Industry and Trade and the Racing Industry Development Authority (RIDA) which operated under the *Racing Act 1976* but has since been abolished was included within the Environment and Heritage portfolio.

DEH now has three portfolio areas under its responsibility namely Environment and Heritage, Recreation, Sport and Racing, and Volunteers.

DEH has also been restructured internally and comprises the following Divisions:

- Botanic Gardens of Adelaide
- Business Development
- Corporate Strategy and Business Services
- Environment Policy Office
- Environment Protection Agency
- Environmental and Geographic Information
- National Parks and Wildlife SA
- Office for Recreation and Sport

SECTION 1 – Policy Documents**Corporate:**

- Accommodation Policy
- Asset Recording Procedures Manual
- Corporate Credit Card Policy and Brochure
- DEH Officers as Witnesses in Private Litigation Policy
- Energy Policy Statement
- GST Pricing Policy
- GST Policy Statements
- Human Resource Management Manual (Policies, Guidelines booklets and Summary Brochures)
- Internet (including email) Access and Usage Policy and Guidelines

- IT Quality Management Systems Policy
- Mobile Phone Policy
- Legal Advice Policy
- Occupational Health and Safety Policy
- Occupational Health and Safety Procedures
- Procurement Policy and Guidelines
- Records Management Policy
- Responsiveness to Telephone Calls Guidelines
- Risk Management Policy
- Software Copyright Policy
- Newsletter – Diversity in the Workplace Fact Sheet Nos 1-7

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

Botanic Gardens

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

Brochures:

- Adelaide Botanic Garden
- Mount Lofty Botanic Garden
- Wittunga Botanic Garden
- Beechwood Heritage Garden
- Adelaide International Rose Garden
- Bicentennial Conservatory
- Botanic Gardens Free Guided Walks

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

Business Development

Crown Lands SA

- Land Board – Annual Report

Office of Volunteers

- Volunteers Policy and Brochure

Strategic Marketing

- Environment State Newsletter

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

Corporate Strategy and Business Services

- Working Alone Policy

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

Environment Policy Office:

Publications:

- *Statutes Amendment (Avoidance of Duplication of Environmental Procedures) Act 2001 & explanatory paper*
- Powers and Responsibility of the Environment Protection Authority
- Draft Environment Protection (Water Quality) Policy
- Draft Environment Protection (Motor vehicle fuel quality) policy
- A Discussion Paper for Public Comment 'Offences and Penalties in the Environment Protection Act' (submissions closed 24 March 2000).
- Department for Environment and Heritage, 2000. Waste Management in South Australia Discussion Paper
- Department for Environment and Heritage, 2000. Waste Management in South Australia Background Paper
- The SA Partnership for LA21: Identifying Future Directions - A Discussion Paper - copy of this publication and the LA21 Guidelines document can be downloaded from the LA21 website under the Sustainability theme.
- A summary report of the Council Forums conducted by the Water Conservation Partnership project.
- Water Conservation Partnership Project - Review of Urban Domestic and Local Council Water Conservation, Roof Runoff, ASR and Waste Water Opportunities.
- ANZECC 'Code of Practice for Antifouling and In-water Hull Cleaning and Maintenance' was October 2000. Done for ANZECC, project management by SA, printed in Queensland.
- Department for Environment and Heritage, 2000. Access to Biological Resources Discussion Paper.

Minutes:

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

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

Environment Protection 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. 5	Eco-efficiency	Nov '00
No. 6	Environment Improvement Programmes	July '99
No. 7	Construction Noise	Sept '99
No. 9	Noise Control	April '98
No. 10	Burning on Non-Domestic Premises	May '99
No. 11	Burning on Domestic Premises	May '99
No. 12	Air Conditioner Noise	Sept '96
No. 13	Disposal of Backwash Water from Swimming Pools	Sept '99
No. 14	The Disposal of Refrigeration and Airconditioning Equipment Containing Prescribed CFCs and HFCs	Jan '00
No. 15	Waste Tyres	Feb '01
No. 16	Detergents	Nov '99
No. 17	Environment Protection Compliance and Enforcement	Mar '99
No. 18	Solid Fuel Fires	May '99
No. 19	Environment Protection Act Civil Remedies	Mar '00
No. 20	Container Deposit Legislation	April '00
No. 21	Photochemical Smog	Aug '00
No. 22	Acid Rain	Jan '01

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. 13	Irrigation with Water Reclaimed from Sewage Treatment on Pastures Used for Grazing of Cattle and Pigs	Sept '99
No. 14	Disposal of Liquid Biosolids and Effluent from Domestic Septic Tanks onto Agricultural Land	Aug '00
No. 15	Disposal of Carpet and Upholstery Cleaning Wastewater	Nov '00
No. 16	EPA Guidelines for Pressure Water-Blasting Activities	July '00
No. 17	Spray Painting Booths – Control of Air and Noise Emissions	July '00
No. 18	Air conditioning and Pipework Systems – Minimum Requirements for Wastewater Removal	May '00

No. 19	Community Consultation for Waste Management and Recycling Facilities	July '00
No. 21	Wastewater Removal from Fire Protection Services Pipework Systems	Oct '00
No. 22	Protection for Voluntary Environmental Audits	May '96
No. 23	Guidelines for Classification and Disposal of Used Foundry Sand	Aug '00
No. 24	Waste Levy Regulation Amendments	Mar '01
No. 25	Odour Assessment Using Odour Source Modelling	July '01

Annual Reports:

Environment Protection Authority

- Environment Protection Authority Annual Reports - 1995 to 2000

Round Table Conference

- Round-table Conference Report 1998, April '98
- Round-table Conference Report 1999, June '99
- Round-table Conference Report 2000, May '01

Codes of Practice and Guidelines:

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

Joint publications with other Government Departments and Organisations:

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

Mount Lofty Ranges Watershed Protection Office

- State of Health of the Mount Lofty Ranges Water Catchments, October 2000

Fact Sheets:

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

Other EPA publications:

- A Cleaner South Australia - Statement on the Environment, Hon. Dean Brown, April 1995
- Ambient Air Monitoring Plan for South Australia, August 2001
- Ambient Air Monitoring Report - January to December 1996
- 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
- Assessment of Insecticide Spraying of Australian Plague Locusts, July 2001
- Changes in Seagrass Coverage and Links to Water Quality off the Adelaide Metropolitan Coastline, September 1998

Cleaner Production Case studies:

- | | |
|---|-------------------------------------|
| • Bordex Wine Racks Australia | • Monroe Australia Pty Ltd |
| • Carramar Lighting Pty Ltd | • Myora Farm |
| • Coating Australia Pty Ltd | • Ompol Australia Pty Ltd |
| • Container Reconditioning Services Pty Ltd | • Port Lincoln Tuna Processors |
| • Cutler Brands Pty Ltd | • Quality Dry Cleaners |
| • Finsbury Print | • SA Meat Corporation (SAMCOR) |
| • Heyne's Wholesale Nursery | • Stolt Sea Farm |
| • Ilec Appliances | • The Smith's Snackfood Company Ltd |
| • Joe's Poultry Processors | • The SA Brewing Company |
| • Korvest Galvaniser | • Tony's Tuna International |
-
- Environmental and Economic Impacts of the Pollution Prevention Fund – Final Report, June 1999
 - Environment Protection Agency (an information booklet)
 - EPA Monitoring Manual – Volume 1: Air Quality Emission Testing Methodology for Air Pollution, March 1995

- Frog Census 1998
- Frog Census 1999
- Frog Census 2000, July 2001
- Greenhouse and the National Electricity Market, March 2001
- Integrated Waste Strategy for Metropolitan Adelaide 1996-2015, June 1996 \$55.00
- Landfill Audit
- National Packaging Covenant Fact Sheets:
 - What is the National Packaging Covenant?
 - Who Should Sign the Covenant?
 - The Environment Protection (Used Packaging Materials) Policy, July 2001
- National Waterwatch Snapshot 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
- Review of On-Farm disposal Treatment Risks and the Potential for Recycling of Waste produced from Commercial Chicken Farms and Processors, March 2000 \$20.00
- Review of Recycled Organic Wastes in South Australia, November 1999
- Review of the Landfill Disposal Risks and the Potential for Recycling of Preservative Treated Timber, November 1999
- Riverboat Waste Disposal Options, July 2001
- River Management Plan for the Wakefield Catchment, May 2000 (CD-ROM only)
- Sediment Quality Monitoring of the Port River Estuary – Report No. 1, November 1997
- South Australia – Reducing the Greenhouse Effect, January 2000
- Special Report on the Port River: Heavy Metals and PCBs in Dolphins, Fish and Sediment, March 2000
- State of the Environment Report for South Australia 1998 – Summary
- State of the Environment Report for South Australia 1998 \$3.50
- Summary Report on Responses to the Integrated Waste Management Strategy - Public Discussion Paper, June 1996 \$15.00
- Three Decades of Air Pollution Control 1961-1991 \$5.00
- Understanding Ozone, September 1997
- Waste from Electrical and Electronic Equipment: A South Australian Perspective
- Watercourse Management Action Plan for the Onkaparinga River Catchment (CD-ROM only), September 1997
- Watercourse Survey and Management Recommendations for the Myponga River Catchment (CD-ROM only)
- Watercourse Survey and Management Plan for the Upper Marne River Catchment (CD-ROM only)
- Waterwatch SA 1999 Yearbook, July 2000

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
- EPA Web Site, July 2001
- Frog Census
- How Healthy are our Streams
- 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

Newsletters:

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

Environmental and Geographic Information**Publications:**

- Applications of Spatial Information – a Spatial Information Committee (SICOM) publication
- Application Development Framework – Technical Paper
- Business Plan 1999-2000
- Strategic Plan 2001-2003 (published Aug-Sept 2001)
- Products and Services Directory 1999
- EGI Products and Services price List 2001-2002
- Newsletters - EGI Info editions 8-13
- Newsletter - Reference Point edition 14
- Newsletter - Property Assist 3 editions

Brochures:

- Aerial Photography – Assisting with property management in SA
- PanAirama – Aerial Photography on CD-ROM editions 1996, 1998, 1999
- EGI – Spatially related information, expertise and technology – capability brochure
- Enhanced Satellite Imagery
- Property Assist – post card leaflet
- Environment Shop brochure
- EGI brochure

Fact Sheets:

- Survey Mark Module/Survey GEM
- Topographic Information System
- Torrens Automated Title System (TATS)
- LOTS – Title and Valuation Data
- The Unregistered Document System (ARIES)
- Department for Environment and Heritage Offices
- Digital Cadastral Database
- Real Estate Information Services
- Section 7 Services
- Property Assist

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

National Parks and Wildlife SA

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 National Parks and Wildlife SA FOI Contact Officer listed under Section 3 - Contact Arrangements.
(Brochures 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)
- South Australia's National Parks: The Spirit of Our Great South Land (1997)
- Review into the Management of the National Parks and Wildlife Act: Final Report 1994
- Wilderness Protection Areas & Zones: South Australian Code of Management (1994)
- Park management plans (various)
- Park bushfire prevention plans (various)
- Park policy documents (various)
- Park brochures, including regional park guides, promotional brochures, souvenir booklets, park guides, park information brochures and visitor information sheets (various)
- Biodiversity information and conservation brochures (various)
- Desert Parks Pass Package, including the Desert Parks Handbook and Marked Tracks booklet (2001)
- A Review of Innamincka Regional Reserve: 1988-1998
- A Review of Simpson Desert Regional Reserve: 1988-1998

- A Review of Yellabinna Regional Reserve: 1990-2000
- A Review of Nullarbor Regional Reserve: 1990-2000
- A Biological Survey of the Murray Mallee, South Australia (2000)
- A Biological Survey of Kangaroo Island, South Australia (2000)
- A Biological Survey of Yumbarra Conservation Park, South Australia (1995)
- A Biological Survey of the Yellabinna Region, South Australia (1992)
- A Biological Survey of Tilley Swamp, South Australia (1998)
- A Biological Survey of Messent Conservation Park, South Australia
- A Biological Survey of the Nullarbor Region South and Western Australia in 1984 (1987)
- A Biological Survey of the Gawler Ranges, South Australia (1988)
- A Biological Survey of the Stony Deserts, South Australia (1998)
- A Biological Survey of the South Olary Plains, South Australia (1996)
- A Biological Survey of the North West Flinders Ranges, South Australia (1998)
- A Biological Survey of the North Olary Plains, South Australia (1997)
- A Biological Survey of Grasslands and Grassy Woodlands of the Lofty Block Bioregion, South Australia (1998)
- A Biological Survey of Bunbury Conservation Reserve and Stoneleigh Park Heritage Agreement, South Australia (1998)
- A Biological Survey of Box and Buloke Grassy Woodland in the Upper South-East, South Australia (1996)
- A Biological Survey of Deep Swamp, South Australia (1996)
- A Biological Survey of Lake Hawdon, South Australia (2001)
- South Australia's Offshore Islands (1996)
- 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)
- Parks Times – Tracks of the Mallee (2001)
- Ark on Eyre Update (newsletter)
- The Tattler - Coastal Parks of the South East (edition 9)
- Cleland Wildlife Park (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)
- Wetlands Atlas of the South Australian Murray Valley: A summary of current knowledge of Murray valley wetlands as a basis for integrated catchment management (1996)
- South Australian River Murray Wetlands Ten Year Plan (1996)
- Management of Wetlands of the River Murray: Draft Action Plan: 1996-1999, (1996)

- Baseline monitoring of the flora and fauna of Deep Swamp, South Australia.(2001)
- Biodiversity Plan for the South Australian Murray Mallee (2001)
- Biodiversity Plan for the South Australian Murray Mallee - Summary (2001)
- A Biological Survey of the Flinders Ranges, South Australia 1997 - 1999.(2001)
- A Vegetation Map of the Western Gawler Ranges, South Australia (2001)
- A list of the Vertebrates of South Australia (2000)
- Guidelines for Vertebrate Surveys in South Australia (2000)
- Graham, Andrew. (1999) *Preliminary to the Biodiversity Plan for the Northern Agricultural Districts of South Australia*. Department for Environment, Heritage and Aboriginal Affairs, South Australia, Adelaide.
- Josephs, E. (1999) *Preliminary to the Biodiversity Plan for Eyre Peninsula South Australia*. Department for Environment, Heritage and Aboriginal Affairs, South Australia, Adelaide.
- Willoughby, N. (1999) *Preliminary to the Biodiversity Plan for Kangaroo Island South Australia* Department for Environment, Heritage and Aboriginal Affairs, South Australia. Adelaide.
- Kahrimanis, M.J. (1999) *Preliminary to the Biodiversity Plan for the South Australian Murray-Darling Basin*. Department for Environment, Heritage and Aboriginal Affairs, South Australia. Adelaide.
- Long, M. (1999) *A Biological Inventory of the Mount Lofty Ranges, South Australia, 1999*. Department for Environment, Heritage and Aboriginal Affairs, South Australia. Adelaide.

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
- Coast Protection Board Annual Report
- Marine and Estuarine Strategy (1998)

Heritage South Australia

* Indicates out of print as at June 2001

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

General

Heritage South Australia Newsletter (bi-annual)

Built Heritage

Heritage Information Leaflets (free of charge)

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

Guidelines

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

Technical Notes

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

Brochures (free of charge)

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

Heritage Surveys

- Heritage of the Yorke Peninsula (1998) General Summary (\$16.50)
(Council volumes available)
- Heritage of the Murray Mallee (1998) (\$27.50)
- Heritage of the Upper North (2001) (\$19.95)

Maritime Heritage

Reports

- The Water Witch Wrecksite (\$7.15)
- Whaling and Sealing Sites (\$16.50)
- Shipwrecks of Encounter Bay and Backstairs Passage (\$22.00)
- Shipwrecks of Investigator Strait and the Lower Yorke Peninsula (\$22.00)
- Shipwreck Sites in the South East of South Australia*
- Shipwreck Sites of Kangaroo Island*
- Muddy Waters*

Booklets

- Conserving our Historic Shipwrecks (\$4.95)
- River Boat Trail South Australia (\$5.50)
- Wardang Island Maritime Heritage Trail (\$6.60)
- Investigator Strait Maritime Heritage Trail (\$6.60)
- Southern Ocean Shipwreck Trail (\$7.70)

Brochures (free of charge)

- Riverboat Trail
- The Geltwood 1876
- Kangaroo Island Maritime Heritage Trail
- Port Elliot Maritime Heritage Trail
- Adelaide Underwater Heritage Trail
- The Zanoni 1865-1867*
- S.S. Clan Ranald 1900-1909*

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

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.

Office for Racing

- Racing Industry Development Authority (RIDA) Annual Reports 1997 to 2000

The Office for Racing is to be transferred to the Office for Recreation and Sport. Requests for information should be made through the FOI Co-ordinator, Department for 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 Co-ordinator or respective FOI Officer listed under Section 3 - Contact Arrangements.

SECTION 2 – Information Statement

The Department for Environment and Heritage Information Statement for 2000-2001 is included in its Annual Report for 2000-2001. Copies of this report will be available once it is tabled and may be obtained upon request from the FOI Co-ordinator 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 \$20.60 application fee, and directed to the Freedom of Information Co-ordinator.

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 Co-ordinator
Dept for Environment and Heritage
Level 16, SA Water House
77 Grenfell Street
ADELAIDE S.A. 5000

Telephone: (08) 8204 9307
9 a.m. to 5 p.m.
Monday to Friday

FOI Officer
Business Development Division
Level 3, 63 Pirie Street
ADELAIDE S.A. 5000

Telephone: (08) 8204 9196
9 a.m. to 5 p.m.
Monday to Friday

FOI Officer
Environment Protection Agency
Level 5, SA Water House
77 Grenfell Street
ADELAIDE S.A. 5000

Telephone: (08) 8204 1757
9 a.m. to 5 p.m.
Monday to Friday

FOI Officer
Environmental and Geographic
Information
282 Richmond Road
NETLEY S.A. 5037

Telephone: (08) 8226 4851
9 a.m. to 5 p.m.
Monday to Friday

FOI Officer
National Parks and Wildlife SA
7th Floor, Chesser House
91-97 Grenfell Street
ADELAIDE S.A. 5000

Telephone: (08) 8204 9266
9 a.m. to 5 p.m.
Monday to Friday

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****SA TAB PTY LTD****SECTION 1 – Policy Documents**

The functions of SATAB as set out in the Racing Act 1976 are as follows:

- (a) to conduct off-course totalizator betting on races held within or outside Australia; and
- (b) to act as the agent of authorised racing club in the conduct by that club of on-course totalizator betting on races held within or outside Australia; and
- (c) to conduct totalizator betting on football-results held within or outside Australia; and
- (d) to conduct totalizator betting on the result of any other sporting event or an event of any other kind or on a combination of sporting or other events whether held or occurring within or outside Australia.

SATAB has the following policy documents available:

- Off Course Totalizator Rules 1986
- Annual Reports

Arrangements can be made to obtain any of these documents, or to inspect them on 3rd Floor, 14 Pulteney Court, Adelaide between 9 a.m. and 4 p.m., Monday to Friday by contacting the FOI Officer.

SECTION 2 – Information Statement

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

The FOI Officer
SATAB
G.P.O. Box 2345
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, phone (08) 8210 9381 or fax (08) 8223 6803 between 9 a.m. and 5 p.m., Monday to Friday.

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

- Annual Reports (which include financial statements)
- Organisation.
- General Administration.
- Human Resources.
- Occupational Health and Safety.
- Medical Records.
- Medication.
- Nursing (Acute/Community).
- Ancillary Services.
- In Patient Environment.
- Theatre.

SECTION 2 – Information Summary

Copies of the Barossa Area Health Services Inc. Information Statements 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 Barossa Area Health Services Incorporated should be accompanied by a \$20 application fee and directed in writing to:

The FOI Officer
Barossa Area Health Services Inc.
P.O. Box 270
ANGASTON S.A. 5353

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 should be directed to the FOI Officer by telephoning (08) 8563 8505.

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

SECTION 1 – Policy Documents

- Casualty Manual
- Midwifery Manual
- Organisation Policy Manual
- Nursing Policies Manual
- Radiology Manual
- Nutrition Manual
- Food Services Manual
- Preventative Maintenance
- Patient Information Guide
- Charla Manual
- Staff Handbook
- Constitution and Other Policies
- Medical Records
- Safety Management Manual
- Enuresis & Ante-Natal Care Manual
- Day Care Centre Volunteer Prog. Manual
- Upper South East Regional Equipment Scheme
- T.C.H.S. Guide to Committee Members
- Emergency Training Procedures Manual
- Workers Comp. Claims Management Manual
- Minor Works Manual
- Tatiara District Council Counter Disaster Plan
- Manual Handling Manual
- Strategic Plan Mission
- Volunteer 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
- Day Care Centre Policy Manual
- Upper South East Women's Health Manual
- Emergency Procedures Manual
- O.H.S. & W. Manual
- O.H.S. & W. Contractors Policy
- Allied Health Professionals Manual
- Standards Australia
- Risk Management Manual
- Ministers of Religion
- 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 \$20.60 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 SUMAMRY****of the****CEDUNA DISTRICT HEALTH SERVICES INC.**

SECTION 1 – Policy Documents

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

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- 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
- Patients' Property – Loss/Damage
- Patients' 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 District Health Services Inc. 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 District Health Services Inc. should be accompanied by a \$20.60 application fee and directed in writing to:

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

An additional search fee of \$30.80 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) 8625 2598 between 9 a.m. and 4 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
Web Site: www.regauth.com/cbsa

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 SUMAMRY****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 Based 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
- ♦ Environmental
- ♦ Consumer and Community Participation
- ♦ Various Administrative Circulars, Clinical Instructions and procedure documents relating to aspects of DASC's delivery of services and area of general management.

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 131 340, or can be viewed in the DASC Library, 161 Greenhill Road, Parkside, during the hours from 9 a.m. to 4.45 p.m.

SECTION 3 – Contact Arrangements

Application under the Freedom of Information Act 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 Dental Board of South Australia to provide an annual report to the Minister each year by 30 September.

Copies are available by contacting the Board.

SECTION 3 – Contact Arrangements

The Dentists Act 1984 and the Regulations under the Act are Government Publications.

The Dental Registers are published at the beginning of each year. Any person is able to enquire about information held in the Dental Registers in person or by 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
email: dbsa@bigpond.com

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

(including Office for the Ageing
and South Australian Council of Reproductive Technology)

SECTION 1 – Policy Documents

1.1 Strategic Plans and major Business Plans

- DHS Strategic Plan 1999-2002
- Country and Disability Services Business Plan
- Disability Services Planning & Funding Framework 2000-2003
- Family and Youth Services Strategic Directions and Business Strategies 2000-2002
- Financial Services Business Plan 2000-01
- Human Services in the South Australian Information Economy (2000)
- Information Management Services Strategic Plan
- Library and Information Services Business Plan 2000-01
- Our Journey (2000)
- Portfolio Planning Framework (2001)
- Reconciliation Statement
- Strategic Planning and Policy Business Plan
- Strategic Procurement Business Plan and Budget 2000-01
- A New Millennium – A New Beginning: Action Plan for Reform of Mental Health Services (2001)
- Statewide Division Business Plan 2000-01
- Working Together (DHS/SACOSS) (2001)

COMMUNITY 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**

- Working with Young Offenders in FACS - Vol. I
- Working with Young Offenders in FACS - Vol. 11

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

- Anti-Poverty Manual of Practice

SERVICES FOR FAMILIES AND CHILDREN AT RISK**Community Based Services for Families and Children**

- Family and Youth Services Action Plan
- 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 Electronic Service Delivery – a strategic framework for development 2001-02

Alternative Care for Children

- Charter for Children and Young People in Care
- Children's Payments Manual of Practice
- Deed Between the Manager, Adoption and Family Info Services and Australia Aiding Children Adoption Agency
- Foster Care Assessment and Approval Manual
- Foster Carers' Charter
- Guidelines regarding S.27(5) of the Adoption Act 1988 (1999)
- Home Detention Program - Operational Procedures (1996)
- Planning, Purchasing & Delivery of Alternative Care Services in S.A. Policy
- Remand I.N.C. Operational Procedures (2000)
- Substitute Care - Licensing Manual of Residential Care Facilities and Foster Care Services
- Substitute Care Manual - Family and Children's Support Program

Contracted Services

- 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

Disasters

- Disaster Recovery – Booklet and Brochure

SUPPORTING VULNERABLE ADULTS IN THE COMMUNITY**Services for the Ageing and People with Disabilities**

- HACC National Program Guidelines
- HACC Program Management Manual

Drug Rehabilitation Services

- SA Drug Strategic Framework 2001-2003

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 - Supported Accommodation Assistance Program (SAAP)
- Commonwealth/State Agreement on SAAP
- Community Benefit S.A.- funding guidelines for Applicant Organisations
- Family and Community Development Program Policy
- Gamblers Rehabilitation Fund - funding policy
- Guidelines - Crisis Accommodation Program
- Multicultural Policy
- SAAP National Strategic Directions
- SAAP/Crisis Accommodation Program 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
- Employee Manual [South Australian Health Commission (SAHC)]
- Equal Opportunity Policy
- Graduate Recruitment Program
- Human Resources Manual (SAHC)
- Implementation Strategies for WorkCover Performance Standards
- Occupational Violence Policy
- O.H.S. & W. and Injury Management Policy
- Rehabilitation Manual
- Risk Management Policy

HEALTH:**Communicable Disease Control**

- Health Care Workers Infected with Bloodborne Viruses (SAHC)
- Guidelines for the management of people who knowingly place others at the risk of HIV infection

Environmental Health

- Standard Operation of Swimming Pools and Spa Pools in SA (1998)
- Standard Inspection & Maintenance of Swimming & Spa Pools in SA (1998)
 - Standard Supplement A - Waterslides (1992)
 - Standard Supplement B - Hydrotherapy Pools (1992)
 - Standard Supplement C - Bromine Disinfection (of all above) (1992)
- Guideline - Collection, Care & Control of Rainwater in Tanks (1995)

- Guideline - Safe & Hygienic Practice of Skin Penetration (1997)
- Guideline - Standards of Practice for Hairdressing (1995)
- Guideline - Headlice - A guide to their natural history and management (1992)
- Code of Practice - The Provision of Facilities for Sanitation & Personal Hygiene (1991)
- Standard Construction, Installation & Operation of Septic Tank Systems (1995)
 - Standard Supplement A - Aerobic Sand Filters (1998)
 - Standard Supplement B - Aerobic Wastewater Treatment Systems (1998)

Population Health and Key Health Issues Policies and Strategies

- Aboriginal Cross Cultural Policy (1999)
- (Cwth/SA) Agreement on Aboriginal & Torres Strait Islander Health 2001 – 2004
- 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)
- Palliative Care Plan
- The Child Health Policy for South Australia (1995)
- 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)
- Service Specifications, Statewide Division (2000)
- The Strategic Plan for Diabetes in South Australia (1999)
- Emergency and Trauma Services Implementation Plan 2000–2011
- Healthy Start Implementation Plan 2000–2011.
- Renal and Urology Services Implementation Plan 2000–2011
- 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)
- Casemix Funding for Health (2000-01)
- Operational Policy, Guidelines and Standards for Maternal and Neonatal Services in SA (2000)
- Immunisation Program – Immunisation Resource Kit (1997)
- South Australian Methadone Policy (1996/97)
- SAHC Medical Rehabilitation Policy for South Australia (1986)
- Policy for the Management of Ambulance Diversion (2001)
- Policy for the Management of Elective Surgery Admissions in Metropolitan Public Hospitals (2000)

- Guidelines for the Medical Assessment of Children who may have been Sexually Abused (1989)
- Guidelines for Home Births and Birth Centres (1994)
- Guidelines for Clinical Privileging for Nurses and Midwives (1999)
- Guidelines for the Conduct of Day Surgery in South Australia (1994)
- Guidelines to Improve Migrant Access to Health Care (1991)
- SAHC Language Services Manual (1991)
- Guidelines on the Release of Information (1995)
- Clinical and Admitting Privileges in SA Rural Public Hospitals (1997)
- Protocol for Patient Care by Visiting Proceduralists in Rural South Australia (1995)

Information and Information Technology

- Business Case Preparation Handbook
- Data Management Protocols
- Electronic Document Records Management Policy Procedural Guidelines
- Email policy and guidelines
- Knowledge Management Policies
- Personal Digital Assistants Policy
- South Australian Health Commission Internet Policy (1996)
- Web Management Framework

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
- Consultants and Contractors (2001)
- Guidelines for the Engagement and Management of Consultants/Contractors (2001)
- Funded Hospitals and Health Services (1995)
- Treasurers' Instructions (Authorities) (1996)
- Health Sector Fraud Policy (Administrative Circular 1.43)
- NGO Clauses - New Tax System, and explanatory memo

Office for the Ageing

- Moving Ahead – A Strategic Plan for Human Services for Older People 1999-2004

South Australian Council on Reproductive Technology

- Memoranda (2) – Eligibility for Assisted Reproductive Technology
- Memorandum – Requirement for Statutory Declarations

- Press Release – Requirement for Statutory Declarations for Eligibility for Reproductive Technology
- Memorandum – Issue of Consent from Donors of Gametes
- Memorandum – Definition of an Offence involving Violence
- Memorandum – Access to Medical Records
- Memorandum – Counselling for Clients on the Paramount Importance of the Welfare of the Child
- Memorandum – Licensing Research Projects
- Memorandum – Posthumous Harvesting and Use of Sperm
- Memorandum – Establishment of the Eligibility Review Panel
- Memorandum – Age and Eligibility for Assisted Reproductive Technology
- Memorandum – Pre-implantation Genetic Diagnosis

SECTION 2 – Information Statement

The Department's Information Statement is published in the latest Department of Human Services and South Australian Health Commission Annual Report.

The Annual Report can be obtained free from the Public Relations and Communication Unit, telephone (08) 8226 6016, Level 5, 11 Hindmarsh Square, Adelaide; or can be viewed in either of the two Departmental Libraries at AGC House, Level 2, 162 Grenfell Street, Adelaide, and Roma Mitchell House, Level 1, 136 North Terrace, 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. and 5 p.m.:

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

FOI Liaison Officer (Health)
Department of Human Services
CitiCentre, 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****EASTERN EYRE HEALTH AND AGED CARE**

SECTION 1 – Policy Statements

- 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
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 \$20.60 application fee and directed in writing to:

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

An additional fee of \$30.80 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 & Operational Directives

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

Requests under the Freedom of Information Act 1991 for access to information in the possession of the Gawler Health Service should be in writing, accompanied by a \$20.60 application fee and forwarded to:

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

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

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

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 3, 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****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, 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 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
- Consultation and participation
- A Tobacco-Free Working Environment
- Manual Handling
- Hazard Management
- The Determination of Eligibility for IDSC Services
- Consent for Clients Requiring Medical and/or Dental Treatment
- Nutrition
- Complaints
- Home Contents Provision IDSC Community Accommodation Services Clients
- Medication Storage, Handling, Dispensing, Administration and Review
- 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
- Considerations when Leasing Premises
- Microcomputer Technology
- Information Technology Security
- Occupational Health, Safety, Welfare and Injury Management

- Maintenance
- Isolated Work
- Infection Control
- Incidents of a Critical and/or Distressing Nature
- OHS&W Considerations when Purchasing
- Management of Climatic Heat Stress
- Manual Handling
- Infection Control
- Incidents of a Critical and/or Distressing Nature
- OHS&W Considerations when Using Contractors
- 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
- Waste Management
- 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
- Fringe Benefits Tax Reporting
- Climatic Heat Stress
- Policy Development, Format, Distribution (Corporate and Local), and Review
- Supply Department
- Payroll
- Accounts
- Relationship Between the Guardianship Board, Office of the Public Advocate and IDSC
- Management of Hazardous Substances
- Emergency Accommodation
- Funding of Staff Costs when Accompanying Clients on Community Activities
- Clients Moving From One Accommodation Service to Another
- Filling Vacancies in IDSC Accommodation Services

- Occupational Health Safety and Welfare Information Training Package for All Staff
- Injury Management
- Accommodation Support Services Dress and Personal Grooming Standards
- Equal Opportunity
- Human Resources
- Workforce Plan
- Attendance at External conferences, Workshops and Seminars

Copies of these documents are available for inspection via the Freedom of Information Officer. Contact details as show below.

SECTION 2 – Information Statement

Most recent information statement for Intellectual Disability Services Council is incorporated in the 1999-2000 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 accompanied by a \$20.00 application fee and directed in writing, in accord with the provisions of that Act to:

The Freedom of Information Officer
Intellectual Disability Services Council
Information Resource Unit
c/o Strathmont Centre
Grand Junction Road
OAKDEN S.A. 5086

Telephone enquires to that officer can be made on (08) 8266 8661 from 8.30 a.m. to 5 p.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 2001 is due to be published by 31 December 2001. 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 eg. 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.

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

between the hours of 9 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****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. The 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 \$20.60 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 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 Department of Human Services 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.

SECTION 2 – Information Statement

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 within the stipulated timeframe from when the date the request is received. If you believe any information about you is incomplete, incorrect, misleading or out of date, you have the right to request that it is corrected.

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

Each application (in writing) requires an application fee of \$20.60. Lameroo District Health Services Inc. requires the application fee to be paid at the time of submitting the application.

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

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

SECTION 3 – Contact Arrangements

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

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

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

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****THE LYELL McEWIN HEALTH SERVICE****SECTION 1 – Policy Documents**

- The Lyell McEwin Health Service Policy and Procedures Manual.
- Medical Administration Policy Statement.
- Department of Nursing Policy Statements.
- Occupational Health & Safety Manual.
- Emergency Procedure 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 Lyell McEwin Health Service Freedom of Information Statement can be obtained by contacting the Freedom of Information Officer. (No Charge).

SECTION 3 – Contact Arrangements

Applications under the Freedom of Information Act 1991, for access to documents held by The Lyell McEwin Health Service should be accompanied by a \$20.60 application fee and directed to:

The Freedom of Information Officer
The Lyell McEwin Health Service
Medical Records Department
Haydown Road
ELIZABETH VALE S.A. 5112

DX 465522 ADELAIDE

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) 8182 9117, Monday - Friday, between 9 a.m. and 4.30 p.m.

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****MANNUM DISTRICT HOSPITAL INCORPORATED**

SECTION 1 – Policy Documents

Age Discrimination	Hills, Mallee, Southern Aged Care Facility – Mannum Site
Annual Plan (OHS)	Organisation
Asbestos	Accident & Emergency
Asset management	Care Plans
Behaviour Management	Confidentiality/Release of Information
Car parking	Education/Inservice
Circuit breakers	Electrical Appliances – Safety
Climatic Heat stress	Excursions – Residents
Complaints	Grievance process – Resident
Confidentiality	Health & Personal care
Contractors	Laundering – Residents’ clothing
Delegation of Authority	Manual Handling
End of Life Directives	Medical Officer – Residents’ choice
Ergonomics	Pain Management
Equal Employment opportunity	Palliative care
Equal Employment opportunity for aboriginal employees	Private property – Residents
Evaluation and Quality Improvement program	Noise level
First aid in the workplace	Pharmacy Service
Grievance	Restraints use of
Hazard (Risk) Management	Residents’ behavior management
Hazardous substances	Residents’ rights – Privacy & Dignity
Health care car policy	Right to take risks
Hiring	Security Environment
Hire of microphone & Tent	Security of Tenure
HIV infected Health care worker	Storage/Security – Medical records/X-rays
Hot & Cold Gel packs	Wheelchairs
Human Relations	
Infection Control	
Maintenance	
Occupational Health and Safety	
Occupational Health and Safety Training	
On call	
Oral Waste	
Orientation, OHS	
Photocopier	
Policy Endorsement	

Use of Private motor vehicle
Pregnancy in the workplace
Preventative programs and Worksite inspections
Mental Health
Purchasing
Policy Documents
Radiation
Rehabilitation
Security
Sexual Harassment
Single use articles
Smoking
Staff immunisation
Standard Precautions
Stress
Time off in lieu
Uniform – nursing
Waste Management

SECTION 2 – Information Statement

A copy of the Information Statement can be obtained by contacting the Freedom of Information Officer Mannum District Hospital Incorporated.

SECTION 3 – Contact Arrangements

Requests under the FOI Act for access, copies or inspection of documents in the possession of The Mannum District Hospital Inc. should be accompanied by a \$20.60 application fee and directed in writing to:

FOI Officer
The Mannum District Hospital Inc.
P.O. Box 6
MANNUM S.A. 5238

Inquiries should be directed to the FOI Officer at the above address or by telephoning (08) 8569 0200 between 10 a.m. and 4 p.m.

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

The Medical Board of South Australia's function is to administer the provisions of the Medical Practitioners Act 1983. The Medical Board of South Australia first met in Adelaide on 17 December 1844, and has been an Independent Statutory Authority since that date.

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

- Professional Conduct and Discipline – Fitness to Practise
- Requirements and Procedures for Dealing with Matters of Complaints Concerning Registered Medical Practitioners
- Medical Board of South Australia Annual Report (available once tabled in Parliament)
- Prescription of Anabolic Steroids
- Use and Prescription of Pethidine
- Advertising Guidelines

The Register of Medical Practitioners and Specialists (compiled annually) may be purchased from Information S.A. or perused at the Board's offices upon payment of the required fee.

Applications to obtain any of the above documents or to inspect them, may be made by contacting the Board's offices at:

91 Payneham Road
ST PETERS S.A. 5069

or

P.O. Box 359
STEPNEY S.A. 5069

Between the hours of 9 a.m. to 1 p.m. and from 2 p.m. to 4.30 p.m.

SECTION 2 – Information Statement

Copies of the Medical Board of South Australia's Information Statement can be obtained, free of charge, by applying as above.

SECTION 3 – Contact Arrangement

Requests under the FOI Act for access to documents in the possession of the Medical Board of South Australia should be accompanied by a \$20.60 application fee and directed in writing to the Medical Board of South Australia, Freedom of Information Officer at the above postal address.

An additional search fee of \$30.80 per hour applies and a deposit may be required. A reduction in the fee payable may be applicable in certain circumstances.

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****MENINGIE AND DISTRICTS MEMORIAL HOSPITAL AND
HEALTH SERVICES****SECTION 1 – Policy Documents**

- Occupational Health, Safety & Welfare Policy
- Rehabilitation Policy & Procedures
- Manual Handling Policy
- Sexual Harassment Policy
- Equal Employment Opportunity Policy
- Harm Minimisation Policy
- Aged Care Policy Manual
- X-Ray (Radiation) Policy
- Standard Precaution Policy
- Cytotoxic Medication Policy
- Mercury Spill Policy
- Pharmacy Policy
- Child Abuse Policy
- Staff Development Policy
- Casualty Manual
- Theatre Manual
- Department's Role Philosophy & Objectives
- Disaster Plan
- No Smoking Policy
- Nursing Procedure Manual
- Coonalpyn Downs & Meningie Health Service Policy/Procedure Manuals - Working Document.

SECTION 2 – Information Summary

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

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

Enquiries may be directed to the FOI Officer by telephoning (08) 8575 2777.

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

Modbury Public Hospital is a public hospital which has been privately contracted to Healthscope Limited since 6 February 1995. As a Public Hospital we comply with the Freedom of Information Act 1991 in dealings with past, present and future medical record information requests.

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.

Waivered 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.

Annmarie Jensen
Release Of Information Officer
On behalf of David Southern
CEO & FOI OFFICER, Modbury Hospital Board of Management

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
- Freedom of Information Policy

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

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

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

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****NORTHERN METROPOLITAN COMMUNITY HEALTH SERVICE**

SECTION 1 – Policy Documents

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

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

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

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

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

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

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

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

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

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

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

Arrangements can be made to obtain copies of documents or inspect them at 200 East Terrace, Adelaide, between the hours of 9 a.m. and 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 \$20.60 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.

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
Web site: 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

PINNAROO SOLDIERS' MEMORIAL HOSPITAL INC.

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 June 1999	June 2001
Appointment and Selection	HSPM	18 May 1999	May 2001
Board Members, Education of	HSPM	20 July 1999	July 2001
Calender of Events	HSPM	13 September 2000	February 2001
Catering Requests	HSPM	16 February 1999	February 2001
Clerical Requests	HSPM	17 August 1999	August 2001
Complaints, Management of	HSPM	17 December 2000	December 2002
Confidentiality	HSPM	10 November 2000	December 2002
Contractors (external) – Management of	HSPM	15 June 1999	June 2001
Control of Legionella	HSPM	17 October 2000	October 2001
Day Leave – Management of	HSPM	17 August 1999	August 2001
Delegation of Authority	HSPM	18 July 2001	July 2003
Document Control	HSPM	December 2000	December 2002
Domestic Violence	HSPM	11 January 2000	January 2002
Electrical Safety	HSPM	27 July 2001	July 2002
Employee Grievance	HSPM	17 December 2000	December 2002
Employee Personnel Files	HSPM	18 May 1999	May 2001
Equal Opportunity	HSPM	27 July 2001	July 2003
Fees for Service, Accounting Procedure	HSPM	21 November 2000	November 2002
Fire Safety & Evacuation	HSPM	March 2001	March 2002
Flats	HSPM	15 November 2000	November 2002
Freedom of Information	HSPM	7 December 2000	December 2002
Government Motor Vehicles	HSPM	27 July 2001	July 2003
Guidelines - Personal Safety In Computer Use	HSPM	15 February 2000	February 2002
Hazardous Factors/Substances	HSPM	December 2000	December 2001
Health Promotion	HSPM	15 June 1999	June 2001
Hospital Pet	HSPM	16 May 2000	September 2002
Hostel Quarters	HSPM	20 July 1999	July 2001
Interpreting and Translation	HSPM	21 March 2000	March 2002
Staff Awards	HSPM	18 July 2001	July 2003
Safe Manual Handling	HSPM	17 October 2000	October 2001
Mercury Spills	HSPM	18 April 2000	April 2002
Medical Retention and Disposal	HSPM	7 February 2001	February 2003
Occupational Health, Safety & Welfare	HSPM	17 October 2000	October 2001
OHS&W Policy Manual Terms of Reference	HSPM	17 October 2000	October 2001

Organisational Chart	HSPM	19 September 2000	September 2002
Oxygen Therapy Treatment	HSPM	15 February 2000	February 2002
Performance Appraisal	HSPM	18 May 1999	May 2001
Policy Endorsement	HSPM	15 August 2000	August 2002
Power Failure Guidelines	HSPM	27 July 2001	July 2002
Preferred Accommodation	HSPM	December 2000	December 2002
Purchasing	HSPM	28 September 1999	September 2001
Rehabilitation	HSPM	29 August 2000	August 2001
Rights of Clients	HSPM	10 November 2000	December 2002
Security (Hospital)	HSPM	27 July 2001	July 2002
Sexual Harassment	HSPM	20 December 2000	December 2002
Smoking on PSMH Site	HSPM	17 December 2000	December 2002
Staff Development	HSPM	27 July 2001	July 2003
Staff Immunisations	HSPM	18 April 2000	April 2002
T.O.I.L.	HSPM	17 December 2000	December 2002
Uniform	HSPM	13 September 2000	September 2002
UV Radiation Protection	HSPM	16 November 1999	November 2001
Waste Management	HSPM	17 December 2000	December 2002

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.

The Hospital is a 31 bed facility that caters to Nursing Home Type Clients, Acute Medical, Accident and Emergency as well as providing Outreach Home Nursing care.

The Board of Directors consists of eleven members, eight are community representatives, one employee representative and two Local Council Representatives.

The line of authority is outlined in the attached Organisational Chart:

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

SECTION 3 – Contact Details

Requests under the FOI Act for access to medical records documents filed at the Pinnaroo Soldiers' Memorial Hospital Inc. written requests should be accompanied by a \$20.60 fee. The application should be directed to:

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

Phone enquiries can be directed to the FOI Officer, telephone (08) 8577 9222 between 9 a.m. and 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
- Computer and E-mail User Policy
- Confidentiality Policy
- Customer Service Policy
- Delegation of Authority Policy
- Domestic Violence Policy
- Equipment on Loan Policy
- Flexitime and Toil Policy
- Freedom of Information Policy
- Long Service Leave 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 \$20.60 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

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.
- 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 Arrangements

Applications under the Freedom of Information Act 1991 for access to documents in the possession of the Port Broughton District Hospital and Health Services Inc. 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 8.30am to 4.30pm, Monday to Friday, excluding public holidays.

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

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

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

SECTION 2 – Information Statement

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

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 \$20.60 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****REMARK PARINGA DISTRICT HOSPITAL INC.**

SECTION 1 – Policy Documents

Annual Report

Policy Documents:

- Quality Manual
- Fire Manual
- Disaster Plan
- Occupational Health & Safety Manual
- Job Description Manual
- Infection Control Manual
- Process Description Manual
- Rehabilitation Policy and Procedure Manual
- Interpreter Services Manual
- Asbestos Register
- Operation and Maintenance Manual

SECTION 2 – Information Statement

A copy of the Annual Report can be obtained by contacting the FOI officer on 8580 4103 or Fax 8586 5701.

SECTION 3 – Contact Arrangements

Applications under the FOI Act 1991 for access to documents held by RPDHI must be in writing and should be on the recognised application form. An application fee of \$20.60 is required unless the applicant is financially disadvantaged. If any further costs are incurred, or expected, these will be advised by a Notice of Determination from the FOI Officer.

All applications/enquiries are to be directed to:

The Freedom of Information Officer
Renmark Paringa District Hospital Inc.
P.O. Box 1946
REMARK S.A. 5341

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

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

SECTION 1 – Policy Documents

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

The Repatriation General Hospital also has available:

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

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

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

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

Freedom of Information Officer
c/o Medical Records
Repatriation General Hospital
Daws Road
DAW PARK S.A. 5041
Telephone: 8275 1177 – 9 a.m. to 5 p.m.
Fax: 8374 2596

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****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 \$20.60 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****THE QUEEN ELIZABETH HOSPITAL****SECTION 1 – Policy Documents**

- The Queen Elizabeth Hospital Policy and Procedures Manual.
- Medical Administration Policy Statement.
- Department of Nursing Policy Statements.
- Occupational Health & Safety Manual.
- Emergency Procedure Manual.

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

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

Applications under the Freedom of Information Act 1991, for access to documents held by The Queen Elizabeth Hospital should be accompanied by a \$20.60 application fee and directed to:

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

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

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

Telephone enquiries should be directed to the Freedom of Information Officer by telephoning (08) 8222 7275, Monday to Friday, between 9.30 a.m. and 4 p.m.

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

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

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

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

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

- Rules of Association
- Joint Venture Agreement
- Principles to govern the conduct of SA Ambulance Service

Other Documents

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

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

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

The Freedom of Information Officer
SA Ambulance Service
G.P.O. Box 3
ADELAIDE S.A. 5001
Phone: 8274 0466
Fax: 8373 2383

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****STRATHALBYN & DISTRICT HEALTH SERVICE**

SECTION 1 – Policy Documents

The Board of Directors of the Strathalbyn and 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:

- DHS Accounting Policies
- DHS Administrative Circulars
- DHS Industrial Circulars
- DHS 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 Risk Management Manual
- Infection Control Guidelines
- Interpreter Services Policy
- Occupational Health Safety and Welfare Policy
- Pastoral Care Policy
- Patient Consent Guidelines
- Quality Improvement Program
- Sexual Harassment Policy
- Smoking Policy
- Workers Rehabilitation Policy

SECTION 2 – Information Statement

Copies of the Strathalbyn & District Health Service Information Statement may 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 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****ST MARGARET'S HOSPITAL****SECTION 1 – Policy Documents**

- Consent to Hospitalisation/Treatment
- Complaints from Patients/Visitors
- Emergency Procedures
- Equal Employment Opportunities
- Guidelines for Release of Information
- Goals, Vision, Mission and Values Statement
- Patients Property and Valuables Protection Policy
- Patient Rights
- Quality Improvement Policy
- Release and Faxing of Confidential Information
- Sexual Harassment

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

Requests under the Freedom of Information Act for access to information should be made between 9 a.m. and 4.30 p.m. and directed to:

FOI Contact Officer
St Margaret's Hospital Inc.
65 Military Road
SEMAPHORE S.A. 5019
Telephone 8422 5050

There is no charge for this service.

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 & 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**

(Community Service Department of The Queen Elizabeth Hospital, North Western Adelaide Health Service)

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
- NWAHS General Policy Manual
- NWAHS Human Resources Manual
- NWAHS Risk Management 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 or charge, by contacting the Freedom of Information Officer.

SECTION 3 – Contract 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 \$20.60 FOI application fee with an application form.

The application form can be obtained from:

FOI/Client Records Officer
Western DomCare
19-21A Belmore Terrace
WOODVILLE 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/Clerical 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****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 Women's and Children's Hospital - 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
- Application Fees for Review of Clinical Trials involving Therapeutic Substances - 56/98
- 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 - 9/98
- Bullying, Harassment and Intimidation - 4/99
- Camps - Attendance by WCH Employees - 88/98
- Capillary Blood Collections for Neonates/Children and Adults - 79/98
- 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-placement 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 WCH 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 - 90/98
- 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 - 10/99
- 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 use of Complementary Medicines - 6/00
- Guidelines for use of Non-Steroidal Anti-Inflammatory Drugs (NSAIDs) for Post Operative, Obstetric and Gynaecological Indications - 7/99
- Hand Held Records - 2/00
- Handwashing and handcare for staff who have hands-on patient contact - 9/00
- Hazard Management - 25/98
- Health Promotion - 6/98
- Hepatitis B Preventative Immunisation Program - 69/98
- Home and Community Based Care - 13/00
- Hospital Bylaws - 95/98
- Hospital in the Home - 14/00
- Identification Badges - 10/00
- Information Technology Security - 64/98
- Inpatient Leave - 29/98
- Institutional Statement on Scientific Practice - 50/98
- Internet Use - 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 Patients with Cystic Fibrosis - 11/00
- Management of Staff and Patients exposed to or suspected of having Pertussis - 12/99
- Management of Staff Significant Blood or Body Fluid (BBF) Exposure - 8/00
- Management of Varicella-zoster Infections and Varicella-zoster Contacts - 23/98
- 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 & Welfare - 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
- Admin/Clerical/Supervisory Staff - 15a/98
- Managerial/Prof Staff - 15b/98
- Ancillary Staff - 15c/98
- Personal Files - 3/98
- Polio Vaccination in Long-Stay patients - 12/00
- 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
- Proposal to Introduce HIV Ab Testing as part of Antenatal Screening - 31/98
- Protocol for dealing with detained paediatric patients with primary medical issues - 1/01
- Protocol for Police Investigations into Unnatural or Suspicious Deaths and Injuries and/or Major Criminal Activities at the Women's and Children's Hospital - 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 - 5/00
- Reprocessing and Re-use of Single Use Medical Devices - 93/98
- Research - 87/98
- Responsibilities for managing clinical investigations - 19/99
- Risk Management - 7/00
- Room Allocation to Patients with Contagious Diseases or Recent Contact with Contagious Diseases - 17/98
- Safe 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 - 5/98
- Uniform Policy/Dress Guidelines - 47/98
- Use of Family Rooms, Mortuary - 59/98
- Use of the Chapel - 52/98
- Visitors with Contagious Diseases - 27/99
- Ward/Unit management of multiple-use sterile fluid for injection or irrigation of a normally sterile site - 18/98
- Waste Management - 7/98
- WCH Worksite Safety - 68/98
- 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 \$20.60 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 2000. Copies of this document can be obtained from the Public Relations Department.

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

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

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

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

SECTION 1 – Policy Documents

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

SECTION 2 – Information Statement

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

Many documents are also available on our website:

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

SECTION 3 – Contact Arrangements

Requests under the Freedom of Information Act for access to information in the possession of Yarrow Place Rape and Sexual Assault Service should be accompanied by a \$20.60 application fee and directed in writing to:

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

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

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
- Freedom from Sexual Harassment Policy
- Policy on Purchases and Hazardous Substances
- Regional Business Development

SECTION 2 – Information Statement

Copies of the agency's latest information statement can be obtained, by contacting the FOI Officer. A variety of promotional 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****ADELAIDE YOUTH COURT****SECTION 1 – Policy Documents**

- Young Offenders Act 1993
- Youth Court Act 1994
- Children’s Protection Act 1993
- Adoption Act 1988

SECTION 2 – Information Statements

The Adelaide Youth Court is the principal court in this State dealing with youths who offend against the law. It also deals with children who are in need of Care or Protection, and facilitates Adoption Hearings.

SECTION 3 – Contact Arrangements

Contact person is: Geoff Gray, or Mirella Centrella
Phone: 8204 0330
Address: 75 Wright Street, ADELAIDE
Office Hours: 9 a.m. to 5 p.m.

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

SECTION 1 – Policy Documents

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

- Annual Reports
- Purchased Leave Policy
- Flexitime Policy
- Performance Management and Development Policy
- Policy on the Remuneration/Variation in Remuneration Level
- Policy on the Management of Redeployees
- Policy on Taking Accrued Leave
- Recruitment and Selection Policy
- Training and Development Policy
- Whistleblowers' Protection Policy
- Home-Based Work Policy
- Computer Training Policy
- Computing Developments Policy
- Email User Policy
- Licensing and Copyright Policy
- Network User Policy
- Virus Protection 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
- Reporting and Investigation of Incidents Injuries and Hazards Policy
- Sexual Harassment Policy and Procedures
- Work-Related Travel Policy
- Workers' Compensation Claim Procedures
- Workers' Compensation Fraud Prevention Policy
- Records Management 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 \$20.60 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 \$7.70 per 15 minutes applies and a deposit may be required. A reduction in the fee payable may be applicable in certain circumstances. In addition fees may be charged for other services such as photocopying, written transcripts, postage etc.

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, 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, Chesser House, 91 Grenfell Street, Adelaide. The postal address is:

G.P.O. Box 1351
ADELAIDE S.A. 5001
Telephone: (08) 8204 9599
Fax: (08) 8204 9605
Internet: 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.

Last revised 5 September 2000.

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****COMMISSIONER FOR CONSUMER AFFAIRS AND THE
CORPORATE AFFAIRS COMMISSION****INTRODUCTION**

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

Consumer Affairs
Business and Occupational Services
Tenancies
Births, Deaths and Marriages (subject to a separate Information Summary)
Education and Information Services
Corporate Affairs & 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
- Refund and waiving of fees
- Policy & procedures document for:
 - building work contractors & supervisors
 - plumbing, gas fitting & electrical contractors & workers
 - second-hand vehicle dealers
 - travel agents
 - security & investigation agents
 - land agents & conveyancers
 - mutual recognition
 - approving computerised systems for keeping trust account records

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, SA Water House, 77 Grenfell Street, Adelaide during the times of 9 a.m. to 5 p.m., Monday to Friday.

SECTION 3 – Contact Arrangements

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

The Freedom of Information Officer
Office of Consumer & 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 are available at any branch of the Office of Consumer & Business Affairs.

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

SECTION 1 – Policy Documents

- Accident/Incident Investigation Policy and Procedures
- Additional Duties Allowance
- Anti-Corruption Policy
- Assignment Policy
- Charging for the Non-Court Use of the Authority's Facilities
- Code of Practice for Contractors
- Communicable and Infectious Disease Policy
- Consultation Policy/Guidelines OHS&W
- Court Security Policy Statement
- Courts Volunteer Service Policy Guidelines
- E-mail Policy & Standards
- Employee Assistance Program Policy Statement and Information Brochure
- Ethical Conduct for members of staff of the CAA Guidelines
- Ethical Research Policy Guidelines
- Equal Opportunity Policy Statement
- First Aid Policy
- Greenhouse Gas Policy
- Grievance Policy/Procedures
- Guidelines for Requesting Legal Services
- Hazard Management Policy/Procedures
- Hazardous Substances Policy/Procedures
- Induction/Orientation Policy
- Information Technology and Telecommunications Security Policy and Standards
- Internet Policy & Standards
- Long Distance Driving Policy/Procedures
- Long Service Leave
- Manual Handling & Occupational Overuse Policy/Procedures
- Media Policy
- Networked Personal Computers Policy and Standards
- No Smoking in the Workplace Policy
- OHS&W Policy Statement
- Occupational Health, Safety and Welfare (also OHS&W Committee Constitution and Rules, and OHS&W Representative Election Kit for Returning Officers)
- OHS&W Procedures for Record Keeping
- Managing Good Performance Policy
- Policy and Procedures on Remuneration of Positions

- Policy Guidelines for Public Speaking for Staff of the Authority
- Policy on External Release of Court Statistical Information
- Policy/Procedure on Part-Time Study (Leave and HECS Reimbursement)
- Procedures for Record Keeping
- Procedures for the Supply of the Hepatitis B Serum
- Psychological Health Policy
- Purchasing Policy
- Purchasing Practice Guidelines
- Recruitment & Selection Evaluation Process
- Rehabilitation Policy/Procedures
- Remuneration of Positions
- Risk Management Policy Statement
- Screen Based Keyboard Equipment Policy
- Sexual Harassment
- Staff Training and Development
- TOIL Policy
- Web Site Policy
- Whistleblowers' Protection Policy and Procedures
- Work Experience
- Workers' Compensation Claims Management Policy/Procedures
- Working from Home Policy

SECTION 2 – Information Statement

The Freedom of Information (FOI) Act 1991 gives members of the public a legally enforceable right to access documents held by SA Government agencies, subject to certain restrictions and exemptions.

SECTION 3 – Contact Arrangements

Applications under the Freedom of Information Act 1991 for access to documents held by the Courts Administration Authority should be accompanied by a \$20.60 application fee and directed to:

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

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

Telephone enquiries can be directed to the Freedom of Information Officer on (08) 8226 0103, Facsimile (08) 8226 0111.

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

SECTION 1 – Policy Documents

- Strategic Plan
- Core Values
- Policies
 - Constructive Day “Prisoner Regimes”
 - Staff Education
 - Alcohol and Other Drugs
 - Throughcare
 - Restorative Justice
 - Rehabilitation
 - Humane Care
 - Strategic Management
 - Human Resources
- Service Specifications
 - Offender Programs
 - Pre Release Programs
 - Case Management
 - Occupational Health, Safety & Welfare
 - Prisoner Owned Property
 - Security Key and Lock Control
- Administrative Instructions
 - Mobile Telephones
 - Financial & Purchasing Delegations
 - Communicating in Writing
 - Offender Art Production
 - Investigating Officers Responsibilities in Conducting Interviews with Employees
- System Operating Procedures
 - Case Management
 - Prisoner Leave of Absence
 - Critical Incident Debriefing
 - Incident Reporting and Recording
 - Protective Custody

Prisoner Death
Arunta Controlled Telephone System
Prisoner Urine Sampling
Allowances for Prisoners
Incidents Requiring Police Intervention
Destruction and Disposal of Contraband
Separation of Prisoners
Use of Notebooks
Use of Chemical Agent
Prohibited and Restricted Material
Media Access
Staff Education Support
Prisoner Visits
Strip Searching
Radio Communications
Identity Cards
Prisoner Marriage
Registration of Informants
DCS Supervised Prisoner Escorts and Hospital Watches
Use of Restraint Equipment
Prisoners Refusing Food and/or Fluid
Management of Information (Intelligence and Investigations Unit)
Urine Sampling of Community Based Offenders

SECTION 2 – Information Statement

Copies of the Department for Correctional Services Strategic Plan, Annual Report and Policy documents can be obtained by contacting the Department for Correctional Services Freedom of Information Officers.

The Department's Annual Report and some Policy documents are also available on the Department's web site at <http://www.corrections.sa.gov.au>.

SECTION 3 – Contact Arrangement

Requests under the Freedom of Information Act for access to information in the possession of the Department for Correctional Services should be accompanied by a \$20.60 application fee and directed in writing to:

Freedom of Information Officer
6th Floor, 25 Franklin Street
ADELAIDE S.A. 5000
Telephone: 8226 9124
9 a.m. to 5 p.m.

Postal Address:
G.P.O. Box 1747
ADELAIDE S.A. 5001

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, ie 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 Strategic Plan
- ESAU Finance Procedures Manual

Policies – Administrative

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

Policies – Finance

- Purchase Authorities
- Expenditure Authorities
- Disposal Authority

- Corporate Credit Cards
- Asset Management
- Expenses Reimbursement
- Fringe Benefit Tax (Vehicles)

Policies – Occupational Health, Safety & Welfare

- OHS&W Policy
- OHS&W Terms of Reference
- OHS&W Committee Principles and Procedures
- Rehabilitation Procedures
- Hazard Management
- Workers Compensation Claims
- Accident/Injury Newsletter

SECTION 2 – Information Statement

Copies of the Emergency Administrative Services Unit Annual Report, Information Statement and Policy documents can be obtained by contacting the ESAU Freedom of Information Officer, G.P.O. Box 2706, Adelaide, S.A. 5001.

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

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

Inquiries may be directed in writing to the FOI Officer, G.P.O. BOX 2706, Adelaide or by telephoning (08) 8463 4053 between 9 a.m. and 5 p.m., Monday to Friday.

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****OFFICE OF THE LIQUOR AND GAMING COMMISSIONER***a Division of the Department of Justice – Attorney General’s Department*

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

Acts Administered: Liquor Licensing Act 1997
Gaming Machines Act 1992
Casino Act 1997
Racing Act 1976

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.

SECTION 2 – Information Statement

- 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:
 - Business and Corporate Services Manager
 - Office of the Liquor and Gaming Commissioner
 - 9th Floor, East Wing, 50 Grenfell Street,
 - ADELAIDE S.A. 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****ATTORNEY-GENERAL'S DEPARTMENT
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 will making 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:

- Strategic and Financial Plans
- Internal Audit Plan
- Emergency Procedures Manual
- Delegation of Authority of the Public Trustee pursuant to Section 8 of the Public Trustee Act 1995
- Accounting and Internal Control Manual
- PTHelp Policy & Procedures Manual
- Internal Control Policies

SECTION 2 – Information Statement

The most recent Statement is dated July 2001.

SECTION 3 – Contact Arrangements

The agency's policy documents and Information Summary may be accessed through the Manager, Human Resources and Administration 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****STATE ELECTORAL OFFICE**

SECTION 1 – Policy Documents

- Accounting and Internal Controls
- Distribution of Information:
 - (a) extracted from the Electoral Database; and
 - (b) on alpha microfiche lists
- Equal Employment Opportunity
- First Aid
- Goods and Services Tax
- Hours of Driving
- Information Technology and Telecommunications
- Manual Handling
- Non-Smoking in the Workplace
- Non-voters
- Occupational Health Safety and Welfare
- Plant and Equipment
- Privacy-researchers
- Procedure for handling alleged offences under the Electoral Act
- Sexual Harassment in the Workplace
- Social Justice
- Time Keeping
- Working at Home – Normal office hours
- Working in Isolation outside Normal Hours

SECTION 2 – Information Statement

The Annual Report for 1999-2000, available for inspection at the agency premises in Rose Park and on the Office's web site at <http://www.seo.sa.gov.au>, 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.

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY**
of the
STATE EMERGENCY SERVICES

SECTION 1 – Policy Documents

Manual of General Instruction - Includes:

- Australian Emergency Management Arrangements
- Commonwealth Arrangements
- Emergency Management Australia
 - Instructions
 - Goals
 - Objectives
- South Australian Counter Disaster Arrangements
- State Emergency Service
- SES Functions and Responsibilities
- SES Counter Disaster Role and Responsibilities
- Command, Control and Co-ordination
- SES Headquarters Organisation and Establishment
- Staff Duties
- SES Units – Establishment
- Cadet Guidelines
- Objectives
- Training
- Communication
- Administration
- Workers Compensation Arrangements
- Occupational Health and Safety Principles and Policy for SES Volunteers
- SES Vehicles
- SES Equipment
- Legal Responsibilities of SES Members

SECTION 2 – Information Statement

- SES Annual Report
- SES Strategic Plan
- SES Code of Conduct

SECTION 3 – Contact Arrangement

Requests under the Freedom of Information Act for access to information in the possession of SES should be directed to:

Ms Carole Sullivan
Project Officer, Policies and Procedures
Emergency Services Administrative Unit
P.O. Box 2706
ADELAIDE S.A. 5001

Telephone: 8463 4053
10 a.m. to 3 p.m.

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

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

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

SECTION 2 – Information Statements

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

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

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

SECTION 3 – Contact Arrangements

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

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

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

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

BUSINESS SERVICE

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

CRIME SUPPORT SERVICE

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

HUMAN RESOURCES SERVICE

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

SOUTHERN OPERATIONS SERVICE

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

INFORMATION SYSTEMS & TECHNOLOGY SERVICE

Support Branch
Customer Service Branch
Business Consulting & Planning Branch
Infrastructure Branch
Applications Branch

NORTHERN OPERATION SERVICE

Northern Operations Service Co-ordination Branch
Barossa Yorke Local Service Area
North East Local Service Area
Far North Local Service Area
Elizabeth Local Service Area

OPERATIONS SUPPORT SERVICES

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

ETHICAL & PROFESSIONAL STANDARDS SERVICES

Professional Conduct Branch
 Service Enhancement Branch
 Internal Investigation Branch

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

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

EXECUTIVE SUPPORT BRANCH

Liaison & Briefing Section
 Public Affairs Section
 Publications Unit.

SECTION 2 – Information Statement

The most recent Information Statement was published by the Commissioner of Police and has been incorporated within the Annual Report of the Commissioner of Police 1999-2000. All future Information Statements will be incorporated in the Commissioner's Annual Report.

SECTION 3 – Contact Arrangements

Applications for access to documents (PD 360) can be obtained from all police stations within the State. Personnel at stations will assist in completing the application form which may be submitted, together with a fee of \$20.60, to any police station or posted to:

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

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

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

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

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

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****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 Administration Instruction 1/89) (July 1992)
- No. 13 Annual Reporting Requirements (May 2000)
- No. 14 Non-Payment of Board/Committee Fees to or for Government Employees or Officers of the Crown (August 1999)
- No. 15 Procedures for Submissions seeking the Review of Public Works by the Public Works Committee (October 1998)
- No. 16 Remuneration for Government Appointed Part-time Boards and Committees and Women on Boards and Committees (August 1999)

Old Series:

- No. 14 Accidents Involving Government Vehicles (May 1979)
- No. 15 Accidents and other matters which may result in Claims against the Government or require Special Investigation (June 1980)
- No. 28 Builders Licensing Act (August 1976)
- No. 39 City of Adelaide Planning Commission (June 1980)
- No. 40 State Government Insurance business (August 1977)

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

Commissioner's Circulars

- CC 6 Discipline and Disciplinary Appeals
- CC 14 Recognition of Prior Service for Leave Purposes
- CC 15 Sexual Harassment
- CC 25 Special Leave Without Pay
- CC 26 Work Experience Programs
- CC 27 Attendance Records
- CC 30 Use of Government Vehicles
- CC 31 Guidelines for Public Servants Appearing before Parliamentary Committees
- CC 32 Guidelines for Access by Members of Parliament to Public Servants
- CC 34 Flexitime Guidelines
- CC 35 Resignation, Retirement and Re-employment
- CC 37 Part-time Employment
- CC 38 Salary and Increment Determination
- CC 40 Personal Files
- CC 41 Policy Direction on Management Services
- CC 46 Sick Leave
- CC 47 Recreational Leave
- CC 48 Long Service Leave
- CC 49 Special Leave With Pay
- CC 52 Employment Outside the Public Service
- CC 53 Senior Officer Selection
- CC 56 Invalidity Retirement/Temporary Disability
- CC 59 Traffic Infringement Expiation Notices/Parking Offence Notices
- CC 64 Guidelines for Ethical Conduct
- CC 66 Transfer/Retirement of Incompetent Employees
- CC 69 Whistleblowers' Protection Act

Commissioner's Determinations

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

Memorandum to Permanent Heads (MPH)

MPH 130	Equal Employment Opportunities (Duties and Responsibilities)
MPH 138	National Employment Strategy for Aboriginals
MPH 246	Payment of Registration Fees for Professional Officers
MPH 314	Release of Delegate's Reasons for Decision of Classification Matters

Public Sector Management Act Determinations

PSM Act 1	Executive Employment
PSM Act 8	Frequent Flyer Schemes
PSM Act 11	Hours of Duty/Overtime/Meal Allowances
PSM Act 12	Adjustments to Salaries for Public Sector Management Act Employees and South Australian Health Commission Employees
PSM Act 13	Locality Allowances/Travel and Accommodation Expenses for Medical and Dental Treatment/Travel Costs for Employees Stationed on Kangaroo Island
PSM Act 14	First Aid
PSM Act 15	Motor Vehicle Reimbursement
PSM Act 16	Travelling Expenses Reimbursement
PSM Act 17	Camping Allowances
PSM Act 18	Camping Out Allowances
PSM Act 19	Relocation Expenses
PSM Act 20	Allowance for Casual Cashiers and Paying Officers
PSM Act 21	Payment of Private Telephone and Rental and Official Calls/Licences to Drive Motor Vehicles
PSM Act 22	Allowance for Piloting of Hired or Government Owned Aircraft by Departmental Employees
PSM Act 23	Part-time Interpreters or Translators Allowance
PSM Act 24	Miscellaneous Industrial Provisions
PSM Act 25	Industrial Disputes
PSM Act 26	Salaries Adjustment (Public Offices) Act
PSM Act 27	Volunteers in Government Agencies – Guidelines for Good Practice
PSM Act 28	Job Representatives
PSM Act 29	Recovery of Overpayments
PSM Act 30	Management of Working in the Heat
PSM Act 31	Remuneration During Leave

Public Sector Management Act Directions

Direction No. 1	Targeted Voluntary Separation Package Scheme
Direction No. 2	Recruitment and Appointment of Non-Executive Employees
Direction No. 4	Appointment of Ongoing Employees to Contract Positions
Direction No. 5	Qualifications
Direction No. 6	Redeployment Practice
Direction No. 9	Overseas Travel

Other:

- Competitive Neutrality Policy Statement (May 2000)
- Community Service Obligations – Policy Framework (December 1996)
- SA Public Sector Central Agencies Policy Index

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 2000-2001.

SECTION 3 – Contract Arrangements

Requests to access documents should be forwarded to:

Principal FOI Officer
Department of the Premier & 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 SOUTH AUSTRALIA (PIRSA)****SECTION 1 – Policy Documents**

- Risk Management
- Miscellaneous Staff Administrative Instructions – Working Document
- Internet Policy & Guidelines for Internet Use
- Human Resource Management – Working Documents
- Procurement Policies and Principles – Working Document
- Various Australian Standards, used in the operational areas of the Department
- Commissioners Circulars and Commissioners Determinations

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangement

Requests under the Freedom of Information Act for access to information in the possession of PIRSA should be accompanied by a \$20.60 application fee and directed in writing to:

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

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

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:

- Animal and Plant Control Commission Planning Documents
- Annual reports of the:
 - Animal and Plant Control Commission
 - Pest Plants Commission
 - Vertebrate Pests Control Authority
- Board Member Induction Manual
- A Guide to Board Planning
- Animal and Plant Control Manual
- Crown Lands Program Budget Setting Policy
- Policy on Guarantees of Board Loans
- Proclaimed Plant Policies
- Code of Practice for Managing Fodder to Reduce the Spread of Proclaimed Plants
- Risk Assessment and Management of Olives
- Policy on the Management of Dingo Populations in South Australia
- Policy Relating to Feral Goats
- Policy on Feral Deer in South Australia

- Policy on the Keeping and Sale of Rabbits in South Australia
- Policy on the Entry, Movement and Keeping of Exotic Vertebrate Animals in South Australia
- Livestock Sale Inspection Policy
- Handbook for Vertebrate Pests Control

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. The Commission's Information Statement is also included in the Commission's Annual Report.

SECTION 3 – Contact Arrangements

Requests under the Freedom of Information Act for access to documents in the possession of any agency covered by this Information Summary should be accompanied by a \$20.60 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 enquiries: Executive Officer: (08) 8303 9500.

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

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

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

- The Citrus Industry Act 1991 requires the Board to provide annual reports, which include financial statements, to the Minister each year by 31st July.
- CBSA Strategic Plan Interim Review 2000-2001
- Requirements for registration (various)
- Rules and Practices relating to the South Australian citrus industry.

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

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

Requests under the FOI Act for access to documents in the possession of the Citrus Board should be accompanied by a \$20.60 application fee and directed in writing to:

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

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

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

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

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

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

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

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

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

Telephone: (08) 8223 2277 between 9 a.m. and 5 p.m., Monday to Friday

Facsimile: (08) 8232 2463

e-mail: dasa@chariot.net.au

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****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 its Regulations.

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

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

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 Freedom of Information Act for access to documents in the possession of the Veterinary Surgeons Board should be accompanied by a \$20.60 application fee and directed in writing to the Registrar.

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

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

Postal Address: P.O. Box 218, Walkerville, S.A. 5081
Phone: (08) 8269 3216 Fax: (08) 83425 325 E-mail: vsbsa@senet.com.au

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 has been 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)
- Three 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 10th 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 \$20.60 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 \$30.60 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****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).

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

SECTION 2 – Information Statement

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

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

SECTION 3 – Contact Arrangements

Requests under the FOI Act for access to documents in the possession of the Passenger Transport Board should be accompanied by a \$20.60 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 \$7.70 per 15 minutes applies and a deposit may be required. A reduction in the fee payable may be applicable in certain circumstances.

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

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

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

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

SECTION 2 – Information Statement

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

SECTION 3 – Access Arrangements

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

For enquiries by telephone call (08) 8303 0600. Requests under the FOI Act for access to Planning SA documents should be directed to:

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

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****DEPARTMENT OF TREASURY AND FINANCE****SECTION 1 – Policy Documents**

- Treasurer's Instructions
- Treasury Circulars
- Guidelines for the Evaluation of Public Sector Initiatives
- Treasury and Finance Corporate Policies
- A variety of policies governing human resource, financial, administration and technology management.
- Accounting Policy Statements
- Fringe Benefits Tax Manual
- RevenueSA Circulars
- RevenueSA Learning Guides:
 - Pay-roll Tax Learning Guide
 - Land Tax Learning Guide
 - First Home Owner Grant Learning Guide
 - Basic Business Learning Guide
- 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 2000-2001 Annual Report.

SECTION 3 – Contact Arrangements

Enquiries 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 enquiries during business hours should be directed to:

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

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****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 2000-2001 (which include financial statements)
- Corporate Plan 2000-2001
- State Water Plan 2000
- Catchment Water Management Plans
- Directions for Managing Salinity in South Australia
- Draft SA River Murray Salinity Strategy
- Lake Eyre Basin Agreement

All documents and departmental publications are listed on our website at www.dwr.sa.gov.au

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 \$20.60 application fee and directed in writing to:

The FOI Officer
Department for Water Resources
G.P.O. Box 2834
ADELAIDE S.A. 5001

Additional search fees may apply in line with fees gazetted to take affect from 1 July 2001 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.