

SUPPLEMENTARY GAZETTE



**THE SOUTH AUSTRALIAN
GOVERNMENT GAZETTE**

PUBLISHED BY AUTHORITY

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

ADELAIDE, FRIDAY, 12 FEBRUARY 1999

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FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of
ADMINISTRATIVE AND INFORMATION SERVICES

SECTION 1—Policy Documents

Business Services

- Departmental Manual
- Human Resources
 - Classification Management
 - Educational Assistance
- Occupational Health, Safety and Welfare Corporate Practices
 - Accident Reporting and Investigation
 - Alcohol and Drugs
 - Asbestos
 - Communicable Diseases
 - Contracting for Services
 - Electrical Safety in the Workplace
 - Employee Induction
 - Ergonomics
 - First Aid in the Workplace
 - Hazard and Near Miss Reporting
 - Hazard Management
 - Hazardous Substances
 - Manual Handling
 - Noise Control
 - Occupational Health and Safety Training
 - Purchasing
 - Remote or Isolated Work
 - Smoke Free Workplace
 - Workplace Inspections
- Occupational Health, Safety and Welfare Corporate Policies
 - Occupational Health, Safety and Welfare
 - Psychological Health
 - Rehabilitation
- Placement Services
 - Redeployment Guidelines

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

Building Management

- Application for Prequalification for Contractors Levels 1, 2, 3, 4
- Application for Prequalification for Consultants Levels 1, 2

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

Forensic Science

- Mission Statement
- Statement of Operations
- Operations Manuals
- Occupational Health, Safety & Welfare Manual

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

ForestrySA

- Community Forestry Policies
- Forestry Operations Policies
- Occupation Health and Safety Policies
- Administrative Policies

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

Government Information & Communication Services

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

Government Policy on Information Technology

- Interpretation
 - Compliant Authorities
 - Exemptions
- Data and Information
 - Custodianship
 - Availability
 - Privacy and Confidentiality
 - Security
 - Security in an Outsourced Environment
 - Security Violations

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

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

Land Services Group

- General Administrative Policies

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

Policy Development

- Building and Construction: Minor Works Checklists
- Building and Construction: Minor Works Guide
- Building and Construction: Minor Works Policy and Procedures Manual
- Code of Practice for the South Australian Building and Construction Industry
- Energy Management Guidelines
- Office Accommodation Guidelines
- Project Initiation Process
- SA Government Procurement Reform Strategy: Purchasing Strategically
- Strategic Asset Management Framework
- Strategic Asset Management: Glossary of Building and Asset Management Terms, Second Edition
- A Guide to the SA Governments Quality Assurance Policy for Purchasing Officers and Suppliers to Government
- Index to State Supply Board Policy Statements
- Standards for Public Sector Supply Operations

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

Real Estate Management

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

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

Sprint

- Quality Standards
- General Printing Guidelines

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

State Records

- Appraisal & Disposal Policy
- Custody & Storage Standards
- Records Management Policy & Procedure Manual
- Transfer & Disposal Manual

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

Supply SA

- State Supply Board Standards for Public Sector Supply Operations
- State Supply Board Policy Statement
 - Interpretation:
Definition of Supply Contracts and Service Contracts
- Government Supplies Contracts:
 - Government Supplies Contracts
 - Procurement Process.
 - Purchase of Capital Plant and Equipment
 - Overseas Purchases
 - Donation, Gift and Loan of Stores, Plant and Equipment to Public Authorities
 - Purchase of Minor Items
 - Procurement Planning
- Procurement of Particular Goods:
 - Acquisition of Fuel ex Resellers Pumps by Credit Card
 - Optional Equipment and Air Conditioning for Motor Vehicles and Mobile Machinery
 - Procurement of Government Office Furniture
 - Environmental Policy
- Purchasing Research:
 - Forward Procurement Plans
- Use of Government Procurement to Assist Australian Industry:
 - National Preference Agreement
 - Buy Australian Made
 - Responsibility of Supply Personnel in Supporting Australian Industry
 - Offsets Program
- Quality Management:
 - Quality Management and Accreditation for Supply Operations
- Asset Management—Stockholdings:
 - Warehousing in the Public Sector
 - Inventory Management
 - Cataloguing in the Public Sector
 - Standard Codes for Unit of Measure
 - Bar Codes

- Asset Management—Plant and Equipment:
 - Plant and Equipment Replacement
 - Replacement Policy for Government Light Motor Vehicles
 - Replacement Policy for Government Light Commercial Vehicles
- Salvage and Disposal:
 - Salvage and Disposal
- Supply Management Reports:
 - Performance Measurement
 - Annual Supply Reports
 - Code of Ethics
- Miscellaneous:
 - Use of State Supply Board Facilities
 - Economy Measures
 - Glossary of Supply Management Terms
 - Freedom of Information Act
 - Managing the Risk of Fraud in Supply Operations

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

Workplace Services

- Occupational Health, Safety and Welfare Policies:
- General Health, Safety and Welfare
 - Management Action Plan
 - Rehabilitation
 - Psychological Health
 - Manual Handling
 - Remote or Isolated Work
 - Smoke free Workplace
 - Communicable Diseases
 - Occupational Health, Safety and Welfare Consultation
 - Office Work Area Ergonomics
 - Critical Incident
 - Alcohol and Other Drugs
 - Employee Security
- Remuneration Policy
- Travel to and from Work
- Motor Vehicles
- Flexitime Records
- Statement of Principles for Training and Development
- Investigation and Compliance Manual
- Various information Brochures on the Industrial and Employee Relations Act 1994

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

SECTION 2—Information Statement

An information statement was included in the 1997/98 Annual Report. Copies of the Annual Report are available from Information SA, Ground Floor, 77 Grenfell Street, Adelaide and the Internet at www.dais.sa.gov.au.

SECTION 3—Contact Arrangements

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

Business Services

FOI Officer
Business Services
DAIS
G.P.O. Box 1072
ADELAIDE S.A. 5001

Telephone: (08) 8226 5135

Government Information and Communication Services

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

Telephone: (08) 8226 2105

Workplace Services

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

Telephone: (08) 8303 0246

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

(FOI Agency No. G110)

SECTION 1—Policy Documents

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

- Administrative
- Human Resources
- Occupational Health and Safety
- Mains Extension
- Revenue and Services
- Water and Sewer Construction Manuals
- Financial
- Environmental
- Information Technology

SECTION 2— Information Statement

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

Other documents held by the Corporation include:

- Customer Services Charters
- Operational Records

SECTION 3—Contact Arrangements

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

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

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

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

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

SECTION 1—Policy Documents

WorkCover has the following policy documents which affect the public:

- Claims Management policies
- Premium policies
- Rehabilitation policies
- Exempt Employer standards
- Approval Criteria and Approved Model Course Curricula for Health and Safety Representative Training
- Criteria for the Approval of Providers of First-Aid Training
- Freedom of Information

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

The Corporation also publishes leaflets, information sheets, booklets and a handbook on the requirements of the Occupational Health, Safety and Welfare Act 1986 and the regulations and approved codes of practice made under this Act. These are available for purchase from WorkCover, 100 Waymouth Street, Adelaide, telephone 8233 2222.

Arrangements can be made to purchase copies of any of these documents by contacting the Freedom of Information Officer on 8233 2351. Charges will be in accordance with published price lists.

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

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

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

Application forms and information leaflets are available from the reception area, Ground Floor 100 Waymouth Street, Adelaide or by contacting the Freedom of Information Officer.

Telephone enquiries should be directed to the Freedom of Information Officer on (08) 8233 2351 or toll free for country areas on 008 188 000. Facsimile (08) 8233 2000. <http://www.workcover.sa.gov.au>

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

SECTION 1—Policy Documents

STRATEGIC PLAN 1998-2001

Available free from the Public Relations Unit

FOUNDATIONS FOR THE FUTURE

Available free from the Public Relations Unit

POLICIES FOR CHILDREN'S SERVICES AND THE SCHOOL SECTOR

LEGAL AND POLICY FRAMEWORK LIBRARY

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

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

MULTICULTURISM IN SCHOOLING AND CHILDREN'S SERVICES

Policy Statement 10, March 1995

Available free from the Public Relations Unit

SCHOOL EDUCATION POLICY DOCUMENTS

ADMINISTRATIVE INSTRUCTIONS AND GUIDELINES

Available for purchase from Curriculum Resources Australia

FINANCIAL MANAGEMENT IN SCHOOLS

Available for purchase from Curriculum Resources Australia

POLICIES, POLICY OVERVIEW, February 1992

Available free from the Public Relations Unit

CHILD PROTECTION

Policy Statement 1, March 1990

Available free from the Public Relations Unit

ANTIRACISM

Policy Statement 2, July 1990

Available free from the Public Relations Unit

STUDENT PARTICIPATION

Policy Statement 3, September 1990

Available free from the Public Relations Unit

JUNIOR SPORTS

Policy Statement 5, December 1990

Available free from the Public Relations Unit

PARENTS AND SCHOOLS

Policy Statement 6, February 1991

Available free from the Public Relations Unit

STUDENTS WITH DISABILITIES

Policy Statement 7, July 1991

Available free from the Public Relations Unit

PERFORMANCE MANAGEMENT

Policy Statement 8, May 1991

Available free from the Public Relations Unit

ASSESSMENT AND REPORTING FOR SCHOOLS INCLUDING A CODE OF CONDUCT FOR DECS EMPLOYEES

Policy Statement 11, November 1995

Available free from the Public Relations Unit

SCHOOL DISCIPLINE

Policy Statement 12, April 1996

Available free from the Public Relations Unit

CHILDREN'S SERVICES POLICY DOCUMENTS**CHILDREN'S SERVICES OFFICE HANDBOOK**

Available for inspection at the Library and Information Service

INTEGRATED SERVICES—FINANCIAL ADMINISTRATION GUIDELINES

Photocopies available free at the Library and Information Service

HANDBOOK FOR OCCASIONAL CARE SERVICES IN PRESCHOOLS

Photocopies available free at the Library and Information Service

HANDBOOK FOR OCCASIONAL CARE SERVICES IN NEIGHBOURHOOD AND COMMUNITY HOUSES

Photocopies available free at the Library and Information Service

HANDBOOK FOR OCCASIONAL CARE SERVICES IN CHILD PARENT CENTRES

Photocopies available free at the Library and Information Service

OUT OF SCHOOL HOURS CARE KIT

Available for purchase at Curriculum Resources Australia

PRESCHOOL ACCOUNTING MANUAL

Available for purchase at Curriculum Resources Australia

A GUIDE TO OUT OF SCHOOL HOURS CARE PROGRAM ACCOUNTING

Photocopies available free at the Library and Information Service

CHILDREN'S SERVICES OFFICE PERSONNEL CIRCULARS

Photocopies available free at the Library and Information Service

PLANNING FOR LEARNING—A FRAMEWORK FOR PLANNING CURRICULUM

Available for purchase at Curriculum Resources Australia

LEARNING ABOUT ABORIGINAL CHILDREN AND THEIR CULTURE—CURRICULUM GUIDELINES

Available for purchase at Curriculum Resources Australia

VALUING FAMILY LIFE AND LEARNING—SELF-PACED LEARNING PACKAGE

Available for purchase at Curriculum Resources Australia

Available for viewing from Institutes of TAFE

TAFE POLICY DOCUMENTS

ADMINISTRATIVE INSTRUCTIONS IN THE TAFE SA BULLETIN

CURRICULUM POLICY MANUAL AND DESIGN GUIDE

EQUAL OPPORTUNITY AND SOCIAL JUSTICE POLICIES

HUMAN RESOURCES DIVISION GUIDELINES FOR DELEGATES

POLICY AND PROCEDURES MANUAL

SUPPLY MANUAL

Inquiries *re* the TAFE policy documents should be directed to the TAFE Freedom of Information Officer.

SECTION 2—Information Statements

The latest Information Statement is available by contacting the TAFE Freedom of Information Officer.

SECTION 3—Contact Arrangements

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

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

The staff
Curriculum Resources Australia
Netley Training and Development Site
5 Watson Avenue
Netley S.A.
8.30 a.m.-4.30 p.m. Monday to Friday

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

The TAFE Freedom of Information Officer
10th Floor
31 Flinders Street
Adelaide S.A.
9.00 a.m.-5 p.m. Monday to Friday

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of
THE FLINDERS UNIVERSITY OF SOUTH AUSTRALIA

SECTION 1—Policy Documents

As at 1 January 1991 the Flinders University of South Australia merged with the former Sturt Campus of the South Australian College of Advanced Education.

Policies of the University are published in the following publications:

- The Flinders University of South Australia Calendar Volumes 1, 2 and 3
- The Flinders University of South Australia Administrative Handbook
- The Flinders University of South Australia Education and Resource Policy
- Flinders University of South Australia Educational Profile for the 1999-2001 Triennium
- Flinders University of South Australia Equal Opportunity and Affirmative Action Policy Statement
- Agreement to merge between The Flinders University of South Australia and the South Australian College of Advanced Education
- The Flinders University of South Australia Enrolment Guide
- Codes of Practice of the Australian Vice-Chancellor's Committee (AV-CC) and National Health and Medical Research Council (NH & MRC) as detailed below
- Flinders University Study Abroad Handbook
- Flinders University Postgraduate Prospectus, and undergraduate prospectus
- Distance Education Enrolment Guide
- Distance Education Handbook
- Flinders University Information for New Students
- Flinders University Campus Plan Review
- Flinders University International Undergraduate Prospectus
- Flinders University Policy and Procedures Manual published on the WWW. URL number [http://admin
www.flinders.edu.au](http://admin.www.flinders.edu.au).
- The Flinders University Enterprise Certified Agreement 1997-1999 published on the WWW. URL number [http://admin
www.flinders.edu.au](http://admin.www.flinders.edu.au).

General information about the structure and operation of the University can also be found in the University's Annual Report, Research Report (published annually), and annual Student Statistical Summary.

Former Sturt Campus of SACAE

The former South Australian College of Advanced Education (SACAE) published policies and procedures on the following matters: Administrative; Council; Finance; Staffing; Academic; Resources; External Studies. Advice about applications or enquiries relating to this information can be obtained from the Freedom of Information Officer.

Policies relating to student matters and courses were published in the SACAE Handbook.

Flinders University Calendar

The Calendar is published in four volumes.

- Volume 1 (containing details of staff, committees and boards, University organisation, research institutes and publications, associated institutions, funds and bequests, the Flinders University of South Australia Act, By-laws, statutes, prizes and scholarships, and other information about the University) is published in April of the year to which it refers.
- Volume 2 (containing details of courses of study, including syllabuses and statutes relevant to course structures) is published in the previous December.

- Volume 3 (containing student related policies and procedures on assessment, student progress, academic dishonesty, student appeals and complaints, rules applicable to staff and students), is published in the previous November.
- Volume 4 (distance education handbook).

Copies of the calendar are available for purchase from the Cashier in the Registry Building. (Cost in 1997: \$12 per volume over counter, \$22 per volume (minimum) including postage).

NOTE: Information about the Sturt Campus for 1991, including the academic calendar, staff, courses and other information was published separately for that year only as Volume 3 of the calendar.

Flinders University of South Australia—Administrative Handbook

Copies of the Handbook are available throughout the University administration. Copies can be consulted and policy documents obtained from the Freedom of Information Officer, Secretariat. The contents of the Handbook are as follows (these details may be subject to up-dating/amendment):

Section 1: Government and Organisation

University Government: Committees of the University; Rules for the Co-option of Members of Council; Attendance of Members of the University at Council Meetings; Distribution of Agenda and Minutes; Changes to Statutes, Schedules and Appendices.

Section 2: General Administration

Courier Service, Postage and Mail; Facsimile and Telex Service; Stationery; Motor Vehicle Pool; Photographic Service; Archives Policy; Registry Filing System; Cleaning of Buildings; Disposal of Confidential Material; Security of Buildings; Reporting of Thefts; Furniture and Equipment; University By-laws; Rules Relating to Alcoholic Liquor on University Premises; Public Transport Services; Overseas Orders and Customs Procedures; Signing of Contracts on Behalf of the University; Use of Sporting Facilities by Outside Bodies; Use of Matthew Flinders Theatre; Charges for Use of Lecture Theatres and Tutorial Rooms by Bodies Outside the University; Language use in the University; Use of Name of the University; Copyright.

Section 3: Staff Matters

Teaching and Senior Research Staff: Awards and Rates of Pay; Special Payments and Allowances; Conditions of Appointment; Statement of Responsibilities of Teaching Staff; Academic Staff Assessment; Academic Staff Development; Appointment and Termination Policies and Procedures; Promotion Policies and Procedures; Absences from the University—Teaching Staff; Academic Status; Academic Staff Interchanges with the University of Adelaide; Visits by Staff of the Australian National University; Conciliation of Disputes Between Members of the Teaching and Research Staff.

General Staff: The Higher Education General and Salaried Staff (Interim) Award 1988; General Conditions of Remuneration; Rates of Pay; Allowances; Conditions of Appointment; Hours of Duty; Rules for Leave; Responsibility of Staff Members to Provide Work Related Information; Appointment Procedures; Outside Work by Members of the General Staff; General Staff Development.

Matters Affecting all University Staff: Rules for Leave; Employment and Related Policies; Salaries and Allowances; Accommodation Subsidy for New Staff Members; Safety; Rehabilitation and Workers' Compensation; Membership of Unions; Conversion of Full-time Appointments to Part-time; Policy on Intellectual Property; Extra-Mural Work; Scheme for Early Retirement; Policy on Smoking in the University.

Section 4: Research

Research Administration; Scholarships and Support of Research Higher Degree Students; Ethical Standards in Research; Hazardous Substances in Research; Scholarly Publications Fund; Policy on Research Centres and Institutes.

Codes of Practice

The University has endorsed and operates in accordance with the following Codes of Practice, copies of which can be obtained from the Freedom of Information Officer;

- AV-CC Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees;
- AV-CC Code of Ethical Practice in the Provision of Full-Fee Courses to Overseas Students by Australian Higher Education Institutions;
- NH & MRC Statement on Human Experimentation and Supplementary Notes;
- AV-CC Guidelines for Responsible Practices in Research and Dealing with Problems of Research Misconduct/NH & MRC Statement on Scientific Practice;
- Australian Code of Practice for the Care and Use of Animals for Scientific Purposes.

Flinders University of South Australia—Educational Profile for the 1998-2000 Triennium

Contents include: Teaching Activities; Equity Plan; Aboriginal Education Strategy, Capital Management Plan; Financial Statements; Strategic Statement.

Miscellaneous

The following policies have been published separately from the abovenamed documents: Reviews of University Functions; Student Evaluation of Teaching; Undergraduate Matters; Graduation; Course Design and Approval; Guidelines on the Establishment of Non Research Focused Centres; Guidelines for External Fund-Raising; Rules Governing the Use of the Pendopo; Student Loan Fund Policy and Procedures; Policy on Personal Chairs; Travel Policy for Staff Engaged in Outreach Teaching or Similar Activities; Policy on Professorial Fellows; Procedure for Election of Heads of Disciplines, Responsibilities, Remuneration and Conditions of Appointment of Heads of Academic Divisions; Rules for Convocation Medal; Academic Appointments; Membership of SSAU whilst on Workers Compensation; Superannuation Guarantee Charge-Age Limitations; Topic Coordination by Level A Staff; Probationary Appointments Policy; Nursing Programme Coordinators—Rate of Payment; the Academic Year; Academic Dress; Student Overload; Students with Disabilities; University Funded Personal Chairs; Gender Representation on Committees; Religious Policy; Tenure for Senior Tutor/Senior Demonstrator; Determination of Commencing Salaries for Teaching Staff; Reclassification of Level A Staff; Promotion of Fixed Term Academic Staff; Academic Nomenclature; Staff Appraisal for Staff Development Purposes; Promotions Committee Structure; Appeals Process for Probationary Reviews (Tenure) and Promotions; Recognition of Prior Service for Probationary Appointments; Research Higher Degrees: Policies and Procedures; Course Review and Discipline Review Procedures; Policy on Student Contributions; Level A Appointments—Graduate Development Programme; Land Use Policies for the Open Space Precincts of the University; Admission Policies; Policy and guidelines on review and development programme for academic staff, Credit Transfer; Flinders University Alumni Association Rural Scholarships; Outside Studies Programme; Course Co-ordination Policy; Rehabilitation Policy Revision; Appointment Policies; Occupational Health and Safety; Academic Salary Increments; Distinguished Service, Donations, Significant Contributions to the University and Outstanding Personal Achievement; Sexual Harassment; Course and Discipline Review; Academic Dress; Access Entry Policy for Yunggoorendi; Environmental Policy; Awards for Academic Excellence; Charging of Materials and other Incidental Fees; Occupational Health, Safety and Welfare Asbestos Management Policy; Retention Allowances Policy; Consulting Funds; Vice-Chancellor's Award for Excellence in Teaching; Anti-Racism Policy; Freedom of Information Policy; Parking Policy; Policy on Academic Status; Policy on Payment of Responsibility and Clinical Loadings; Emergency Control Policy; Policy on Authority to Commit University Funds and Schedule of Authority; Policy on Travel, Accommodation and Subsistence; Policy on Flexible Staffing Options; Academic Staffing Policy; Promotion to Level D Plus and Level E; Higher Doctorates Policy; Policy on Prizes and Scholarships. Equal Opportunity Grievance Procedures for Complaints of Unlawful Discrimination and Harassment.

Historical records are kept in the University Archives. A *Guide to the University Archives* can be made available for public perusal on application to the Freedom of Information Officer.

SECTION 2—Information Statement

The University's initial Statement of Affairs was published on 1 January 1993, in accordance with the requirements of Section 9 of the Freedom of Information Act. The statement is updated annually and published as part of the University's Annual Report.

SECTION 3—Contact Arrangements

Inquiries concerning the procedures for inspecting and purchasing or obtaining the University's policy documents and Information Statement should be directed to:

Freedom of Information Officer
Registry Building
Flinders University of South Australia
BEDFORD PARK S.A. 5042

POSTAL ADDRESS: G.P.O. Box 2100
ADELAIDE S.A. 5001

TELEPHONE: (08) 8201 3532
FACSIMILE: (08) 8201 3757

Hours of business: 9 a.m. to 5 p.m. Monday to Friday, or by appointment.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of
THE NON-GOVERNMENT SCHOOLS REGISTRATION BOARD

(FOI Agency No. G185)

SECTION 1—Policy Documents

1.1 Information leaflet: 'Information for Proposers of New Non-Government Schools'.

1.2 Information leaflet: 'Guidelines on Operational Matters for Schools'.

1.3 Information booklet: 'Non-Government Schools in South Australia—Planning, Registration, Funding.'

All of the above are available free of charge and should be read in conjunction with Part V of the Education Act 1972.

SECTION 2—Information Statement

2.1 An information statement for the year ended 30 June 1998 will be incorporated into the Board Annual Report for that period.

2.2 Annual reports for previous years include certain of the information now required by the Freedom of Information Act, and are available for inspection at the Board's office.

SECTION 3—Contact Officer for Policy Documents

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

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

(G.P.O. Box 2370
ADELAIDE 5001)

Telephone (08) 8226 1215, Fax (08) 8226 1616 E-mail: Regboard@nexces.edu.au

Documents relating to the activities of the Non-Government Schools Registration Board may be inspected and/or obtained at the Board's office on the 12th floor of the SGIC Building at the above address, between the hours of 9.00 a.m. and 5.00 p.m. on all business days, or otherwise by arrangement.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
DEPARTMENT FOR ENVIRONMENT, HERITAGE &
ABORIGINAL AFFAIRS
DECEMBER 1998

INTRODUCTION

The Department for Environment, Heritage and Aboriginal Affairs (DEHAA) was established as a new Administrative Unit on 23 October 1997, replacing the Department of Environment and Natural Resources (minus the Land Services Group, which was transferred to DAIS) and the Department of State Aboriginal Affairs

The new DEHAA has since been restructured internally and comprises the following 6 Divisions:

1. Corporate Strategy and Business Services
2. Division of State Aboriginal Affairs
3. Environment Policy
4. Environment Protection Agency
5. Heritage and Biodiversity
6. Resource Information

SECTION 1—Policy Documents

Corporate:

- Asset Recording Procedures Manual
- Human Resource Management Manual
- Occupational Health and Safety Manual
- Records Management Policy
- Risk Management Policy
- 1998 Agency Overview (Pamphlet)
- Newsletter—Managing Diversity in DEHAA
- Human Resource News for DEHAA

These policy documents are available for inspection by contacting the Corporate Strategy and Business Services Division FOI Officer listed under Section 3—Contact Arrangements.

Corporate Strategy and Business Services

- Strategic Plan 1998-1999. Corporate Strategy and Business Plan.

This policy document is available for inspection by contacting the Corporate Strategy and Business Services Division FOI Officer listed under Section 3—Contact Arrangements.

Division of State Aboriginal Affairs:

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

These policy documents are available for inspection by contacting the Division of State Aboriginal Affairs FOI Officer listed under Section 3—Contact Arrangements.

Environment Policy Division:

- Branch Strategic Plan
- General Specification for well construction, modification and abandonment in South Australia pursuant to Well Construction Permit issued under the Water Resources Act 1997
- Groundwater (Border Agreement) Act 1985
- Report—Integrated Water Management for selected rural towns and communities of South Australia (volumes 1 & 2)
- Mount Lofty Ranges Regional Strategic Plan
- Natural Resources Council minutes, strategic plan, and discussion papers
- Principles and Guidelines for the management of Water Protection Areas of South Australia (Water Resources Act 1990)
- South Australia Our Water Our Future
Part 1—Providing for the Future
Part 2—Sustainable Management
- Water Management plans for areas prescribed under the Water Resources Act 1997.
- Water Resources Act 1997
- Water Resources Act Review—Draft Issues Papers, Discussion Paper, Explanatory Report, Draft Bill (May 1996), Bill (tabled in Parliament Nov 1996)
- Water Resources Council, Water Resources Planning Committee and Water Well Drilling Committee Minutes

These policy documents are available for inspection by contacting the Environment Policy Division FOI Officer 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	July '98
No. 5	Pollution Prevention Fund	Nov '97
No. 6	Environment Improvement Programmes	Sept '95
No. 7	Construction Noise	Oct '95
No. 8	Assessment Procedure for Contaminated Sites	Nov '97
No. 9	Noise Control	April '98
No. 10	Burning on Non-Domestic Premises	March '98
No. 11	Burning on Domestic	March '98
No. 12	Air Conditioner Noise	Sept '96
No. 13	Disposal of Backwash Water from Swimming Pools	Oct '96
No. 14	Ozone Protection Notes The Disposal of Refrigeration and Air conditioning Equipment Containing Prescribed CFCs and HFCs	March '97
No. 15	Waste Tyre Disposal	July '97
No. 20	Detergents	Oct '97

Technical Bulletins:

No. 4	Waste Transport Certificate	Nov '96
No. 5	Disposal Criteria for Contaminated Soil	Nov '97
No. 11	Winery and Distillery Wastewater Monitoring Programmes	Nov '96
No. 12	Land Application of Alum Sludge from Water Treatment	Feb '97
No. 13	Irrigation with Water Reclaimed from Sewage Treatment on Pastures Used for Grazing of Cattle and Pigs	Nov '96

No. 21 Independent Verification of Monitoring Programmes	May '96
No. 22 Protection for Voluntary Environmental Audits	May '96

Manuals:

- EPA Monitoring Manual—Volume 1: Air Quality Emission Testing
Methodology for Air Pollution \$55.00

Reports and Strategies:

- Integrated Waste Strategy for Metropolitan Adelaide 1996-2015
June 1996..... Free
- Summary Report on Responses to the Integrated Waste Management
Strategy—Public Discussion Paper June 1996 \$5.00
- Options for an Integrated Waste Management Strategy for the Adelaide
Metropolitan Area: 2015 and Beyond Public Discussion Paper, June 1995 \$20.00
- The Australian Marine Debris Status Review—ANZECC Strategy
to Protect the Environment (EPA acting as distributor)..... \$45.00
- Three Decades of Air Pollution Control 1961-1991 Free
- Ambient Air Monitoring Report—January to December 1996 Free
- Environment Protection Authority Annual Report—1994/95 Free
- Environment Protection Authority Annual Report—1995/96 Free
- Environment Protection Authority Annual Report—1996/97 Free
- Round-table Conference Report 1997 Free
- Ambient Water Quality Monitoring of the Port River Estuary—Report No. 1 Free
- Ambient Water Quality Monitoring of Gulf St Vincent Metropolitan
Bathing Waters—Report No. 1 Free
- Sediment Quality Monitoring of the Port River Estuary—Report No. 1..... Free
- A Cleaner South Australia—Statement on the Environment,
Hon Dean Brown, April 1995..... Free
- South East Waste Management Strategy Plan, South East Local
Government Association & EPA, November 1994..... \$10.00
- Protecting Gulf St. Vincent A Statement on its Health and Future, DENR,
September 1997 Free
- State of the Environment Report for South Australia 1998..... \$15.00
- State of the Environment Report for South Australia 1998—Summary..... \$3.50

Codes of Practice and Guidelines:

- South Australian Biosolids Guidelines \$10.00
- Stormwater Pollution Prevention—Code of Practice for the Community Free
- Guidelines for Establishment and Operation of Cattle Feedlots in SA,
EPA and Primary Industries, June 1994 \$10.00
- Guidelines for Major Solid Waste Land fill Depots..... Free

Pamphlets:

- Pollution Prevention Fund Kit
- Hazardous Wastes
- Don't Let Our Waterways Go Down the Drain
- Stop Our Waterways Going Down the Drain Series:
- How Your Shop or Restaurant Can Help
- How to Dispose of Problem Household Waste
- How You and Your Household Can Help
- How Cleaning Contractors Can Help
- How Your Mobile Vehicle Service Business Can Help
- How Your Workshop Can Help
- How Your Factory Can Help
- How Builders and Do-it-Yourselfers Can Help
- Frog Census
- How Healthy are our Streams

Newsletters:

- Mid North Rivers News—Summer 1998/99

Please Note:

7. A charge may be made for multiple copies of free publications
8. All prices quoted include postage

Heritage and Biodiversity:

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

(Pamphlets and Information Sheets—single copy FREE)

- Strategic Directions
- From Coast to Outback (staff newsletter)
- Heritage and Biodiversity Update (staff news-sheet)
- Urban News
- A Biological Survey of Tilley Swamp South Australia (Report)
- Protecting Gulf St Vincent (Report)

National Parks and Wildlife South Australia

- Park management plans (various)
- Park bushfire prevention plans (various)
- Park policy documents (various)
- Park visitor guides (various)
- Park information brochures (various)
- South Australia's National Parks: The Spirit of Our Great South Land (1997)
- Parks & Wildlife Journal (quarterly)
- The Tattler—From the Barrages to the Border, South Australian, South Eastern Coastal Parks (Edition VIII, Sept 1998)
- Wild Things Newsletter—What's happening at South Australia's Cleland Wildlife Park Desert Parks South Australia Handbook (1998)
- The Parks Agenda (1997)
- The Parks Agenda (flyer) (1997)
- Review into the Management of the National Parks and Wildlife Act: Final Report 1994
- A Review of Innamincka Regional Reserve: 1988-1998
- A Review of Simpson Desert Regional Reserve: 1988-1998
- South Australian National Parks and Wildlife Council minutes
- Reserve Planning and Management Advisory Committee minutes
- Wildlife Advisory Committee minutes
- Wilderness Advisory Committee minutes
- Bookmark Biosphere Trust minutes
- Bookmark Biosphere Action Plan
- Friends of Parks Inc.—constitution
- Friends of Parks Inc.—terms of reference
- Friends of Parks Inc. Management Committee—minutes
- Community Chain (newsletter to Friends of Parks groups)
- Consultative Committees terms of reference
- Consultative Committees minutes
- Reports of the Biological Survey of South Australia (various)
- South Australia's Offshore Islands (1996)
- 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

- Koalas on Kangaroo Island (1996—information sheet)
- Achieving a Koala-Habitat Balance (1996—information sheet)
- Managing the Future of South Australia's Koalas (1996—information sheet)
- Koala Rescue Update: April-June 1997
- Plants of particular conservation significance in South Australia's agricultural regions (1997)
- The Wetlands Voice
- Wetlands Atlas of the South Australian Murray Valley: A summary of current knowledge of Murray valley wetlands as a basis for integrated catchment management (1996)
- South Australian River Murray Wetlands Ten Year Plan (1996)
- Management of Wetlands of the River Murray: Draft Action Plan: 1996-1999, (1996)

Botanic Gardens

- Adelaide Botanic Garden, Visitor guide and map (Brochure)
- Botanic Gardens and State Herbarium Act and Regulations
- Board of the Botanic Gardens and State Herbarium minutes
- Corporate Plan: 1996/97—1998/99
- Journal of the Adelaide Botanic Garden

These policy documents are available for inspection at the Botanic Gardens Administration Office, North Terrace, Adelaide.

Heritage South Australia

- State Heritage Authority minutes
- Heritage South Australia Newsletter (biannual)
- Built heritage information leaflets
- Built heritage guidelines
- Built heritage technical notes
- A Question of Heritage
- Goolwa State Heritage Area
- Mintaro State Heritage Area
- Hahndorf State Heritage Area
- Beltana State Heritage Area
- Heritage Funding in South Australia
- Maritime Heritage reports
- Shipwrecks information brochures
- Conserving our Historic Shipwrecks
- River Boat Trail
- Wardang Island
- Investigator Strait Maritime Heritage

Pastoral Board Secretariat

- Pastoral Board minutes
- Outback newsletter
- Total Grazing Management Project Progress Report: November 1996
- Wildlife Management Manual: the Gawler Ranges and Kingoonya Soil Conservation Districts. A Resource Handbook (1997)
- Total Grazing Management Project Progress Report: May 1997

Native Vegetation Council Secretariat

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

Animal Welfare Unit

- 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)

Resource Information:

- Applications of Spatial Information—a Spatial Information Committee (SICOM) publication
- Directions in Spatial Information Systems—Discussion Paper
- Property Cadastre Project—Outline
- Application Development Framework—Technical Paper
- Strategic Plan
- Land Information Product and Services Directory
- Newsletter of the Resource Information Group—RIG Info
- The People of Resource Information Group—a photographic record of staff and their telephone number.

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

SECTION 2—Information Statement

The Department for Environment, Heritage and Aboriginal Affairs Information Statement for 1997/98 is included in its Annual Report for 1997/98. Copies of the Annual Report may be obtained upon request from FOI Officers or from the Environment Shop, 77 Grenfell Street, Adelaide.

SECTION 3—Contact Arrangements

Application for access to documents under the Freedom of Information Act 1991, other than those identified above, are required to be in writing, accompanied by a \$20 application fee, and directed to the designated officers as listed hereunder.

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

FOI Officer Corporate Strategy and Business Services 9th Floor, Chesser House 91-97 Grenfell Street ADELAIDE 5000	Telephone: (08) 8204 9307 9 a.m. to 5 p.m. Monday to Friday
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FOI Officer Division of State Aboriginal Affairs 1st Floor, Centre Point Building 22 Pulteney Street ADELAIDE 5000	Telephone: (08) 8226 8927 Facsimile: (08) 8226 8999 9 a.m. to 5 p.m. Monday to Friday
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FOI Officer Environment Protection Agency 77 Grenfell Street ADELAIDE 5000	Telephone: (08) 8204 1757 9 a.m. to 5 p.m. Monday to Friday
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FOI Officer
Resource Information Division
282 Richmond Road
NETLEY 5037

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

FOI Officer
Heritage and Biodiversity
7th Floor Chesser House
91-97 Grenfell Street
ADELAIDE 5000

Telephone: (08) 8204 9163
9 a.m. to 5 p.m.
Monday to Friday

FOI Officer
Environment Policy Division
6th Floor Chesser House
91-97 Grenfell Street
ADELAIDE 5000

Telephone: (08) 8204 9127
9 a.m. to 5 p.m.
Monday to Friday

The postal address in all instances is:

Department for Environment, Heritage and
Aboriginal Affairs
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
BOARD OF THE BOTANIC GARDENS OF ADELAIDE AND
STATE HERBARIUM

SECTION 1—Policy Documents

The following policy documents relate to both agencies:

- Botanic Gardens and State Herbarium Act 1978 and Regulations.
- Botanic Gardens of Adelaide and State Herbarium Corporate Declaration 1992.

SECTION 2—Information Statement

An Information Statement is included in the Botanic Gardens of Adelaide and State Herbarium Corporate Declaration.

SECTION 3—Contact Arrangements

Policy Documents enquiries should be made by contacting the Administrative Officer, Botanic Gardens.

Policy Documents can be inspected at the Botanic Gardens, North Terrace, Adelaide between 8.45 a.m. and 5 p.m., Monday to Friday. Telephone: 8228 2824

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
ABORIGINAL HEALTH COUNCIL OF S.A. INC.

SECTION 1—Policy Documents

- Aboriginal Health Council Strategic Plan
- Aboriginal Health State/Commonwealth Partnership Agreement
- Aboriginal Health Planning Study
- Aboriginal Health Council—Constitution
- Aboriginal Health Council—Membership
- Aboriginal Research Ethics Guidelines
- Aboriginal Cultural Awareness Package

Arrangements can be made to obtain copies of these documents, or to inspect them at the 9th Floor, 11 Hindmarsh Square, Adelaide, between 9 a.m. and 5 p.m. by contacting the Office Manager.

SECTION 2—Information Statement

Copies of the Aboriginal Health Council's Annual Report can be obtained free of charge by contacting the Council.

SECTION 3—Contact Arrangements

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

Office Manager (FOI)
Aboriginal Health Council
P.O. Box 9
RUNDLE MALL S.A. 5000

Enquiries should be directed to the Office Manager (FOI) by telephoning (08) 8226 6424.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of
ALFREDA REHABILITATION

INFORMATION STATEMENT

SECTION 1—Policy Documents

Alfreda Quality Assurance Manual
Standard Operating Procedures
Occupational Health and Safety Policy
Deed of Variation between North western Adelaide Health Service, Corporate Health Group Pty Ltd and Allana Pty Ltd

SECTION 2—Information Statement

A copy of the Alfreda Rehabilitation Statement can be obtained, for a fee of \$5.00, via contact arrangements below.

SECTION 3—Contact Arrangements

All non-compensable enquiries and applications under the Freedom of Information Act 1991 in relation to Alfreda Rehabilitation should be made in accordance with the provisions of that Act in the first instance to:

The Programme Coordinator
Alfreda Programme Services
1202 Old Port Road
ROYAL PARK S.A. 5014

Telephone inquiries to the Programme Coordinator can be made on (08) 8200 9200 from 9.00 a.m. to 5.00 p.m. Monday to Friday.

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

SECTION 1—Policy Documents

NURSING

- Casualty Manual
- Midwifery Manual
- Gerontic Manual
- Pharmacy Manual
- Organisation Policy Manual
- Orientation Manual
- Nursing Policies Manual
- Infection Control Manual
- Radiology Manual
- Theatre Manual
- CSSD Manual

HOUSEKEEPING

- Nutrition Manual
- Catering Manual
- Cleaning Services Manual
- Laundry Manual

MAINTENANCE

- Preventative Maintenance

HOSPITAL

- Fire and Disaster Manual
- Patient Information Guide
- Quality Assurance Manual
- Charla Manual (2 manuals)

ADMINISTRATION

- Office and Administration Procedure Manual
- Staff Handbook
- Job Descriptions
- Constitution and Other Policies
- Orientation for Board Members
- Medical Records
- ISIS DRG/Casemix
- Safety Management Manual
- 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

MEDICAL

- Medical Staff Manual

TATIARA COMMUNITY HEALTH SERVICE

- T.C.H.S. Policies and Procedures Manual (2 manuals)
- Enuresis and Ante-Natal Care Manual
- Day Care Centre Volunteer Programmes Manual
- Day Care Centre Policy Manual
- Upper South East Women's Health Manual
- Upper South East Regional Equipment Scheme

ALLIED HEALTH PROFESSIONALS

- Allied Health Professionals Manual
- Tatiara District Council Counter Disaster Plan
- Standards Australia

OTHER MANUALS

- T.C.H.S. Guide to Committee Members
- Emergency Procedures Manual
- Emergency Training Procedures Manual
- O.H.S. & W. Manual
- O.H.S. & W. Contractors Policy
- Workers Compensation Claims Management Manual
- Minor Works Manual

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

Enquiries concerning the procedures for inspecting and purchasing the Bordertown Memorial Hospital's Policy Documents and Information Statement should be made to:

The Chief Executive Officer/Director of Nursing
Bordertown Memorial Hospital Inc.
P.O. Box 196
BORDERTOWN S.A. 5268

Telephone enquiries should be directed to the Chief Executive Officer/Director of Nursing on (08) 8752 1166. Office hours are 8.45 a.m. to 5.00 p.m. Monday to Friday.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
CEDUNA/KOONIBBA ABORIGINAL HEALTH SERVICE INC.

SECTION 1—Policy Documents

AIDS/Sickness of Contagious/Infectious Nature
Assets
Occupational Health, Safety and Welfare Policy
Client Pick-up Service
Complaints
Consumer rights
Disposal of Assets
Dissemination of Confidential information on Employees
Equipment
Grievance
Meeting Procedures
Motor Vehicle Usage
Patient Assistance Transport Scheme
Purchasing
Sexual Harassment
Statistics
Telephone Usage
Time Book
Violent/Aggressive Behaviour
Whistleblowers Protection

SECTION 2—Information Statement

The Freedom of Information Statement is available within the Ceduna/Koonibba Aboriginal Health Service Inc. Annual report.

SECTION 3—Contact Arrangements

The designated officer to whom enquiries should be made is the following:

The Director
Ceduna/Koonibba Aboriginal Health Service Inc.
Eyre Highway
CEDUNA S.A. 5690
Monday-Friday, 9.00 a.m.-5.00 p.m.
Telephone: (08) 8625 3699

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
CENTRAL EYRE PENINSULA HOSPITAL

SECTION 1—Policy Documents

GOVERNING BODY

ENVIRONMENTAL SERVICES

- Emergency and Disaster Plan and Fire Plan
- Housekeeping and Catering
- Maintenance
- Infection Control

ALLIED HEALTH PROFESSIONAL SERVICES

- Occupational Therapy
- Physiotherapy
- Speech Pathology
- Podiatry

DIETITIAN/NUTRITION AND FOOD SERVICES

- Dietetics

MEDICAL RECORDS

MEDICAL SERVICES

- Medical Division

GENERAL APPLICATIONS

- Anaesthetic
- Maternal and Neonatal
- Operating Theatre
- Radiology
- Gerontics
- Casualty
- Quality Assurance
- Cardiac Emergency Policies
- Parenting Classes

COMMUNITY HEALTH SERVICES

- Domiciliary Care

SECTION 2—Information Statement

The Information Statement of the Central Eyre Peninsula Hospital Incorporated will be available by contacting the Freedom of Information Officer.

SECTION 3—Contact Arrangements

Applications under the Freedom of Information Act 1991, for access to documents relating to the Central Eye Peninsula Hospital Incorporated should be directed to:

The Freedom of Information Officer
Central Eye Peninsula Hospital Inc.
Box 112
WUDINNA S.A. 5652

Monday to Friday between 9 a.m. and 4 p.m.

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
CLEVE DISTRICT HOSPITAL INC.

(FOI Agency No. H12)

SECTION 1—Policy Documents

- OH & S Committee Structure
- Occupational Health & Safety Policy
- Workers Rehabilitation Policy
- Workers Compensation Claims 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
- Department's 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 Cleve District Hospital Inc. information statement can be obtained, free of charge, by contracting the FOI Officer.

SECTION 3—Contact Arrangements

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

The FOI Officer,
Cleve District Hospital Inc.,
P.O. Box 20,
Cleve, S.A. 5640
Telephone (086) 828 2399

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
CUMMINS & DISTRICT MEMORIAL HOSPITAL INC.
(FOI Agency No. H15)

SECTION 1—Policy Documents

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

- Cummins & District Memorial Hospital Inc.
Quality Assurance Program

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

SECTION 2—Information Statement

The latest information is available by contacting the FOI Officer (details below).

SECTION 3—Contact Arrangements

Requests under the FOI Act for access to documents in the possession of Cummins & District Memorial Hospital Inc. should be accompanied by a \$20 application fee and directed in writing to:

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

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

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

Documents held by SADS

The South Australian Dental Service has a number of free handouts on services provided, and advice on dental health matters. These may be obtained from the SADS clinics listed under 'Dental—SA Dental' in the White Pages of the telephone directory.

The other group of documents held by SADS includes:

Minutes of Board of Directors

SADS Executive

Statewide Dental Service Executive

Adelaide Dental Hospital Executive

Central Administration Executive

Copies of these minutes are available under the FOI provisions at the cost specified under FOI.

SECTION 1—Policy Documents

SADS has policies on topics as diverse as Infection Control, Wearing of Uniforms, Referral of Patients Within SADS and Smoking in the Work Place.

A list of those policies which relate to members of the public is as follows:

Adelaide Dental Hospital Policies

- Eligibility
- Charging of Eligible Patients
- Oral and Maxillofacial Surgery and Medicare
- Migrant Health Policy
- Casenotes and Dental Records
- Transport
- Release of Patient Information
- Principle of Consent

School Dental Service Policies

- Dental Health Information
- Release of Clinic Documents
- Recall Periods
- Migrant Health Policy
- The Dentists Act 1984
- Non-attenders at the Adelaide Dental Hospital Orthodontic Clinic
- Consent
- Access to Dental Records

Community Dental Service Policies

- Migrant Health Policy
- Patients who Fail to Attend
- Principles of Consent

SADS Annual Report

Copies are available under the FOI provisions at the cost specified under FOI.

Individual Treatment Records

Each person may view their own record. This can be arranged by contacting the Manager of the Clinic attended. An individual wishing to have a copy of their own treatment record should contact the South Australian Dental Service Freedom of Information Officer.

SECTION 2—Information Statement

SA Dental Service's most recent Information Statement is available free of charge—see contact arrangements below.

SECTION 3—Contact Arrangements

The South Australian Dental Service Freedom of Information Officer is the Director, Adelaide Dental Hospital—Telephone 8223 9211. Requests for access to documents should be addressed to the Director in the first instance. The address of the Adelaide Dental Hospital is Frome Road, Adelaide and the Hospital is open during normal business hours.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
EUDUNDA HOSPITAL INCORPORATED

SECTION 1—Policy Documents

- Disaster Plan
- Occupational Health and Safety Policy
- Rehabilitation Policy and Procedures
- No Smoking Policy
- Sexual Harassment Policy
- Manual Handling Policy
- Fire and Emergency Policy
- Infection Control Manual
- Nursing Procedures Manual
- Nursing Policy Manual

Arrangements can be made to obtain copies of these documents, or to inspect them at 40 Ward St, Eudunda between 10 a.m. and 3.30 p.m., by contacting the FOI Officer.

SECTION 2—Information Summary

Copies of the Eudunda Hospital Incorporated 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 Eudunda Hospital Incorporated should be accompanied by a \$25.00 application fee and directed in writing to:

The FOI Officer
Eudunda Hospital Incorporated
40 Ward Street
EUDUNDA S.A. 5374

Enquiries should be directed to the FOI Officer by telephoning (08) 8581 1404.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
FLINDERS MEDICAL CENTRE

SECTION 1—Policy Documents

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

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

Freedom of Information Officer
c/o Medical Record Service, Level 1
Flinders Medical Centre
Flinders Drive
Bedford Park S.A. 5042
Telephone: (08) 8204 5514

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

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

(FOI Agency No. H24)

SECTION 1—Policy Documents

Annual Report

Policy Manual

- Accredited Doctor
- Admission
- Advertising
- Allocation of Accommodation/Office Area to External Agencies (Draft)
- Attendance of Relatives and/or Children During Labour and at Deliveries
- Authorised Visitors
- Accident & Emergency Functioning
- Bereavement Leave
- Birthday Cakes for Patients
- Care of a Sick Child Who is a Dependent
- Change of Admission Status
- Claims Management
- Clinical Pathways
- Clinical Policy (Draft)
- Communications (Draft)
- Community Awareness (Draft)
- Community Development (Draft)
- Community Health Service Provision (Draft)
- Community Health Service Provision Community Midwifery (Draft)
- Consumer Focus
- Delegations of Authority
- Discharge Planning (Draft)
- Disciplinary Matters
- Donation/Sponsorships to External Organisations
- Emergencies Management (Draft)
- Eye Protection in Potential Blood and Body Fluid Exposure (Draft)
- Finance
- Fund Raising Policy
- GHS Access/Entry Pathway for Surgical Client (Draft)
- GHS Evaluation for Surgical Services (Draft)
- Good Palliative Care Orders (Draft)
- Holistic Assessment
- Hours of Operation (Draft)
- Infection Control (Draft)
- Informed Consent (Draft)
- Inpatient Record Management
- Language Interpretation
- Leadership (Draft)
- Limit of Access to Operating Theatre Complex for Visitors & Support Persons (Draft)
- Long Stay Patients
- LSCS: Minimum Staff to be Present
- Maintaining Confidentiality in the Workplace and Organisational Structure
- Maternal and Neonatal Services
- Medical Specialist Referral for Inpatients (Draft)

- Medication Management (Draft)
- Medication Prescriptions and Medication Documentation (Draft)
- Moving House
- Naming of Babies (Draft)
- Nursing Home/Hostel Approved Patients - Placement
- Nursing Services (Draft)
- Nursing Staff Establishment
- Opinions and Complaints
- Opportunistic Primary Health Care (Draft)
- Orientation
- Parental Leave
- Parking (Draft)
- Patient Decision Making (Draft)
- Patients' Rights
- Patient Visiting (Draft)
- Peri Operative Assessment/Planning for Surgical Client (Draft)
- Pregnant Employees
- Press Releases/Advertisements
- Provision of Podiatry Services
- Quality Activities (Draft)
- Quality Improvement
- Safety and Security of Patients/Staff and Information Concerning Them (Draft)
- Security Systems and Practices (Draft)
- Service Recognition (Draft)
- Sick Leave Preceding and/or Following Public Holidays, Annual Leave, Long Service Leave & Programmed Days Off
- Signage (Draft)
- Single Use Item Usage
- Smoking Policy
- Snake Bite Treatment
- Staff Development
- Staff Service Awards
- Standing Drug Order (Draft)
- Starter Packs
- Student Placements/Work Experience
- Supportive Access for Patients With Special Needs
- Time In Lieu
- Uniforms
- Urgent Pressing Necessity
- Videotaping in the Hospital
- Visitors
- Wearing of Hair Covering in Kitchen

OH&S Policy & Procedure Manual

- Consultation Procedure
- Contractors' Guidelines
- Electrical Safety Procedure
- Hazardous Substance Procedure
- Hepatitis Immunisation Procedure
- Hazard Reporting Procedure
- HIV Infected Health Care Worker Policy
- Management of Exposure to Blood/Body Spills
- Manual Handling Procedure
- Occupational Health Safety & Welfare Policy
- Purchase of New Equipment
- Rehabilitation Policy
- Rehabilitation Procedure
- Training Procedure
- Workplace Inspections Procedure
- Reporting & Investigating Workplace Accidents/Incidents

Emergency Manual

Principles & Practice Manual

Maternal & Neonatal Manual (Draft)

Operating Theatre Manual (Draft)

Duldig Ward Manual (Draft)

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

All enquiries and applications under the Freedom of Information Act 1991 in relation to the Gawler Health Service should be made in accordance with the provisions of that Act to:

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

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of 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
- The Determination of Eligibility for IDSC Services
- Consent for Clients Requiring Medical and/or Dental Treatment
- Complaints
- Home Contents Provision IDSC Community Accommodation Services Clients
- Early Intervention Services
- Storage, Handling, Dispensing, Administering and Review of Medication
- Clients Hard Copy Files
- The Unnecessary Suppression of Menses
- Child Protection
- Prevention of Client Abuse (Adults)
- Accommodation Support Services Dress and Personal Grooming Standards
- Transactions Involving Use of Client Funds
- Continuity of IDSC Services to Clients
- The Management of Challenging Behaviour
- Palliative Care for Clients of Accommodation Support Services
- Microcomputer Technology
- Information Technology Security
- Occupational Health, Safety and Welfare
- Hazard Management
- OHS&W - Consultation
- Maintenance
- A Tobacco-Free Working Environment
- Isolated Work
- Management of Climatic Heat Stress
- Manual Handling
- Infection Control
- Incidents of a Critical and/or Distressing Nature
- OHS&W Considerations when Purchasing
- OHS&W Considerations when Using Contractors
- OHS&W Training
- Management of Hazardous Substances
- Worksite Inspection
- Injury Reporting and Investigation
- Occupational Health and First Aid
- Fire and Emergency Control
- Prevention and Management of Aggression
- Use of Screen Based Equipment
- OHS&W Considerations in Client Homes
- Workplace Electrical Safety
- Asbestos
- Machine Guarding

- Prevention and Management of Workplace Stressors
- Classification Determination
- Position Descriptions
- Induction
- Identification Cards
- Claims Management
- Performance Development Review
- Human Resource Development (Staff Training, Education and Development)
- Supervision
- Exit Interviews
- Sexual Harassment
- Rehabilitation
- Request for Student Placement made to IDSC or by IDSC to another Tertiary Institution
- Use of Volunteers

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

SECTION 2—Information Statement

Most recent information statement for Intellectual Disability Services Council is incorporated in the 1997/98 Annual Report.

SECTION 3—Contact Arrangements

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

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

Telephone enquiries to that officer can be made on (08) 8267 5966 from 8:30 a.m. to 5:00 p.m. Monday to Friday.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
JULIA FARR SERVICES
Incorporating Residential and Community Programs

SECTION 1—Policy Documents

Manual of Administrative Policies including:

- Occupational Health and Safety
- Affiliation with Academic Institutions—Rules for Students
- Equal Employment Opportunity
- Perusal of Client Records

SECTION 2—Information Statement

The Annual Report of the Julia Farr Services for the financial year ended 30 June 1998 is due to be published by 31 December 1998. 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 forwarded to the:

Freedom of Information Officer
Julia Farr Centre
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****KANGAROO ISLAND HEALTH SERVICE****SECTION 1—Policy Documents**

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

Documentation also includes SAHC Policy Documents covering the following broad areas: SA Health Commission Strategic Plan, Strategy for Country Health, Administrative Policies and Procedures, Information Bulletins, Accounting Policies and External Audit Policies, Collection of statistical information relating to patient classification, data collection and fees, Occupational Health and Safety, Health Care, e.g. Child Health Care Policy, Primary Health Care Policy, Women's Health Policy, Migrant Health, Health Promotion, e.g. Screening Programs, Food and Nutrition Policy, Mental Health, Patient Transport.

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

SECTION 2—Information Statement

In accordance with the FOI Act the Kangaroo Island Health Service initial Information Statement will be made available by 1 January 1995 and subsequent Statements published in the Annual Report.

SECTION 3—Contact Arrangements

Applications under the Freedom of Information Act 1991 for access to documents in the Kangaroo Island Health Service should be directed to the Freedom of Information Officer within the relevant Unit, i.e. the Executive Officer/Director of Nursing between the hours of 9 a.m.-4.30 p.m., Monday to Friday:

Freedom of Information Officer
Kangaroo Island Health Service
Esplanade
KINGSCOTE S.A. 5223

Telephone (08) 8553 2028
between 9 a.m. and 5 p.m.
Monday to Friday (excluding Public Holidays)
Facsimile (08) 8553 2128

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
KIMBA DISTRICT HOSPITAL AND HEALTH SERVICES INC.

SECTION 1—Policy Documents

Include:

- Kimba District Hospital and Health Services Policies Manual
- Corporate Statement
- Nursing Division Philosophy
- Organisational Chart
- Disaster Plan
- Equal Employment Opportunity
- Occupational Health Safety and Welfare
- Quality Assurance
- Sexual Harassment
- Workers Rehabilitation
- Patients/Clients/Residents Rights
- Specific Divisional Policies
- Annual Report

SECTION 2—Information Statement

A copy of the Kimba District Hospital and Health Services Inc. Information statement can be obtained via contact arrangements below.

SECTION 3—Contact Arrangements

All enquiries and applications under the Freedom of Information Act 1991 in relation to the Health Unit should be made in accordance with the provisions of the Act to:

The Chief Executive Officer
Kimba District Hospital and Health Services Inc.
Box 147
KIMBA S.A. 5641

Telephone: (08) 8627 2400, Facsimile: (08) 8627 2180

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

SECTION 1—Policy Documents

DOCUMENTS HELD BY THE HOSPITAL

S.A. Health Commission Directives

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

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

Administrative Manual

This manual holds all the management directives which apply to the organisation as a whole.

Departmental Manual

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

Occupational Health, Safety and Welfare Manual

This manual holds all the organisations procedures and instructions relating to OHS&W and Workers Rehabilitation.

Client Files

These are personal and confidential files holding information relevant to the care of a patient of the Hospital, resident of the Hostel, or a client of one of its services.

Administrative Files

These files hold documents concerned with the management of the organisation, including supporting information on policies and procedures and communications with other organisations, the S.A. Health Commission and the general public, on administrative matters.

Personnel Files

These are personal and confidential files holding all information relevant to an employee's service with the organisation.

Minutes

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

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

All policy and procedure documents, and Annual Reports (which include the Information Statements and Information Summaries required under the FOI legislation) are available for viewing, and can be viewed by contacting the Executive Officer/Director of Nursing (EO/DON).

Members of the public may visit the Library between 9 a.m. and 5 p.m., Monday to Friday, or by appointment with the EO/DON.

To access documents other than those publicly available, it is necessary to contact:

Executive Officer/Director of Nursing
Young Street
KINGSTON S.E. 5275

Telephone (08) 8767 2477 (Ext. 12)
Fax (08) 8767 2003

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

SECTION 1—Policy Documents

The policy documents held by this agency are:

- Access to Personal Records Policy.
- Release of Confidential Information Policy.
- Information on Confidentiality.
- Providing information to members of the Police Department.
- Release of information to the media.

SECTION 2—Information Statement

The Information Statement is published in the Annual Report each year and is available on request.

SECTION 3—Contact Arrangements

Enquiries concerning the procedures for inspecting and purchasing the Agency's Policy documents are directed to the F.O.I. Officer, Principal Medical Officer or Executive Officer/Director of Nursing.

Address and time for inspection is:

F.O.I. Officer,
1A Vardon Terrace,
LAMEROO S.A. 5302

between 9.00 a.m. and 5.00 p.m., Monday to Friday

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
LYELL McEWIN HEALTH SERVICE
(FOI Agency No. H36)

SECTION 1—Policy Documents

- General Administrative Instructions
- Medical Administrative Instructions
- Nursing Administrative Instructions
- Pharmacy Manual
- Infection Control Manual
- Paediatric Policy Manual
- Perinatal Policy and Procedures Manual
- Disaster Plan
- Supply Management Policy Management
- Accident and Emergency Department Procedure Manual
- Delivery Suite Procedure Manual
- Birthing Centre Procedure Manual
- Human Resources Manual

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

A variety of leaflets, brochures and other items containing information for clients is available from the Health Service.

SECTION 2—Information Statement

Copies of the Lyell McEwin Health Service Information Statement can be obtained, free of charge, by contacting the Acting Site Manager/Medical Director.

SECTION 3—Contact Arrangements

Applications under the Freedom of Information Act 1991 for access to documents in the possession of the Lyell McEwin Health Service should be accompanied by a \$20 application fee and directed to:

Ms Marie Jonson
Acting Site Manager
Lyell McEwin Health Service
Haydown Road
ELIZABETH VALE S.A. 5112

A reduction in the fee payable may be applicable in the case of financial hardship.

Telephone enquiries should be directed to the Office of the Acting Site Manager on (08) 8282 1200.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
MANNUM DISTRICT HOSPITAL INCORPORATED
(FOI Agency No. H38)

SECTION 1—Policy Documents

- Occupational Health, Safety, Welfare Policy
- Occupational Health, Safety, Welfare and Procedures
- Rehabilitation Policy and Procedures
- Manual Handling Policy
- Sexual Harassment Policy
- Equal Employment Opportunity Policy
- X-Ray (Radiation) Policy
- Standard Precautions Policy
- Universal Precaution Policy
- Cytotoxic Medication Policy
- Mercury Spill Policy
- Management of Aged Care Policy Working Document
- Pharmacy Policy
- Child Abuse Policy
- Staff Development Policy
- Disaster Plan Policy
- Nursing Procedure Manual
- Department's Role, Philosophy and Objectives
- Infection Control Policy
- Patient Restraint Policy
- Fire and Emergency Manual
- Casualty Manual
- Nursing Policy Manual
- Equal Employment Opportunity for Aboriginal Employees Policy
- Catering Manual
- Housekeeping Manual
- Maintenance Manual
- Domiciliary Care Service and Outreach Services Manual
- Ancillary Services Manual Working Document
- Primary Health Manual Working Document
- Medical Division Manual
- Board of Directors Manual
- Medical Records Manual
- Midwifery/Obstetric/Infant Care Manual
- Aged Care Manual
- Administrative Manual
- Food Safety Policy

Arrangements can be made to obtain copies of any of these documents, or to inspect them at Parker Street between 10 a.m. and 3.30 p.m., by contacting the FOI Officer.

SECTION 2—Information Statement

Copies of Mannum District Hospital'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 Mannum District Hospital Incorporated should be accompanied by a \$20 application fee and directed in writing to:

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

Enquiries may be directed to the FOI Officer by telephoning (08) 8569 1300.

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

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

SECTION 1—Policy Documents

DOCUMENTS HELD BY THE HOSPITAL

S.A. Health Commission Directives

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

- Industrial Circulars (pink copy)
- Administrative Circulars (blue copy); and
- Information Bulletins (green copy)

Board Policies

Policies determined by the Board of Directors.

Administrative Instructions

Management directives which apply to the Hospital as a whole.

Departmental Instructions

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

Occupational Health, Safety and Welfare

The Hospital's procedures and instructions relating to Occupational Health, Safety and Welfare and Worker Rehabilitation.

Client Files

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

Administrative Files

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

Personnel Files

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

Minutes

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

Personnel files are retained in a discreet filing system.

SECTION 2—Information Statement

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

A copy of the Information Statement and more detailed information concerning the Hospital's operation may be found in the Millicent & District Hospital & Health Services Inc. Annual Report.

SECTION 3—Contact Details

Requests for access to documents should be directed to:

FOI Officer
Millicent and District Hospital Inc.
P.O. Box 93
MILLICENT S.A. 5280
Telephone: (08) 8733 0109

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
MOUNT BARKER DISTRICT SOLDIERS MEMORIAL
HOSPITAL INCORPORATED
(FOI Agency No. H43)

SECTION 1—Policy Documents

The Board of Directors of the Mount Barker District Soldiers Memorial Hospital Incorporated acknowledge that there is a need to adhere to specific policies and procedures in order to maintain efficient and effective operation of the Hospital. The following are the policy documents that are used to maintain a high level of standards in all areas of our Hospital:

- A.C.H.S. Accreditation Guide
- Anaesthetics Policy
- Board Policy
- Casualty Policy
- Clinical Privileges Policy
- Complaints Policy
- Confidentiality Policy
- Day Surgery Policy
- Delegations of Authority Document
- Disaster Plan
- Freedom of Information Policy
- Incident Report Policy
- Infection Control Manual
- Interpreter Services Policy
- Maintenance Policy
- Manual Handling Policy
- Medical/Respite Policy
- M.M.S.S. Guidelines
- Nursing Home Management Manual
- Occupations Health and Safety Policy
- Pathological Waste Policy
- Patient Consent Guidelines
- Pastoral Care Policy
- Personnel Policy
- Policy for Equal Employment Opportunity for Women
- Quality Assurance Policy
- Recovery Policy
- Rehabilitation Policy
- Risk Management Unit Procedures Manual
- S.A.H.C. Accounting Policies
- S.A.H.C. Administrative Circulars
- S.A.H.C. Industrial Circulars
- S.A.H.C. Terms and Conditions of Employment
- Sexual Harassment Policy
- Smoking Policy
- Theatre Policy
- Waste Disposal Policy

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

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

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

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

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

SECTION 1—Policy Documents

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

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

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

The Secretary
Nursing and Medical Services
Mount Gambier and Districts Health Service Inc.
P.O. Box 267
MOUNT GAMBIER S.A. 5290

Telephone: (08) 8721 1578
Fax: (08) 8721 1579

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
MURRAY BRIDGE SOLDIERS MEMORIAL HOSPITAL INC.
(FOI Agency No. H47)

SECTION 1—Policy Documents

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

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

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

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

SECTION 1—Policy Documents

- Staff Development
- Confidentiality
- Equal Employment Opportunity
- Noarlunga Health Services Strategic Directions
- Primary Health Care
- Research
- Smoking
- Medical By-Laws
- Food Services
- Food Policy
- Outstanding Accounts
- Financial Delegation of Authority
- Cafeteria Sales
- Collection of Vending Machine Sales
- Collection of Phone Takings
- Checking of Receipts Batches
- Speech Pathology Services and Guidelines
- Hospital Services Internal Disaster Plan
- Advertising
- Appointment and Induction
- Recruitment
- Selection
- Personal Files
- Staff Replacement
- Volunteer Guidelines
- Community Health Service Programme Planning and Management Handbook
- Clinical Psychology Services and Procedures
- Procedure for Child Care and People Attending Allied Health Outpatient Clinics
- Procedure for ID Cards
- Procedure for Valuables Placed in Safe
- Distribution of Information
- Petty Cash
- Certificate of Service
- Audio Visual Equipment/Meeting Room Bookings
- Nutritional and enteric Feeding
- Infant Formulae Policy
- Lost Property
- Use of Facsimile Procedures
- Media Liaison
- Bookings of Food Services
- Hospital Registry Filing System
- Mail/Courier Services
- Staff Car Parking

- After Hours Contacts/On Calls
- Health and Safety Code of Practice for Contractors
- Alcohol
- Access to Food Services Area
- Uniforms
- Management of Waste Disposal
- Committee Structures
- Minor Works
- Interpreter Service
- Paging System
- Hospital Tours and Visits of Health Services
- Patients Dying in Hospital
- Maintenance Requisitions
- Purchase Requisitions
- Flexi-time
- Rights and Responsibilities
- Revenue Raised from Commercial Activities
- Management Advisory Forum
- Critical Incident Management Program
- Reporting of Fire Incidents
- Quality assurance Planning
- Client Complain Procedures
- Client Attendance at Appointments
- Client Transport
- Use of Government Vehicles by Students
- Commissioning and In-service Testing of Electrical Equipment
- Records Management Policy
- Interference from Mobile Phones
- Nutrition Education Printed Materials Evaluation Process
- Whistleblowers Protection Act
- Terms of Reference (Meetings/Groups)
- Student Information Form
- Patient Information Fax Policy
- Information Technology Security Policy
- First Aid in the Workplace
- Staff OH&S Training
- Alerts Procedure
- Client Health Record Content
- Aboriginal Employment
- Consent to Medical/Dental Treatment
- OH&S Safety and Welfare
- Family Planning Choices Charter
- Rehabilitation
- Sexual Harassment
- Domestic Violence
- Injury Accident Reporting Procedure
- Fire Evacuation Procedures
- Emergency Procedures
- Client/Volunteer/Public Accident Reporting Procedure
- Occupational Health Safety and Welfare Procedure Manual

SECTION 2—Information Statement

The Noarlunga Health Services' most recent Statement of Affairs consists of a number of stand alone documents, copies of which are available from the Freedom of Information Officer.

SECTION 3—Contact Arrangements

Contact Address—Monday to Friday 9.00 a.m.-4.30 p.m.

Freedom of Information Officer
Division of Administration and Finance
Noarlunga Health Services
Alexander Kelly Drive
NOARLUNGA S.A. 5168

Postal Address:
Freedom of Information Officer
Division of Administration and Finance
P.O. Box 437
NOARLUNGA S.A. 5168

Telephone: 8384 9222
Fax: 8326 3696

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

SECTION 1—Policy Documents

- Provision of Health Promotion Material of a Sensitive Nature
- Community Participation Policy
- Consumer Rights Policy
- Confidentiality Policy
- Complaints Policy
- Study Leave Policy
- Student Placement Policy
- Support to the Board of Directors
- Delegations of Authority
- Vision Statement
- Service Agreement
- Staff Grievance Policy
- TOIL Policy
- Leave without Pay Policy
- Special Leave Policy
- Conflict Resolution Policy
- Motor Vehicles Policy
- Computer Systems Policy

SECTION 2—Information Statement

The Service's Information Statement is available.

SECTION 3—Contact Arrangements

All enquiries and applications under the Freedom of Information Act 1991, in relation to the Northern Metropolitan Community Health Service, should be made in accordance with the provisions of that Act to:

The Business Administrative Assistant
Northern Metropolitan Community Health Service
46 Commercial Road
SALISBURY S.A. 5108

Telephone: 8281 5400
Hours of Business: 8.45 a.m.-5.00 p.m. weekdays

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

SECTION 1—Policy Documents

Policy Documents are held in the Policy Manual, which contains the following Policies:

- Delegations
- Director Orientation and Continuing Education
- Board Committees
- Complaints/Compliments
- Coroners Cases
- Health Promotion
- Contacting Director of Nursing (or their Delegate) after Hours
- Medical Privileging
- Standing Drug Orders for Vaccines
- Ethics
- Confidentiality
- Patient/Clients Rights and Responsibilities
- Infection Control
- Motor Vehicle
- Smoking in the Workplace
- Occupational Health Safety & Welfare
- Volunteer
- Involvement of Staff in Decision Making
- Equal Employment Opportunity
- Sexual Harassment
- Staff Appraisal
- Workers Compensation & Rehabilitation
- Board Self Evaluation
- Strategic Planning
- Recognition of Service
- Policy Development
- Prevention and Management of Aggression in the Workplace
- Code of Conduct for Staff and Visiting Medical Officers
- Poor Performance and Misconduct

SECTION 2—Information Statement

The Information Statement of the Northern Yorke Peninsula Regional Health Service published in 1998 is available by contacting the Freedom of Information Officer.

SECTION 3—Access to Documents

Applications under the Freedom of Information Act 1991, for access to documents relating to the Northern Yorke Peninsula Regional Health Service should be directed to:

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

Monday to Friday between 9 a.m. and 4 p.m.

Charges for access to documents will be in terms of the Freedom of Information (Charges) Regulations.

Charges may be waived in certain circumstances.

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

SECTION 1—Policy Documents

Peterborough Soldiers' Memorial Hospital and Health Service has the following Policy Documents that are available for perusal. Arrangements may be made by contacting the Freedom of Information Officer:

- General Administrative Policies and Procedures Manuals
- Nursing Division Policies and Procedure Manuals
- Nursing Outreach Policies and Procedures Manual
- Peterborough Soldiers' Memorial Hospital and Health Service Inc. Constitution
- Peterborough Soldiers' Memorial Hospital and Health Service Inc. Strategic Plan
- Peterborough Soldiers' Memorial Hospital and Health Service Inc. Disaster Plan
- Peterborough Soldiers' Memorial Hospital and Health Service Inc. Fire and Evacuations Plan
- Occupational Health Safety and Welfare Policy and Procedure Manual
- Infection Control Policy and Procedure Manual
- Equal Opportunity Policy
- Freedom of Information Policy
- Complaints Policy
- Whistleblowers Policy

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

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

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
PIKA WIYA HEALTH SERVICE INC.

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

Pika Wiya Health Service Inc. is an incorporated unit under the South Australian Health Commission Act. The unit is set up to develop and deliver a service that meets the health care needs of the Aboriginal people of Port Augusta and surrounding areas.

SECTION 1—Policy Documents

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

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

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

The Administrator
Pika Wiya Health Service Inc.
5 Jervois Street
PORT AUGUSTA S.A. 5700
Phone (08) 8642 3755

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

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

SECTION 1—Policy Documents

Following is a list identifying the policy documents for this health service. These documents are held in the Policy Manual in the Human Resource Office and may also be in individual departments.

Accommodation

- boarders charges
- Port Augusta Hospital and Regional Health Services owned/leased accommodation

Admission and Discharge Policy

Catering

Child Abuse

- Mandated notifiers

Clinical Advice to Ambulance Officers

Complaints

Confidentiality

- Privacy principles and release of client information
- freedom of information
- medical records
- research and education
- outside agencies

Delegations

- authority to incur goods and services expenditure
- workforce and administrative delegations

Detoxification

Donations

- donations and fundraising, accounting for
- monetary and equipment donations

Employment

- Aboriginal employment
- lecturing during normal working hours
- outside employment
- work experience placement information
- equal employment opportunity

Equipment

- lending hospital equipment for private use
- loan or trial of equipment
- replacement/salvage of equipment and materials
- tender evaluation

Human Resources

- management and development of human resources

Information Systems

- policy statement
- purchasing of software and hardware
- security of computerised information

Interpretation Services**Leave**

- sick leave
- annual leave
- leave with/without pay
- long service leave
- carer's leave

Media**Medication****Occupational Health, Safety and Welfare**

- counter disaster plan
- fire procedure
- Occupational Health, Safety and Welfare
- rehabilitation of injured workers
- mobile telephones and radio transceivers
- smoking
- responsibilities of contractors
- purchasing
- OHS consultation
- radiation treatment guide and policy
- protective equipment
- UV protection
- manual handling guide and policy
- induction of new employees – OHS
- first aid guide and policy
- safety footwear
- hazardous substances
- workgroup journey injury
- OHS training
- incident/accident and hazard reporting
- machine guarding policy

Occupational Health, Safety and Welfare cont'd

- worker's compensation
- review of OHS policy/procedures

Patient/Client Rights and Responsibilities**Pregnant Employees****Quality Management****Rehabilitation-type Patients**

- treatment and transfer of rehab-type patients

Religious Community Groups

- use of hospital chapel
- access to the hospital

Research**Sexual Harassment****Staff Development and Training**

- Volunteer training
- employee training
- reimbursement of Board Member expenses

Staff Selection Policy**Stop Work Meetings**

- use of health facility for stop work meetings

Tenders**Time off in lieu (TOIL)****Visitors**

- school visits
- visiting hours

SECTION 2—Information Statement

The Information Statement will be found in the Annual Report, which is available upon request from Administration at the Port Augusta Hospital. The Services Profile is also included in the Annual Report, as are statements regarding the structure of the Board and relevant committees. The annual reports of each division are also documented.

The decisions made by the Board of Directors affect the day to day running of the Port Augusta Hospital and Regional Health Services Inc. The remote sites which are supported by the administrative functions of several divisions of our Health Service, have area health committees which report back to the Board of the Port Augusta Hospital and Regional Health Services Inc.

SECTION 3—Contact Arrangements

All enquiries and applications under the Freedom of Information Act 1991, in relation to the Port Augusta Hospital and Regional Health Services Inc, should be made in writing and addressed to:

Campus Manager
Port Augusta Hospital and Regional Health Services Inc.
Hospital Road
PORT AUGUSTA S.A. 5700

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

(FOI Agency No. H56)

SECTION 1—Policy Documents

List of Health Unit Policy and Procedures Manuals

Administration:

Hospital Background Information.

Governing Body and Management (including By-Laws).

Administrative Instruction.

Job Descriptions.

Fire Manual.

Emergency/Disaster Manual.

Equal Employment Opportunity (Personnel Manual).

Engineering and Maintenance Manual.

Staff Development (Personnel Manual).

Recruitment and Selection (Personnel Manual).

Catering Services Manual.

Cleaning Services Manual.

Day Centre Manual.

Payroll Procedure (Personnel Manual).

Office Procedures Manual.

- Patients Accounts.
- Accounts Payable.
- Accounting.
- Book Keeping.

Occupational Health and Safety/Workers Compensation and Rehabilitation Manual.

Quality Assurance Manual.

Patient Questionnaires (Since 1988).

Special Diet and Therapeutic Manual.

Freedom of Information Act Procedures.

Asset Register.

Goods and Services (Supply) Procedures.

Leave Entitlements (Personnel Manual).

Linen Procedure Manual.

Security Procedures.

Staffing Plan/Staff Establishment Procedures (Personnel Manual).

Budget Management Guide.

Delegation of Authority.

Infection Control Manual.

Maintenance Requests.

Fire and Emergency Disaster Procedure Manual.

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.

Medical Advisory Committee Procedures.

Delineation of Clinical Privileges.

Medical Records Manual.

Nursing:

Accident and Emergency Manual.
Operating Room (Theatre) Manual.
Obstetric/Gynaecology/Delivery Suite Manual
X-Ray Procedures Manual.
Nursing Policy and Procedure Manuals.
Pharmaceutical Advisory Committee Manual.
Outreach Nursing Manual.
Neo-Natal Care Manual.
Patient Information Guide.

South Australian Health Commission:

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

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

SECTION 2—Information Statement

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

The statement provides the following information on the health unit:

- Structure and functions of the health unit.
 - Description of the kinds of documents held by the health unit.
 - How the public may participate in the health unit's policy development.
 - How members of the public may access documents.
- (2) Annual Reports (Report of Activities for the year ending 30 June).

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

SECTION 3—Contact 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:

The 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 in 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 8.45 a.m. to 5.00 p.m., Monday to Friday, excluding public holidays.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
PORT PIRIE REGIONAL HEALTH SERVICE INC.
(FOI Agency No. H58)

SECTION 1—Policy Documents

Port Pirie Regional Health Service has the following policy documents that are available for perusal. Arrangements can be made by contacting the FOI Officer.

- General Administrative Policies and Procedure Manuals
- Nursing division Policies and Procedure Manuals
- Community and Allied Health Policies and Procedure Manuals
- Port Pirie Regional Health Service Incorporated Constitution
- Port Pirie Regional Health Service Incorporated By-Laws
- Port Pirie Regional Health Service Incorporated Disaster Plan
- Port Pirie Regional Health Service Incorporated Fire Prevention and Evacuation Procedure Manual
- Purchasing Policies
- Occupational Health, Safety, Welfare and Rehabilitation Policies
- Infection Control Policies
- Human Resource Management Policies
- Non-Smoking Policy
- Admission and Discharge Policy
- Equal Employment Opportunity
- F.O.I. Information Statement

SECTION 2—Information Statement

Copies of the Port Pirie Regional Health Service Incorporated Information Statement, represented by the Annual Report and Constitution of the Service can be obtained, free of charge, at the Reception Area of the Health Service or by contacting the FOI Officer(s), between 0900 and 1700 Monday to Friday.

SECTION 3—Contact Arrangements

All enquiries and applications under the Freedom of Information Act 1991 in relation to the Port Pirie Regional Health Service Incorporated should be made to:

Chief Executive Officer
Port Pirie Regional Health Service Inc.
P.O. Box 546
PORT PIRIE S.A. 5540
Telephone: (08) 8638 4500

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of
THE QUEEN ELIZABETH HOSPITAL
(FOI Agency No. H59)

SECTION 1—Policy Documents

The Queen Elizabeth Hospital has the following manuals containing policy documents which may have a tangible and/or direct effect on people.

- The Queen Elizabeth Hospital Policy and Procedures Manual.
- Medical Administration Policy Statement.
- Department of Nursing Policy Statements.
- Occupation Health and Safety Manual.
- Disaster Plan.
- Fire Manual.

SECTION 2—Information Statement

Copies of the hospital's Information Statement can be obtained, by contacting the FOI Officer.

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 application fee and directed to:

The Freedom of Information Office
Patient Record and Clerical Services
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-Friday, between 9.30 a.m. and 4 p.m.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
RENMARK PARINGA DISTRICT HOSPITAL INC.

SECTION 1—Policy Documents

- Quality Assurance Manual
- Fire Manual
- Disaster Plan
- Occupational Health and Safety Manual
- Infection Control Manual
- Nursing Work Instructions
- Administrative Work Instructions
- Nursing Home Work Instructions
- Hostel Work Instruction
- Domiciliary Care Work Instructions
- Maintenance Manual

SECTION 2—Information Summary

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

SECTION 3—Contact Arrangements

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

The FOI Officer
Renmark Paringa District Hospital
P.O. Box 32
RENMARK S.A. 5341
Phone: (08) 8580 4103

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
ROYAL ADELAIDE HOSPITAL

SECTION 1—Policy Documents

The internal policy documents, as defined under Section 4 of the Freedom of Information Act 1991, are identified as follows:

RAH—Policy Manual
RAH—Nursing Division Policy and Procedures Manual
RAH—Medical Division Policy and Procedures Manual
RAH—Occupational Health & Safety Welfare Policy

SECTION 2—Information Statement

The RAH Information Statement will be available from the Royal Adelaide Hospital.

SECTION 3—Contact Arrangements

The Information Statement and Policy Documents listed above can be inspected or purchased by contacting:

Manager
Corporate Support Services
Royal Adelaide Hospital
North Terrace
ADELAIDE S.A. 5000
Telephone: 8222 5662 between the hours of
9.00 a.m. to 5.00 p.m. weekdays

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of
ST MARGARET'S HOSPITAL INC.

SECTION 1—Policy Documents

A Hospital Policy Manual which includes policies pertaining to:

- Complaints from Patients/Visitors
- Equal Employment Opportunities
- Guidelines for Release of Information
- Patient Rights
- Release and Faxing of Confidential Information
- Sexual Harassment
- Smoke Free Environment

An Emergency Procedure Manual which includes protocols pertaining to:

- Emergency Plans for Internal and External Disasters
- Fire Plan

SECTION 2—Information Statement

The Hospital's most recent Information Statement is available free of charge from the Hospital.

SECTION 3—Contact Arrangements

Applications under the Freedom of Information Act 1991 for access to documents held at St Margaret's Hospital must be in writing. If the request is from a third party it must be accompanied by an authority from the person to whom the documents apply.

Enquiries must be directed to the:

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

Telephone 8422 5050

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTH COAST DISTRICT HOSPITAL

SECTION 1—Policy Documents

Board Policies	Standard and Additional Precautions Policy
Child Protection Policy	Transport Policy
Complaints Management Policy	Use of Generic Drugs Policy
Consent Policy	Warning Signs, Use of Policy
Discharge at Own Risk Policy	Administrative Instructions
Equal Opportunity Policy	Disaster Plan
First Aid for Staff Policy	Bomb Threat, Management of Policy
Hazardous Substances/Factors Policy	Consent Policy
Immunisation: Hepatitis B Immunisation for Staff Policy	Confidentiality Policy
Infectious Conditions: MRSA: Patient Management Policy	Counter Signing of Clinical Records Policy
Manual Handling Policy	Electrical Safety Policy
Needlestick/Sharps Injury and Splash Injury Policy	Equipment Purchase and Trial Policy
Notifiable Diseases Policy	Freedom of Information Policy
Occupational Health, Safety and Welfare Policy	HIV Infected Health Care Workers Policy
Palliative Care Policy	Performance Appraisal Policy
Personal Protective Equipment Policy	Policy Endorsement Policy
Rehabilitation Policy	Restraint Policy
Rights and Responsibilities of Clients Policy	Sexual Harassment Policy
Risk Assessment Policy	Smoking in the Workplace Policy
Single Use Items Policy	Student Placement Policy
Staff Development & Application for Assistance Policy	Triage Policy
	Visitors/Carers Meals Policy
	Waste Management Policy
	Fire Manual

SECTION 2—Information Statement

Copies of the South Coast District Hospital *Information Statement* can be obtained, free of charge, by contacting the Freedom of Information Officer.

SECTION 3—Contact Arrangements

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

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

Enquiries should be directed to the Freedom of Information Officer by telephoning (08) 8552 1066.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTH EAST REGIONAL HEALTH SERVICE INC.

SECTION 1—Policy Documents

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

- Strategic Plan 1997 to 1999
- Business Plan 1997 to 1999
- Delegation of Authority to Board under South Australian Health Commission Act,

which are available for inspection

Other policy documents are in the process of development.

SECTION 2—Information Statements

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

SECTION 3—Contact Arrangements

All enquiries and applications under the Freedom of Information Act 1991, in relation to the South East Regional Health Service, should be made in accordance with the provisions of that Act to:

The Freedom of Information Officer
South East Regional Health Service Inc.
P.O. Box 267
MOUNT GAMBIER S.A. 5290

Initial enquiries to the Regional Administrative Assistant can be made by telephoning (08) 8721 1577, between the hours of 8.45 a.m. and 5.00 p.m., Monday to Friday.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTHERN DOMICILIARY CARE AND REHABILITATION SERVICE

SECTION 1—Policy Documents

Southern Domiciliary Care and Rehabilitation Service has a number of policy documents which are guidelines and relate to how the Agency should operate. The following describes such policy documents and are available free of charge:

- Occupational Health and Safety Policy
- Non-Smoking Policy
- Equal Employment Opportunity Policy
- Safe Work Practice Policy
- Sexual Harassment Policy
- Guidelines for Pregnant Employees
- First Aid Policy
- Fire Safety Policy
- Guidelines for the Use of Government Vehicles
- Independent Living Equipment Program Guidelines
- Clients Rights Policy

SECTION 2—Information Statement

The following information is included in the Annual Report:

- target population of SDCRS
- structure and functions of SDCRS

The following information is available in the Information Statement available on request from the FOI Officer:

- how the Agency's functions affect the public
- how the public participate in the Agency's development of policy
- the type of documents held by the Agency
- the means for which the public may access and amend documents held by the Agency.

SECTION 3—Contact Arrangements

All enquiries and applications under the Freedom of Information Act 1991 in relation to Southern Domiciliary Care and Rehabilitation Service should be made, usually in writing, to:

The Chief Executive Officer,
Southern Domiciliary Care and Rehabilitation Service
P.O. Box 82
PARK HOLME S.A. 5043

Any other enquiries concerning information contained in the Information Summary or the Information Statement, or any of the Agency's publications and records should also be directed to the Chief Executive Officer.

Arrangements can be made to obtain copies of any of these documents, or to inspect them at the SDCRS office by contacting the FOI Coordinator between the hours of 8.45 a.m. to 5.00 p.m., Monday to Friday.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
STRATHALBYN AND DISTRICT SOLDIERS' MEMORIAL
HOSPITAL AND HEALTH SERVICES
(FOI Agency No. H72)

SECTION 1—Policy Documents

The Board of Directors of the Strathalbyn and District Soldiers' Memorial Hospital and Health Services 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:

- S.A.H.C. Accounting Policies
- S.A.H.C. Administrative Circulars
- S.A.H.C. Industrial Circulars
- S.A.H.C. Terms and Conditions of Employment
- Delegations of Authority Document
- M.M.S.S. Guidelines
- Residential Aged Care Guidelines
- A.C.H.S. Accreditation Guide
- Aboriginal Employment
- Board Policy
- Clinical Privileges Policy
- Complaints Policy
- Confidentiality Policy
- Patient Consent Guidelines
- Disaster Plan
- Equal Employment Opportunity Policy
- Freedom of Information Policy
- Incident Report Policy
- Infection Control Manual
- Interpreter Services Policy
- OHS & W Policy
- Pastoral Care Policy
- Quality Improvement Programme
- Sexual Harassment Policy
- Smoking Policy
- Rehabilitation Policy
- Risk Management Unit Procedures Manual
- Workers Rehabilitation Policy

SECTION 2—Information Statement

Copies of the Strathalbyn and District Soldiers' Memorial Hospital and Health Services Information Statement can be obtained free of charge by contacting the Freedom of Information Officer.

SECTION 3—Contact Arrangements

Requests under the Freedom of Information Act for access to documents in the possession of the Strathalbyn Health Complex should be directed in writing to:

The FOI Officer
Strathalbyn and District Soldiers' Memorial Hospital and Health Services
14 Alfred Place
STRATHALBYN S.A. 5255

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
TAILEM BEND DISTRICT HOSPITAL

SECTION 1—Policy Documents

The Lower Murray District Hospital Inc. holds the following Policy Documents:

- Administration
- Occupational Health, Safety and Welfare
- Equal Opportunity
- Freedom of Information
- Medical Records
- Admission and Discharge

SECTION 2—Information Statement

The Lower Murray District Hospital's most recent Information Statement is available for inspection.

SECTION 3—Contact Arrangements

Access to documents may be obtained by contacting:

Administration Officer
Lower Murray District Hospital Inc.
P.O. Box 63
TAILEM BEND S.A. 5260
Telephone: (08) 8572 3244

between the hours of 9 a.m. and 4.30 p.m. weekdays.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
WAIKERIE HOSPITAL & HEALTH SERVICES INC.

SECTION 1—Policy Documents

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

Policy and Procedure Files

These hold documents that are the basis for decision making and procedures.
These files are open to inspection. A fee may apply.

Client Files

These files hold Personal Information on patients, clients and residents. Not available to the public.
Individuals may apply for access to their file. A fee may apply.
Other organisations may apply for access with client's written permission.

Administration File

These hold all documents concerned with the day to day management of the facility.
These files are open to inspection. A fee may apply.

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

SECTION 2—Information Statement

The most recent Information Statement is available.

SECTION 3—Access Arrangements, Procedures and Points of Contact

Applications to access documents held by the Waikerie Hospital and 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 DOMICILIARY CARE & REHABILITATION SERVICE

SECTION 1—Policy Documents

- Occupational Health and Safety Policy
- Rehabilitation Policy and Procedures
- No Smoking Policy
- Equal Opportunity Policy
- Sexual Harassment Policy
- Manual Handling Policy
- Fire and Emergency Manual—work in progress
- Infection Control Manual
- Service's Role, Philosophy and Objectives
- Paramedical Aide
- Workers Compensation Management Manual
- Medical Records manual—work in progress
- Human Resources Manual

Arrangements can be made to obtain copies of these documents, or to inspect them at 21A Belmore Terrace, WOODVILLE PARK, S.A. 5011, between 10 a.m. and 3.30 p.m. by contacting the FOI Officer.

SECTION 2—Information Summary

Copies of the WDC&RS 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 Western Domiciliary Care & Rehabilitation Service directed in writing to:

The FOI Officer
Western Domiciliary Care & Rehabilitation Service
21A Belmore Terrace
WOODVILLE PARK S.A. 5011

Enquiries should be directed to the FOI Officer by telephoning (08) 8222 8147 or facsimile (08) 8222 8198

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
WHYALLA HOSPITAL & HEALTH SERVICES INC.

SECTION 1—Policy Documents

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

Administrative Instructions:

Number	Issue	Instruction	Date
1	5	Visiting Hours	Nov 95
4	4	Access by Religious & Community Groups	Feb 95
5	5	Interpreter Service	Mar 95
19	5	Policy for HR Management & Development	Mar 98
27	5	Admission/Discharge Policy	Mar 97
29	4	School Visits	Mar 98
32	2	Policy re detoxification	Apr 93
35	3	Boarder charges etc	Oct 95
41	2	Hosp. Equipment for private use	Oct 94
42	2	Outpatients requesting Pethidine etc	Apr 93
46	3	Quality Management Policy	Oct 95
50	1	Management of victims of domestic violence	May 96
51	1	Hospital Tender Evaluation	Sep 90
56	3	Volunteer Workers Policy	Nov 95
56A	3	Guidelines for Volunteer Groups	Nov 95
58	3	Work experience students	Sep 95
62A	2	Complaints Policy	May 97
63	1	Use of Hospital Facilities by Outsiders	Sep 92
65	1	Monetary & Equipment donations	Sep 92
67	2	Patients Rights & Responsibilities	Feb 98
74	1	Treatment of donations & fundraising	Aug 93
77	1	Aboriginal employment policy	Dec 93
89	1	Protocol for management of at risk children	Sep 95
90	1	Health promotion policy	Jul 96

Policy and Procedure Manuals:

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

Other Relevant Documents:

Whyalla Hospital & Health Services Inc. Strategic Plan

SECTION 2—Information Statement

The most recent Information Statement for the Whyalla Hospital & Health Services Inc. will be found within the 1997/98 Annual Report.

SECTION 3—Agency Contact Arrangements

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

Mrs Carol Roughsedge,
Freedom of Information Officer,
Whyalla Hospital & Health Services Inc.,
P.O. Box 267,
WHYALLA S.A. 5600
Telephone: (08) 8648 8358
Facsimile: (08) 8648 8505

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

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

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

SECTION 1—Policy Documents

- Action in Cases of Actual or Suspected Harm to a patient whilst in the WCH-46/98
- Admin/Clerical/Supervisory Staff Policy-15a/98
- Administration of Long Service Leave for Non-Operating and Research Grant Employees Policy-83/98
- Admission and Discharge Planning Policy-1/98
- Agreed Principles and Procedural Arrangements relating to Staffing -43/98
- Ancillary Staff Policy-15c/98
- Animal House Disease Prevention Policy-78/98
- Animal Usage Policy-51/98
- Application Fees for Review of Clinical Trials involving Therapeutic Substances-56/98
- Bed Management Guidelines-40/98
- Behaviour Management in Hospital Policy-8/98
- Breast Feeding Policy-9/98
- Camps - Attendance by WCH Employees Policy-88/98
- Capillary Blood Collections for Neonates/Children and Adults-79/98
- Centralised Room Bookings-4/98
- Chaplaincy Policy-42/98
- Charges for the use of the Animal House Facility-54/98
- Clinical Placement/Experience (Non Employees) and Disbursement of Revenue-45/98
- Compulsory Offender History Checks - SA Police-81/98
- Compulsory WCH Pre-Employment and Pre-Placement Health Assessments-82/98
- Consent Policy-14/98
- Consumer Complaints Policy-89/98
- Continuing Education Policy-85/98
- Contracted Security Guards Policy-41/98
- Corporate Image Guidelines-33/98
- Covert Camera Surveillance at the WCH and Affiliated Health Units-28/98
- Delegations of Authority - Finance, Human Resources and Supply-66/98
- Delineation of Medical/Dental Clinical Privileges and Admitting Rights-55/98
- Departmental Record Management Policy-86/98
- Development of OHS&W & OHS&W Related Policy at WCH-67/98
- Domestic Violence Policy-60/98
- Email Policy-61/98
- Employee Immunisation Policy-27/98
- Equal Employment Opportunity-48/98
- Ethical Guidelines for Consumer Feedback-35/98
- Fire Safety Policy-90/98
- Guidelines - Use of Animal House-52/98
- Health Promotion Policy-6/98
- Hepatitis B Preventative Immunisation Program-69/98
- Information Technology Security Policy-64/98
- Inpatient Leave Policy-29/98
- Institutional Statement on Scientific Practice-50/98
- Internet Policy-62/98
- Machinery and Plant Guarding-24/98
- Management of Aggressive Behaviour Policy-32/98
- Management of Chemical Hazards in the Workplace-71/98
- Management of Measles and Measles Contact-19/98
- Management of Patients Colonised or Infected with Methicillin-Resistant Staphylococcus Aureus (MRSA)-20/98

- Management of Rubella and Rubella Contact during Pregnancy-21/98
- Management of Varicella-zoster Infections and Varicella-zoster Contacts-23/98
- Management of WCH Employees with Infectious Diseases-38/98
- Management Protocol for Ingestion of Breast Milk from Someone other than the Child's Mother-12/98
- Managerial/Professional Staff Policy-15b/98
- Manual Handling Policy-73/98
- Microcomputers Policy-63/98
- Non-Communal Use of Soft Toys Policy-22/98
- Occupational Health & Safety Policy-26/98
- Ownership of Equipment and Animals Purchased under Grant Funding Policy-53/98
- Patient Transport Policy-77/98
- Patients Changing their Election During Admission Policy-30/98
- Performance Management Policy-15/98
- Personal Files Policy-3/98
- Possession of Prohibited Substances by Patients and Visitors-13/98
- Pregnant Employees Policy-70/98
- Presence of a Chaperone During Physical Examination Policy-11/98
- Proposal to Introduce HIV Ab Testing as Part of Antenatal Screening Policy-31/98
- Protocol for the Police Investigation into Unnatural or Suspicious Deaths and Injuries and/or Major Criminal Activities at the WCH-80/98
- Quality Management Policy-58/98
- Recording of Legal or "Known As" Patient Name Changes -2/98
- Rehabilitation Policy-72/98
- Research Policy-87/98
- Risk Management Policy-25/98
- Room Allocation to Patients with Contagious Diseases or Recent Contact with Contagious Diseases Policy-17/98
- Safe Sleeping Environments for Children Under 2 years of age who sleep in cots in the Hospital Policy-75/98
- Security and Access of Staff to Operating Theatres Policy-57/98
- Sexual Harassment Policy-49/98
- Smoke Free Working Environment Policy-84/98
- Staff Breastfeeding Policy-44/98
- Staff Recognition Award Scheme Policy-16/98
- Staff Using Personal Vehicles on Hospital Business Policy-76/98
- Submissions Policy-37/98
- Trading Tables Policy-39/98
- Training and Development Policy-5/98
- Uniform Policy/Dress Guidelines-47/98
- Use of Family Rooms, Mortuary Policy-59/98
- Use of Multi-dose Vials and other Multi-use containers of Sterile Fluid for Injection or Irrigation Policy-18/98
- Waste Management Policy-7/98
- WCH Worksite Safety Policy-68/98
- Windows 95 Policy-65/98
- Work Experience Policy-74/98

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

Applications under the Freedom of Information Act 1991 for access to documents in the possession of the Women's and Children's Hospital should be in writing and be accompanied by a \$20.00 application fee and directed to:

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

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

The Annual Report of the Women's and Children's Hospital was published in December 1998. Copies of this document can be obtained from the Public Relations Department.

Telephone enquires in relation to patient information and FOI requests should be directed to the Patient Information Officer on (08) 8204 6127.

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

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

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

Central Office and
South Australian Council on Reproductive Technology

SECTION 1—Policy Documents

FAMILY AND YOUTH SERVICES POLICIES:

YOUTH PROGRAMS

Community Based Services for Young People

Intensive Personal Supervision
Working with Young Offenders in FACS - Vol. I
Working with Young Offenders in FACS - Vol. II
Community Service Manual of Practice

Residential Services for Young People

Community Residential Care Standard Procedures
Secure Care Standard Procedures

Contracted Services

Services and Funding Plan for Metropolitan and Ethnic Youth Services

ANTI-POVERTY SERVICES

Community Based Financial Support Services

Financial Support Interview Procedure and Guidelines
Financial Counselling Standard Procedure and Practice Guidelines

Concessions and Benefits

Concessions Standard Procedure
Funerals Assistance Standard Procedure

Contracted Services

Low Income Support Program

SERVICES FOR FAMILIES AND CHILDREN AT RISK

Community Based Services for Families and Children
Child Protection Procedural Guidelines and Practice papers
Family Maintenance Means Testing Policy

Alternative Care for Children

Access Policy and Practice Guidelines
Children's Payments Manual of Practice
Foster Care Assessment and Approval Manual
Foster Carers' Charter
Planning, Purchasing & Delivery of Alternative Care Services in S.A. Policy
Substitute Care - Licensing Manual of Residential Care Facilities and Foster Care Services
Substitute Care Manual - Family and Children's Support Program
Charter for Children and Young People in Care

Contracted Services

Together with Families for Children; the Family Development Services Policy
Charitable and Social Welfare Fund (Community Benefit S.A.) funding guidelines for Applicant Organisations
Parenting SA Funding Guidelines for Application Organisations

Planning and Policy Development

Domestic Violence Strategic Plan
Interagency Guidelines
Domestic Violence Manual of Practice
Competency Based Standards and Training Packages for Domestic Violence Workers

SUPPORTING VULNERABLE ADULTS IN THE COMMUNITY**Contracted Services for Older People, the Frail Elderly and People with Disabilities**

Ageing - a Ten Year Plan for South Australia 1996
National Program Guidelines
Program Management Manual

CORPORATE SUPPORT AND INDUSTRY DEVELOPMENT

Development and Support of Community Based Services
Operational Guidelines for Volunteers

Development and Support of Services in the Private Sector

Administrative Guidelines - Community Development Grants
Administrative Guidelines - SAAP
Commonwealth/State Agreement on SAAP
Family and Community Development Program Policy
Gamblers Rehabilitation Fund - funding policy
Guidelines - Crisis Accommodation Program
Multicultural Policy
SAAP National Strategic Directions
SAAP/CAP State Plans
Service and Funding Plan for Industry Support and Development

Corporate Planning, Infrastructure and Support

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

HEALTH POLICIES:**Population Health and Key Health Issues Policies and Strategies**

The Primary Health Care Policy Statement (1989)
Health of Older Persons Policy (1995)
Health of Older People: Policy and Strategic Directions (1995)
Policy on Women and Health (1984)
South Australian Health Commission Migrant Health Policy and Strategic Plan (1987-1991)
The Child Health Policy for South Australia (1991)
The Health of Young People: Policy and Strategic Directions (1993)
Strategic Directions for Primary Health Care in South Australia (1993)
Aboriginal Health Policy and Strategic Framework: *Dreaming Beyond 2000: Our Future is in Our Hands* (1994)
Aboriginal Health Division Business Plan 1997-1998 (1997)
Strategic Directions for Child Health in South Australia (1993)
State HIV/AIDS Strategy (1997)

Specific Health Service Policies, Guidelines and Strategies

A Charter for South Australian Public Health System Consumers: *Your Rights and Responsibilities* (1996)
Strategic Directions for Health (1996)
South Australian Methadone Policy (1996/97)
SAHC Hospice Care Policy (1992)
SAHC Medical Rehabilitation Policy for South Australia (1986)
Policy and Guidelines on Obstetric and Neonatal Services in South Australia (1995)
Policy for the Management of Metropolitan Surgical Booking Lists (1993)
Guidelines for the Medical Assessment of Children who may have been Sexually Abused (1989)
Guidelines for Home Births and Birth Centres (1994)
Casemix Funding Model - A Hospital Service Improvement Strategy (1995)
Guidelines for the Conduct of Day Surgery in South Australia (1994)
Guidelines for the Use of Fetal Monitors in Obstetric Hospitals (1981)
Guidelines to Improve Migrant Access to Health Care (1991)
SAHC Language Services Manual (1991)
Guidelines on the Release of Information (1995)
Guidelines for Infection Control in Health Care Units (1993)
Treatment of Overseas Patients in Recognised Hospitals in South Australia (1996)
Guidelines for Non-Teaching Hospitals in Delineating a Medical Practitioner's Clinical Privileges (1994)
Protocol for Patient Care by Visiting Proceduralists in Rural South Australia (1995)
Health Commission (Perinatal Statistics) (1986)
Guidelines for the Safe Handling of Cytotoxic Drugs and Related Wastes in Health (1993)

Staffing, Industrial, Occupational, Health and Safety Related Policies, Agreements and Procedures

Human Resources Manual
Employee Manual
SAHC Occupational Health and Safety Manual (incorporates SAHC Rehabilitation Procedures Manual and SAHC Workers' Compensation Claims Management Manual) Conditions of Service (1992)
Industrial Circulars
The AMA/SAHC Fee for Service Arrangements (1996)
Agreement for Private Practice for Salaried Medical Specialists (1994)
SAHC Bilingual Staffing Policy (1991)
SAHC Policy on Child Care (1987)
SAHC Policy on Equal Employment Opportunity for Women (1987)
SAHC Policy on Equal Employment Opportunity for Aboriginal Employees (1993)

Information and Information Technology

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

Administration Related Policies and Guidelines

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

Finance Related Policies and Guidelines

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

SECTION 2—Information Statement

The most recent Information Statement for the Department of Human Services is available in the Department's Annual Report.

The Report can be obtained free from the Public Affairs Unit, telephone (08) 8226 6436, or can be viewed in the Departmental Library, 3rd floor, Citi Centre, 11 Hindmarsh Square, Adelaide.

SECTION 3—Contact Arrangements

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

FOI Liaison Officer, Family and Youth Services
Department of Human Services
11 Hindmarsh Square
ADELAIDE 5000
Phone: 8226 6707: Fax: 8226 6675

FOI Liaison Officer, Health & Reproductive Technology
Department of Human Services
11 Hindmarsh Square
ADELAIDE 5000
Phone: 8226 6178: Fax: 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****CHILD AND YOUTH HEALTH**

(FOI Agency No. H10)

SECTION 1—Policy Documents

Members of the public have access to a range of policy documents including:

- Adolescent Health
- Child Abuse and its Prevention
- Client Rights and Responsibilities
- Commercial Sponsorship
- Confidentiality and Consent
- Distribution of Pharmaceutical Products
- Equal Opportunity
- Family Violence
- Health Promotion
- Health Screening
- HIV/AIDS
- Multicultural Communication
- Nutrition
- O.H.S. & W.
- Parent Education
- Quality Assurance
- Screening for Colour Vision
- Smoking

Policies are ratified by Child and Youth Health Board of Directors and are revised as necessary. Policy Manuals are held in all regional offices, and Child and Youth Health Library. Access to policy statements is open to all members of the public and copies may be provided on request.

A variety of leaflets, brochures and other items containing information for clients is available from Child and Youth Health offices. The majority are available free of charge.

SECTION 2—Information Statement

A copy of Child and Youth Health Information Statement is included in the Agency's Annual Report.

SECTION 3—Contact Arrangements

Requests under the Freedom of Information Act for access to information contained within a document and in the possession of the Child and Youth Health should be directed in writing to:

Project Officer, Information Systems
Child and Youth Health
295 South Terrace
ADELAIDE S.A. 5000

Inquiries may be directed to the Records Officer by telephoning (08) 8303 1514.

There is usually no fee associated with this process. However, only copies of records will be released as the originals remain the property of Child and Youth Health.

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

SECTION 1—Policy Documents

(A) National, State and DASC Policies

- Whistleblowers Policy
- HIV Infected Health Care Workers' Policy
- Policy and Guidelines for Prevention of Transmission of the HIV Virus
- Hepatitis B and Hepatitis C Virus Policy
- Child Protection Policy
- Equal Employment Opportunity for Aboriginal Workers Policy
- Occupational Health, Safety & Welfare Policy
- Rehabilitation Policy
- Sexual Harassment Policy
- Equal Opportunity Policy
- Smokefree Workplace Policy
- Psychological Health—Stress Prevention Policy
- Manual Handling Policy
- Use of Screen Based Equipment Policy
- Workplace Consultation Policy
- Workplace Inspection Policy
- Management of Climatic Heat Stress Policy
- Training for Occupational Health, Safety & Welfare Policy
- Employee Assistance Program Policy
- Staff Incident/Accident Reporting and Investigation Policy
- Job Safety Analysis and Standard Operating Procedures Policy
- Sole Worker on Premises Policy
- Fire Safety Policy
- Contractors' Policy
- Workplace Alcohol and other Drug use Policy
- Client Complaints Grievance Procedure Policy
- Client Rights Policy
- Disability Discrimination Policy
- National Health Policy on Alcohol in Australia
- National Health Policy on Tobacco in Australia
- The S.A. Methadone Policy 1997
- Pharmacists Standard Public Drug Substitution Program

(B) Procedure Documents Relating to Aspects of DASC's Delivery of Services

- DASC Administrative Instruction
 - No. 6—Educational Placements within the Drug and Alcohol Services Council
 - No. 10—Library Services
 - No. 15—Staff Research Projects
 - No. 27—Safekeeping and Disposal of Clients' Property
 - No. 29—Confidentiality of Client Information
 - No. 30—Search and Report Fees
- S.A. Needle and Syringe Exchange Program—Worker Handbook
- Driver Assessment Clinic Procedure Manual
- DASC Philosophy, Aims and Objectives, Outreach Services
- The Woolshed Manual
- DASC Clinical Instruction
 - No. 1—Assessment of Clients for Priority Housing Applications

- No. 3—Carrying of Offensive Weapons by Clients
- No. 4—Clinical Records
- No. 6—Death of a Client
- No. 7—Hepatitis B Vaccination for Clients
- No. 10—Intoxicated Clients Driving Vehicles from Units
- No. 11—Missed Appointments
- No. 14—Guidelines for the Management in South Australia of People who Knowingly Place Others at Risk of HIV Infection
- No. 16—Liaison with Referral Agent
- No. 19—Assessment of Care
- No. 21—Guidelines for Case Management Discussion

- Protocol for the Management of Bupromorphine
- Venepuncture
- Inter unit Referrals
- Assessment and Care
- Role of the Enrolled Nurse in Medical Administration
- Early Identification and Intervention
- Unit Protocols—Alcohol Unit and Warinilla
 - Admission Criteria
 - Admission/discharge Protocol
 - Visiting Protocol
- Environmental Protocols—Alcohol Unit and Warinilla
- Clinical Protocols—Alcohol Unit and Warinilla including:
 - Guidelines for the Transfer of Clients
 - Inter-unit Transfers
 - Management of Outpatient and Inpatient Opioid Withdrawal
- Nursing Protocols—Alcohol Unit and Warinilla including:
 - Guidelines of the Role and Responsibilities of Nursing Staff Working in Detox Unit

(C) Procedure Documents and Administrative Circulars Covering Areas of General Management, Finance, Staffing, Plant and Equipment, Property, Motor Vehicles and Industrial circulars

- DASC Administrative Instruction
- No. 5—Media Contact, Press Statements etc
- No. 11—Copyright Regulations
- No. 14—Release of Research Data
- No. 18—Recorded Visual Material for Educational/Training Purposes Procedures
- No. 21—Visitors to Facilities of DASC
- No. 23—Smoking
- No. 28—Submission of Client Accident/Incident Report Forms
- No. 33—Language Services Procedures (interpreting and translating)
- No. 34—Volunteers

SECTION 2—Information Statement

The most recent Information Statement for the Drug and Alcohol Services Council is June 1997 and is contained in DASC's Annual Report. This can be obtained from Information Services, telephone (08) 131 340, or can be viewed in the DASC Library, 161 Greenhill Road, Parkside, during the hours from 9 a.m. to 5 p.m. Copies of documents can be provided at a nominal cost of 10 cents per page.

SECTION 3—Contact Arrangements

Application under the Freedom of Information Act 1991 for access to documents at DASC should be directed to the DASC Freedom of Information Officer, 161 Greenhill Road, Parkside, telephone (08) 8274 3328, Monday to Friday, 9 a.m. to 5 p.m.

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

SECTION 1—Policy Documents

- Occupational Health, Safety & Welfare

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

- Administrative Instructions

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

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

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

Bryan Sells
Freedom of Information Officer
I.M.V.S.
P.O. Box 14
Rundle Mall
ADELAIDE S.A. 5000

Telephone: 8222 3520 between the hours of 9.00 a.m. to 5.00 p.m. weekdays

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
MEDICAL BOARD OF SOUTH AUSTRALIA

The Medical Board of South Australia is an Independent Statutory Authority formed under the provisions of the Medical Practitioners Act 1983.

SECTION 1—Policy Documents

The following documents are held in the Board's Registry and are identified by a unique registration number.

- 6/75 Leave for Interns.
- 18/75 On Intimate Examination of Female Patients.
- 3/77 On Medical Students Convicted of any Offence.
- 30/78 Procedure by Board in event of Doctor on the South Australian Register being struck off or suspended by another Registering Authority.
- 102/81 On prescribing irregularities and related drug matters.
- 39/82 On employment of unregistered medical practitioners in teaching hospitals.
- 118/82 On casual referrals and occasional prescriptions.
- 13/84 Prescribing Policies and Practitioners reporting other Practitioners.
- 55/84 Board's Guidelines on Professional Conduct.
- 67/84 On Media Involvement by registered medical practitioners (May 1984).
- 124/89 Anabolic Steroids.
- 34/90 Guidelines on Informed Consent.
- 173/90 Guidelines on Clinical Research Fellows.

SECTION 2—Information Statement

The Medical Board's most recent Information Statement is available free of charge (see contact arrangements below).

SECTION 3—Contact Arrangements

The Freedom of Information Officer is a member of the Administration and may be contacted at:

91 Payneham Road
ST. PETERS SA 5069
P.O. Box 359
STEPNEY SA 5069
Telephone: (08) 8362 7811

Enquiries regarding Freedom of Information can be made to the Registrar or the Deputy Registrar at the above addresses.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
NURSES BOARD OF SOUTH AUSTRALIA

(FOI Agency No. G187)

SECTION 1—Policy Documents

The Nurses Board of South Australia has the following publications available for inspection and purchase:

- Nurses Act 1984
- ANCI National Competencies and Codes of Conduct

A price list for the above documents may be obtained from The Registration Section, Nurses Board of South Australia between 9 a.m. and 4.30 p.m., Monday to Friday.

Other documents that are available are:

- Delegations of Authority.

Arrangements to obtain copies or to inspect the documents directly above, at the Nurses Board office, can be made by contacting the Corporate Services Manager who is the designated Freedom of Information Officer.

SECTION 2—Information Statement

The most recent Information Statement, for the Nurses Board of South Australia is available from the Manager, Corporate Services.

SECTION 3—Contact Arrangements

Enquiries and applications under the Freedom of Information Act 1991 in relation to the Nurses Board of South Australia should be made to the designated Freedom of Information Officer listed below:

Corporate Services Manager
Nurses Board of South Australia
200 East Terrace
ADELAIDE SA 5000
Telephone: 8223 2630

An application fee of \$20 is charged for requests to access documents in the possession of the Nurses Board of South Australia. Other charges will be set as per the prescribed fees and charges in the Freedom of Information Act.

As enquiries concerning information contained in this Information Summary or in the Information Statement or in relation to information available under the Act should also be directed to the above designated officer.

The following bodies have a copy of Nurses Board of South Australia publications in their libraries, for inspection:

South Australian Health Commission, Hindmarsh Square, Adelaide
Mortlock Library, North Terrace, Adelaide
Parliamentary Library, Parliament House, North Terrace, Adelaide
Australian Nursing Federation, 18 Dequetteville Terrace, Kent Town
Public Service Association, 122 Pirie Street, Adelaide
University of SA (City Campus), North Terrace, Adelaide
University of SA (Levels Campus), The Levels
University of SA (Whyalla Campus), Nicolson Avenue, Whyalla Norrie
University of SA (Salisbury Campus), Smith Road, Salisbury East
University of SA (Underdale Campus), Holbrooks Road, Underdale
The Flinders University of SA, Sturt Road, Bedford Park

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
OFFICE OF THE PUBLIC ADVOCATE

SECTION 1—Policy/Documents

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

The OPA's main responsibilities are:

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

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

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

The fee may be waived in some circumstances.
Telephone enquiries should be directed to the Freedom of Information Officer on (08) 8269 7575.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
PHYSIOTHERAPISTS BOARD OF SOUTH AUSTRALIA

SECTION 1—Policy Documents

There are no written policy documents other than the following:

- Application for registration of a natural person as an physiotherapist under Section 19 of the Physiotherapists Act 1991
- Application for Limited Registration of a natural person under Section 21a of the Physiotherapists Act 1945

SECTION 2—Information Statement

- Application for registration of a physiotherapy company under Section 18 (2) of the Physiotherapist Act 1991

Copies of the Board's Information Statement are available from the Board, free of charge. The Statement provides the following information on the Board:

- Purpose of the Act
- Registration and Limited Registration of Physiotherapists and Physiotherapy Companies
- Finance
- Annual Report
- Arrangements for public participation in policy formulation
- Availability of documents for perusal
- Documents available from the offices of the Board
- Access arrangements

SECTION 3—Contact Arrangements

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

Registrar,
The Physiotherapists Board of South Australia,
G.P.O. Box 2635,
ADELAIDE S.A. 5001

Tel: (08) 8274 1488 Fax: (08) 8373 1106
8.30 a.m. to 5 p.m.—Monday to Friday

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

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTH AUSTRALIAN COMMUNITY HOUSING AUTHORITY (SACHA)

SECTION 1—Policy Documents

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

- SACHA Annual Report
- SACHA Meeting Minutes
- SACHA Strategic Directions 1997/2001
- SACHA Business Plan
- SACHA Committee Meeting Minutes (Policy and Property, Audit and Finance)
- SACHA News
- SACHA Bulletin
- Register of Housing Co-operatives
- Register of Community Housing Associations
- Housing Co-operatives contracts and agreements
- Debenture documents
- Program Guidelines
- Finance Manual

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

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

SECTION 2—Information Statement

Policy documents and Information Statements may be inspected/purchased from SACHA during regular business hours (8.45 a.m. to 5.00 p.m.) Monday to Friday.

SECTION 3—Contact Arrangements

SACHA is located at:

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

Telephone: (08) 8207 0233
Fax: (08) 8207 0150
Country Toll Free: 1800 686 366
Email: sacha@saugov.sa.gov.au

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTH AUSTRALIAN HOUSING TRUST

Incorporating:

Regional Services
Property Division

SECTION 1—Policy Documents

Policy documents covering Regional Services and Property Division.

The following documents also contain information on policies and programs:

- Annual Report
- Trust in Focus
- State Housing Plan
- Brochures relating to specific services and programs

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

A variety of leaflets, brochures and other printed material containing information for customers is available from Regional Offices. Most of this information is available free of charge.

Copies of the relevant Acts are available from the State Information Centre, Australis Centre, 77 Grenfell Street, Adelaide (charges may apply—details may be obtained from the State Information Centre).

SECTION 2—Information Statement

The Housing Trust's most recent Information Statement is available in the Trust's latest annual report.

SECTION 3—Contact Arrangements

Policy documents or information statements may be inspected/purchased from the FOI Unit during normal business hours (8.45 a.m. to 5 p.m.) Monday to Friday.

The FOI Unit is in the Trust's Central Office located at:

Riverside Centre
North Terrace
ADELAIDE S.A. 5000

Enquiries may be directed to the FOI Unit by telephone (08) 8207 0227.

Requests under the FOI Act for access to documents in the Trust's possession should be accompanied by a \$20 application fee and forwarded in writing to any Trust Regional Office or directed to:

FOI Officer
South Australian Housing Trust
G.P.O. Box 1669
ADELAIDE SA 5001

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
- Keyboard Procedures & Guidelines
- Records Management Policy & Procedures
- Occupational Health, Safety & Welfare in the Workplace
- First Aid in the Workplace
- Workers Rehabilitation & Compensation
- Fire Safety & Evacuation in the Workplace
- No Smoking Policy
- Psychological Health Policy—Stress Prevention
- Equal Employment Opportunities
- Freedom from Sexual Harassment Policy
- Administrative Instructions
- Policy on Screen-based Equipment
- Policy on Manual Handling
- Policy on Contractors
- Policy on Purchases and Hazardous Substances
- Discipline Guidelines
- Financial Delegations Governing Expenditure Processes
- Regional Business Development Policy

SECTION 2—Information Statement

The Department of Industry & Trade has broad responsibility for enterprise improvement, trade policy, major infrastructure and project development and attracting business investment in the following priority sectors: automotive production, back office and call centres, defence, electronics, food and beverage processing, health, information industries, racing, recreation and sport, tourism. Location of the Office for Recreation and Sport and the Office of Local Government in the department provides a strategic focus for the department's role in the development of stronger communities.

The Department of Industry and Trade provides assistance through the following major business units:

The Business Centre

The centre provides advice and assistance to South Australian companies to increase their competitiveness and growth.

Business Investment

The unit assists local companies to re-invest in their South Australian operations, attracts complementary investment by companies new to South Australia and seeks investment in key infrastructure, such as transport and telecommunications, to improve the South Australian economy.

Office of Local Government

The office provides advice on matters related to the Local Government Act 1934 and other legislation committed to the Minister for Local Government. It is also responsible for advice to Government on the Local Government reform program, including the comprehensive review of the Local Government Act and the development of a strategy for functional reform.

The Office supports the operations of three statutory authorities:

- the South Australian Local Government Grants Commission.
- the Outback Areas Community Development Trust.
- the Local Government Boundary Reform Board.

Office for Recreation and Sport

The office provides leadership for the South Australian recreation and sport community through a broad range of programs which include:

- Developing South Australian athletes to internationally competitive standards.
- Promoting the products and services of the commercial section of the recreation and sport industry to the world.
- Promoting the State as a training venue for international teams.
- Managing walking, cycling and horse riding trails.
- Promoting programs that encourage South Australians to be involved in recreation and sport.
- Providing financial assistance to community groups involved in recreation and sport.
- Developing and managing sporting facilities.

South Australian Centre for Manufacturing

The centre provides leading-edge specialist advice, support and assistance to enterprises in the manufacturing sector and manufacturing-related service industries.

Corporate Groups

Corporate Services

This unit supports all other units in the agency in planning, managing and delivering financial and management accounting, human resources, information technology and administration services. It also coordinates these functions at the portfolio level.

Industry Policy and Infrastructure

This unit informs the agency and government on the conditions and infrastructure necessary for sustainable economic development in South Australia. This involves the development, implementation and review of appropriate policies and strategies, in collaboration with business and industry.

To assist the division, it receives advice from the following independent bodies:

- Manufacturing Industry Advisory Board.
- Small Business Advisory Council.
- Office of the Small Business Advocate.

Project Coordination

This function assists in resolving issues related to major projects. This includes early advice on likely major issues, identification of suitable sites for projects, gaining relevant statutory and other approvals, and coordinating support and input from a range of government agencies.

South Australian Government's Sydney Office

This office facilitates economic development in the State by focussing primarily on business opportunities available from the 2000 Olympics and Paralympics in partnership with South Australian industry. The Sydney Office also has an important role in the department's investment attraction efforts by providing an Eastern State presence for the South Australian Government.

Strategic Services

This unit provides strategic planning, reporting and expert services to the agency across corporate planning, marketing and organisational development. It also ensures timely responses to Ministerial and other enquiries about the agency's activities.

Prudential Management

This unit provides business, financial and commercial advice and ensures program funds are effectively and prudently applied in line with the agency's objectives.

SECTION 3—Contact Arrangements

The Information Statement is contained in the Annual Report which, together with copies of the above policy documents and various brochures, may be obtained from the FOI Officer. Requests under the Freedom of Information Act 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 Act.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
OFFICE FOR RECREATION AND SPORT

SECTION 1—Policy Documents

- 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
- National Junior Sports Policy
- Occupational Health and Safety Policy
- Psychological Health and Occupational Strain Policy
- Rehabilitation Policy
- Policy on the Prevention of Sprains and Strains
- Smoke Free Work Place Policy
- Social Development Policy
- State Recreation and Sport Strategy Plan
- Sun and Heat Protection Policy

SECTION 2—Information Statement

The Information Statement relating to the Office for Recreation and Sport is contained in the Annual Report of the Department of Industry and Trade for 1997-98. Copies of this report will be available, free of charge, from the FOI Officer, once it is tabled.

SECTION 3—Contact Arrangements

The above information may be obtained by writing to:

Freedom of Information Officer
Office for Recreation and Sport
27 Valetta Road
KIDMAN PARK S.A. 5025

The FOI Officer is available on telephone (08) 8416 6722 or via [email, christie.mark@saugov.sa.gov.au](mailto:christie.mark@saugov.sa.gov.au).

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTH AUSTRALIAN GREYHOUND RACING AUTHORITY

SECTION 1—Policy Documents

- Insurance and Risk Management Manual
- No Smoking Policy
- Occupational Health and Safety Policy
- Fire and Emergency Manual
- Rules for Greyhound Racing
- Agendas and minutes of meetings of the Authority

SECTION 2—Information Statement

Copies of the South Australian Greyhound Racing Authority Information Statement can be obtained, free of charge, by contacting the FOI Officer.

SECTION 3—Contact Arrangements

Initial enquiries concerning access to documents of the South Australian Greyhound Racing Authority should be directed to The Freedom of Information Contact Officer by telephoning (08) 8268 1211 or by writing to:

The Freedom of Information Contact Officer
South Australian Greyhound Racing Authority
P.O. Box 2352
REGENCY PARK S.A. 5010

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

INTRODUCTION

Freedom of Information Summaries are also published by the following persons who hold an office established by an Act and who are divisions of the Attorney-General's Department:

- Liquor and Gaming Commissioner;
- Public Trustee;
- Commissioner for Equal Opportunity;
- Commissioner for Corporate Affairs;
- Commissioner for Consumer Affairs; and
- Registrar Births, Deaths and Marriages

SECTION 1—Policy Documents

- Work Related Travel Policy
- Recruitment and Selection Policy
- Sexual Harassment Policy and Procedures
- Whistleblowers Protection Policy
- Occupational Health and Safety Policy
- Policy for Employment of Contract Staff
- Purchasing and Commissioning Policy
- No Smoking Policy
- Policy for Occupational Violence
- Guidelines for use of Corporate Credit Cards
- Appointment of Justices of the Peace

SECTION 2—Information Statements

The Attorney-General's Department most recent Information Statement was published in its 1996-97 Annual Report. Copies are available from the Department, 14th Floor, 45 Pirie Street, Adelaide.

SECTION 3—Contact Arrangements

Requests under the Freedom of Information Act for access to documents in the possession of the Attorney-General's Department should be directed in writing to:

Freedom of Information Officer
Attorney-General's Department
Level 14, Mercantile Mutual Building
45 Pirie Street
ADELAIDE S.A. 5000

Telephone 8207 1719

Office Hours: 8.45 a.m. to 5 p.m. Monday to Friday

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

(FOI Agency No. G79)

SECTION 1—Policy Documents

- CFS Strategic Plan
- CFS Board Policies Manual
- Standards of Fire and Emergency Cover
- Standard Operating Procedures
- Chain of Command—Operational and Incident Management Responsibilities
- Corporate Communications Plan
- Corporate Computing Plan
- CFS Occupational Health and Safety Manual
- CFS Rehabilitation Manual

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

All enquiries and applications under the Freedom of Information Act 1991 in relation to the CFS should be made in accord with the provisions of that Act to:

The Freedom of Information Officer
Country Fire Service
P.O. Box 758
MARLESTON S.A. 5033

Telephone enquiries to that Officer can be made on (08) 8204 3333 from 9.00 a.m. to 5.00 p.m. Monday to Friday.

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

The Equal Opportunity Commission is responsible for the administration of the Equal Opportunity Act 1984, as amended in 1989 and 1990, the Sex Discrimination Act 1984 (Cth), the Racial Discrimination Act 1975 (Cth) and has statutory responsibilities in relation to the Local Government (Management Provisions) Act 1991, the Senior Secondary Assessment Board of South Australia Act 1983 as amended in 1990 and the Whistleblowers Protection Act 1993.

SECTION 1—Policy Documents

No current or operational Policy Documents.

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

Telephone: 8207 2245
Hours Monday to Friday, 8.45 a.m. to 5.15 p.m.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
LEGAL SERVICES COMMISSION

SECTION 1—Policy Documents

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

- Assignments Manual
- Agreement between the Commonwealth of Australia and the State of South Australia in relation to the Provision of Legal Assistance 1997

SECTION 2—Information Statement

An Information Statement complying with Section 9 (2) of the Act was published in the Annual Report 1993.

SECTION 3—Procedures for Inspecting and Purchasing Policy Documents

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

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

Enquiries may be directed to the Freedom of Information Officer by telephoning (08) 8205 0111.

Place and Times for Inspection and Purchase

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

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

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

Modbury Office
4 Smart Road
MODBURY S.A. 5092

Noarlunga Office
Ground Floor, Noarlunga House
NOARLUNGA CENTRE 5168

Whyalla Office
25 Forsyth Street
WHYALLA S.A. 5600

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
OFFICE OF CONSUMER AND BUSINESS AFFAIRS

INTRODUCTION

The Office of Consumer and Business Affairs is a division of the Attorney-General's Department. The Office comprises five branches (Consumer Affairs, Business and Occupational Services, Tenancies, Births, Deaths and Marriages, and Customer and Education Services). 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. The Information Summary of Births, Deaths and Marriages has been published separately.

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 AND OCCUPATIONAL SERVICES

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

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

All enquiries and applications under the Freedom of Information Act 1991 in relation to the Office of Consumer and Business Affairs should be made in accord with the provisions of that Act to:

The Freedom of Information Officer
Office of Consumer and 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 and Business Affairs.

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

SECTION 1—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 listings arrangements
 - dispensation to advertise
 - extract from Reasons for Decision and Extended Trading (Late Night Permits)
 - 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 62 certificate conversions

- Commissioner's Circulars (and Administrative Instructions/Directions) including:
 - access to Divisional records
 - accounting procedures following the withdrawal of 1 cent and 2 cent coins
 - change of director/shareholder
 - complaints for disciplinary action pursuant to section 124
 - entertainment consent
 - fee recommendation process
 - follow-up of outstanding licence fees
 - 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
 - reassessment of licence fees

- 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 and liquor
 - section 62 certificates
 - suitability of premises for entertainment consent
 - views of the local police in relation to late night permits
- Reason for judgements of the Licensing Court and 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.

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 1983.

SECTION 2—Information Statement

An information statement was released by the Office of the Liquor and Gaming Commissioner as of 1 January 1993.

SECTION 3—Contact Arrangements

Access to the agency's policy documents and information statement can be arranged by contacting the Office Manager at:

The Office of the Liquor Licensing Commissioner
9th Floor, East Wing,
GRE Building,
50 Grenfell Street, Adelaide
Telephone: (08) 8226 8493
Fax: (08) 8226 8512

Current copying fee per page will be made for copies of policy documents, the Information Statement and the Information Summary.

Office hours are 8 a.m. to 5.30 p.m. weekdays (excluding public holidays)

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

Agency Overview

The Public Trustee, a division of the Attorney-General's Department, is a body corporate with perpetual succession operating under the Public Trustee Act 1995. Apart from its office in the Adelaide CBD, it has two branches in country regions of South Australia and conducts a 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
- (g) in any other capacity prescribed under legislation

SECTION 1—Policy Documents

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

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

SECTION 2—Information Statement

The most recent Statement is dated November 1998.

SECTION 3—Contact Arrangements

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

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

Telephone: 8226 9279

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

Fees and Charges

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
POLICE COMPLAINTS AUTHORITY

(FOI Agency No. G203)

SECTION 1—Policy Documents

The only policy documents held and maintained by the office of the Police Complaints Authority are in relation to Occupational Health and Safety instructions that are applicable only to persons employed pursuant to the Police (Complaints and Disciplinary Proceedings) Act 1985.

Arrangements can be made to obtain copies of these documents, or to inspect them, by contacting the Authority's Freedom of Information Officer between 9 a.m. and 5 p.m. either by telephone or in person.

SECTION 2—Information Statement

Copies of the most recent Information Statement can be obtained, free of charge, by contacting the Authority's Freedom of Information Officer.

SECTION 3—Contact Arrangements

Requests made pursuant to the Freedom of Information Act, for access to documents in the possession of the Police Complaints Authority, should be directed in writing to:

The Freedom of Information Officer
Police Complaints Authority
G.P.O. Box 2636
ADELAIDE S.A. 5001

or in person at:

8th Floor, Colonial Mutual Building
45 King William Street
ADELAIDE S.A. 5000

Enquiries may be directed to the Freedom of Information Officer by telephoning 8212 4472 between 9 a.m. and 5 p.m., Monday to Friday.

The Police Complaints Authority does not impose any fees in relation to applications pursuant to the Freedom of Information Act.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SA METROPOLITAN FIRE SERVICE

(FOI Agency No. G317)

SECTION 1—Policy Documents

Executive

Minutes of Meetings of the Fire Brigades Board
 1891 – 1981
 Minutes of Meetings of Senior Staff 1982-present

SAMFS Policies

Access to Legal Opinion
 Acting Up to Fire Commander
 Advertising/Promotional Literature Authorisation
 After Hours Security Fourth Floor Adelaide Station
 Air Travel Arrangements
 Alcohol and Drugs On Duty—The Use of
 Christmas Luncheons (Departmental)
 Contract Labour
 Drills and Demonstrations—Use of Foam, Flammable
 Liquids or Powders
 Electronic Bulletin Board
 Environmental
 Firearms on SAMFS Property
 Graffiti
 Housing Rental Allowances—Operations (Country)
 Intellectual Property
 Internal Audit
 Internet and Electronic Mail
 Issuance of Accreditation Parchments
 Leave Approvals
 Light Vehicle Policy and Procedures
 Ministerial Enquires
 Mobile Telephones
 Non Operational Employees Attending Emergency
 Incidents
 Pool Cars and Departmental Vehicles
 Prevention and Resolution of Harassment
 Reimbursement of Fees for TAFE Courses
 Return of Clothing and Equipment on
 Resignation/Retirement
 Salvage of Fire Appliances
 Salvage of Goods by Internal Tender
 Salvage of Surplus Equipment
 SAMFS Risk Management
 Seal and Emblem—SAMFS
 Security—Information Technology
 Security—SAAS Personnel
 Security—SAMFS Station
 Short Term Hire of Vehicles from Fleet SA
 Strategic Asset Management in the SAMFS

Occupational Health and Safety

Accident/Injury/Near Miss Reporting
 Claims Administration
 Claims Management
 Consultation on OHS&W
 Contractors Policy and Procedures
 Fire and Emergency Control
 Hazard Management
 Hazardous Substances
 Manual Handling
 Occupational Health Safety & Welfare Policy
 Occupational Health Safety & Welfare Program
 Personnel Protective Equipment
 Plant and Equipment
 Rehabilitation
 Remote or Isolated Work
 Safe Work Practise
 Screen Based Equipment
 Smokefree Workplace
 Terms of Reference and Operating Procedures
 Training in OHS&W
 Visitors Policy and Procedures
 Workplace Design and Layout
 Workplace Inspections

Training Department Policies

Acquisition of Equipment—Expenditure of Funds
 Annual Report
 Assessment
 Asset Register
 Confidentiality
 Core Hours/Daily Work/Physical/Education
 Course Review
 Decommissioning of FTD Equipment
 Evacuation of Building
 External Organisation use of Training Facilities
 Overnight Use of Vehicles
 Petty Cash
 Project Management Review
 Promotion
 Purchase
 Quality
 RDO—Overtime Management
 Recognition of Prior Learning (RPL)
 Records Management

Telephone Access and Monitoring
Telephone Rental
Upskill SA Requirements
Work Routine for Operational Day Workers

Recruit Course
Security
Staff Acting Up (FTD)
Staff Induction and Exit
Task Allocation/Review Policy Check List
Training Department Staff Performance
Management

SECTION 2—Information Statement

The most recent Information Statement has been incorporated within the South Australian Metropolitan Fire Service (SAMFS) 1997/98 Annual Report.

SECTION 3—Contact Details

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

Fees for access to documents in the possession of the South Australian Metropolitan Fire Service are as prescribed by regulation.

The current approved fee for the release of copies of “Fire Report Information” is \$61.50 a set.

Copies of the South Australian Metropolitan Fire Service Annual Report are available by applying in writing to the Chief Officer, South Australian Metropolitan Fire Service, G.P.O. Box 98, Adelaide, S.A. 5001.

All enquiries and applications under the Freedom of Information Act 1991 in relation to the SAMFS and in accordance with the provisions of that Act are to be made in writing to:

The Freedom of Information Officer
SA Metropolitan Fire Service
G.P.O. Box 98
ADELAIDE S.A. 5001
Internet: <http://www.samfs.sa.gov.au>

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTH AUSTRALIA POLICE DEPARTMENT

SECTION 1—Policy Documents

Corporate Services Command

Command Support Branch Policy Documents
Administration Branch Policy Documents
Financial and Business Advisory Services Branch
Policy Documents
Supply Branch Policy Documents
Property Branch Policy Documents
Expiation Notice Branch Policy Documents
Corporate Budget Branch Policy Documents
Fleet Services Branch Policy Documents
Computing and Communications Branch Policy
Documents

Human Resources Command

Command Support Branch
Human Resource Planning Branch Policy
Documents
Employee Relations Branch Policy Documents
Human Resource Development Branch Policy
Documents
Human Resource Management Branch Policy
Documents
Health Safety & Welfare Branch Policy
Documents

Executive Services Branch

Administrative Officer's Policy Documents
Executive Projects Policy Documents
Corporate Relations Policy Documents
Ministerial Liaison Policy Documents

Public Affairs Branch

Public Affairs Policy Documents

Strategic Development Branch

Police Solicitor's Services Policy Documents
Policy and Project Services Policy Documents
Statistical Services Policy Documents

Focus 21

Service Policy Documents
Human Resources Policy Documents
Information Systems & Technology Policy
Documents
Ethnics Policy Documents
Leadership Policy Documents

Southern Command

Southern Executive Policy Documents
Command Response Division Policy Documents
Adelaide Hills Division Policy Documents
South East Division Policy Documents
Riverland Division Policy Documents
Murray Division Policy Documents
Port Adelaide Division Policy Documents
South Coast Division Policy Documents
Sturt Division Policy Documents
Metro North West Division Policy Documents
Glenelg Division Policy Documents
Norwood Division Policy Documents
Traffic Division Policy Documents

Northern Command

Northern Executive Policy Documents
Command Response Division Policy Documents
Adelaide Division Policy Documents
Barossa Division Policy Documents
Yorke Peninsula Policy Documents
North East Division Policy Documents
Far North Division Policy Documents
Elizabeth Division Policy Documents
Holden Hill Division Policy Documents
Salisbury Division Policy Documents
Tea Tree Gully Division Policy Documents
West Coast Division Policy Documents
Mid West Division Policy Documents
Traffic Division Policy Documents

Operations Support Command

Operational Intelligence Division Policy
Documents
Traffic Services Division Policy Documents
Operations Services Division Policy Documents
Communications Division Policy Documents
Command Support Branch Policy Documents
STAR Division Policy Documents
Transit Police Division Policy Documents
Records Division Policy Documents
Police Security Services Division Policy
Documents
Prosecution Services Division Policy Documents
Research and Development Branch Policy
Documents

Crime Command

Command Support Branch Policy Documents
Crime Task Group Policy Documents
Intelligence Branch Policy Documents
Victims of Crime Branch Policy Documents

Technical Services Branch Policy Documents

Anti-Corruption Branch

Anti-Corruption Branch Policy Documents

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 dated 30 September 1998. 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 \$20.00, 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 Officer in Charge Information Release Section has delegated authority from the Commissioner of Police to determine all applications.

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

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

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

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

(FOI Agency No. G271)

SECTION 1—Policy Documents

The Office has the following policy documents:

- Occupational Health and Safety
- Non-smoking in the Workplace
- Equal Employment Opportunity
- Sexual Harassment in the Workplace
- Social Justice
- Personal Computer Policy
- Procedure for handling alleged offences under the Electoral Act
- Privacy—researchers
- Non-voters
- Distribution of Information (*a*) extracted from the Electoral Database and (*b*) on alpha microfiche lists

SECTION 2—Information Statement

The Annual Report for 1997-98, available for inspection at the agency premises in Rose Park, contains recent information on the agency and its affairs deemed to be consistent with the reporting requirements under Section 9 of the Freedom of Information Act 1991.

SECTION 3—Contact Arrangements

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

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

Tel: (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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
STATE EMERGENCY SERVICE SOUTH AUSTRALIA

SECTION 1—Policy Documents

Headquarters SES Policy Documents
SES Metro East Policy Documents
SES Metro West Policy Documents
SES Barossa Policy Documents
SES Murray Policy Documents
SES South East Policy Documents
SES Riverland Policy Documents
SES Yorke Peninsula Policy Documents
SES Mid North Policy Documents
SES Eyre Peninsula Mid North Policy Documents
SES Flinders Policy Documents

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 dated 30 September 1996. All future Information Statements will be incorporated in the State Emergency Service South Australia Annual Report.

SECTION 3—Contact Arrangements

Applications for access to documents (SES 10) can be obtained from State and Divisional Headquarters. Personnel at State and Divisional Headquarters will assist in completing the application form which may be submitted, together with a fee of \$20, or posted to:

Director
State Emergency Service South Australia
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 Deputy Director has delegated authority from the Director, State Emergency Service to determine all applications.

Telephone enquiries may be directed to (08) 8204 2988.

Application for copies of all policy documents, the Information Statement or the Information Summary may be obtained by applying in writing to the Director, State Emergency Service.

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
DEPARTMENT OF THE PREMIER AND CABINET

SECTION 1—Policy Documents

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

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

New series:

- No. 3 Gifts to Ministers, all government employees including agencies and their families. (January 1989)
- No. 7 Security—opening of mail/bomb threat calls. (January 1989)
- No. 8 Use of Piping Shrike on Government of South Australia letterhead—advertisements and elsewhere. (January 1989)
- No. 9 Appointment of advertising agencies by departments and Government agencies (including consultants for public relations and specialist consultants) Government advertising placement, Government publicity and photography. (January 1992)
- No. 10 Management requirements for public records. (January 1989)
- No. 11 Telecommunications equipment. (July 1992)
- No. 12 Information Privacy Principles (Cabinet Administrative Instruction 1/89. (July 1992)
- No. 13 Annual Reporting Requirements
- No. 14 Non-payment of Board/Committee Fees to or for Government Employees or Officers of the Crown. (September 1997)

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. 100 Payment of board/committee fees to Government employees/officers of the Crown. (December 1981)
- No. 112 Capital works efficiency measures. (September 1985)
- No. 114 Management of Government real property (including Crown lands). (January 1986)

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 1997-98

SECTION 3—Contact Arrangements

Requests to access documents should be forwarded to:

Freedom of Information Officer
Department of The Premier and Cabinet
G.P.O. Box 2343
ADELAIDE S.A. 5000

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
OFFICE OF MULTICULTURAL AND INTERNATIONAL AFFAIRS

SECTION 1—Policy Documents

The Office of Multicultural and International Affairs has the following policy documents which are available for inspection:

- Guidelines for the Multicultural Grants Scheme
- Strategic Plan for Multicultural South Australia 1996-1999

Arrangements can be made for access to these documents, free of charge, by contacting the FOI Contact Officer

Furthermore, the office has available for sale the following publications.

Mailing Lists from OMIA database; Calendar of Multicultural and Ethnic Communities, National Days, Festivals and Celebrations.

SECTION 2—Information Statements

The information required by Section 9 of the Freedom of Information Act 1991, to be published in the Part 2 Statement is contained in the Annual Report and is deemed consistent with the reporting requirements of the Freedom of Information Act 1991.

The Annual Reports of the South Australian Multicultural and Ethnic Affairs Commission and the Office of Multicultural and International Affairs are available for inspection, free of charge, by contacting the FOI Contact Officer.

SECTION 3—Contact Arrangements

The FOI Contact Officer, who is also the Project Officer, Administrative Services Unit, Office of Multicultural and International Affairs, can be contacted by telephone 8226 1940 for general enquiries, and to make arrangements for access at no charge, of those documents mentioned.

All other enquiries and applications under the Freedom of Information Act 1991, in relation to the Office of Multicultural and International Affairs should be made to:

Freedom of Information Contact Officer
Office of Multicultural and International Affairs
24 Flinders Street
ADELAIDE SA 5000

Requests under the FOI Act for access to other documents in the possession of the Office of Multicultural and International Affairs should be accompanied by a \$20 application fee and directed in writing to the FOI Contact Officer.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
DEPARTMENT OF PRIMARY INDUSTRIES AND RESOURCES

Important Notice

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

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

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

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

- Agricultural Industries
- Fisheries/Aquaculture
- Mineral Resources
- Office of Energy Policy
- Petroleum
- South Australian Research and Development Institute
- South Australian Rural Communities Office
- Sustainable Resources

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

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

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

Affiliated agencies which utilise their own Freedom of Information resources—

Animal and Plant Control Commission and its associated agencies, namely:

- Animal and Plant Control Advisory Committee
- Animal and Plant Control Boards
- Box Flat Dingo Control Committee
- Deer Advisory Committee
- Exotic Animals Advisory Committee
- Exotic Birds Advisory Committee

- Australian Barley Board
- Citrus Board of SA
- Dairy Authority of SA
- Dried Fruits Board
- Meat Hygiene Advisory Council
- South Eastern Water Conservation and Drainage Board
- Veterinary Surgeons Board

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

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

AGRICULTURAL INDUSTRIES

SECTION 1—Information and Policy Documents

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

Various policy documents are available when in stock.

SECTION 2—Information Statement

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

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

SECTION 3—Contact Arrangements

See final entry of this Information Summary

FISHERIES/AQUACULTURE

SECTION 1—Policy Documents

FISHERIES MANAGEMENT

Licence Issue/Transfer

Licence Splitting

Transfer of Marine Scalefish Fishery Licence

Transfer/Amalgamation of Lakes and Coorong Fishery Licence

Two Licences Operated from One Boat

Gear Registration

Registration of Nets—Marine Scalefish Fishery

Registration of Nets < 15cm—Rock Lobster Fishery

Registration of Longlines—Marine Scalefish Fishery and Rock Lobster Fishery

Registration of Octopus Pots—Marine Scalefish Fishery and Rock Lobster Fishery

Registration of Scallop Dredges—Marine Scalefish Fishery and Rock Lobster Fishery

Registration of Hoop Nets and Drop Nets

Registration of Drop Lines

Registration of Fish Traps

Replacement Master

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

Replacement Boat

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

Quota

Salmon Quota
Snapper Quota
Mulloway Quota

Aquaculture

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

ADMINISTRATION

Health and Safety Policy
Rehabilitation Policy
Smoking Policy

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

See Final Entry of this Information Summary

MINERAL RESOURCES AND PETROLEUM

(formerly Mines and Energy South Australia or MESA)

SECTION 1—Policy Documents

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

- Sexual Harassment Policy
- Work Related Travel Policy

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

See Final Entry of this Information Summary

OFFICE OF ENERGY POLICY

SECTION 1—Policy Documents

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

* Designated numbers

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

See Final Entry of this Information Summary

PETROLEUM—See Mineral Resources

SOUTH AUSTRALIAN RESEARCH AND DEVELOPMENT INSTITUTE

SECTION 1—Policy Documents

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

- Strategic Plan
- Small Business Charter

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

See Final Entry of this Information Summary

SOUTH AUSTRALIAN RURAL COMMUNITIES OFFICE

The South Australian Rural Communities Office (SARCO) is a recent initiative by the Government and was established on 14 April 1997.

The principal objective of SARCO is to improve the coordination and delivery of Government services to the rural community. This is an important aim in an era when the level of services to rural people has declined for various reasons.

SECTION 1—Policy Documents

- Statement of aims and objectives
- Bi-annual reports
- Client agency procedures
- Host agency procedures
- Operating manual for service centres

SECTION 2—Information Statement

No formal statement has been prepared at this stage. However the details above are indicative of SARCO's information activities. Any document listed in Section 1 is available from the SARCO office. Enquiries may be made with the Freedom of Information Co-ordinator cross-referenced below.

SECTION 3—Contact Arrangements

See Final Entry of this Information Summary

SUSTAINABLE RESOURCES

See AGRICULTURAL INDUSTRIES and read as if Sustainable Resources.

CONTACT ARRANGEMENTS

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

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

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

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

(FOI Agency No. G16)

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.

and

all prescribed control bodies established pursuant to section 3 of the Animal and Plant Control (Agricultural Protection and Other Purposes) Act 1986 and the Regulations under that Act.

SECTION 1—Policy Documents

- Proclaimed Plant Policies
- Policy on the Management of Dingo Populations in South Australia
- Policy Relating to Feral Goats
- Policy on Deer in South Australia
- Livestock Sale Inspection Policy
- Code of Practice for Managing Fodder to Reduce the Spread of Proclaimed Plants
- Policy for the Establishment of a Single Council Board
- Policy on the Funding of Animal and Plant Control Boards
- Policy on the entry, movement and keeping of exotic vertebrate animals in South Australia

SECTION 2—Information Statement

The Commission's most recent Information Statement (published June 1997) is available free of charge from the FOI Contact Officer.

SECTION 3—Contact Arrangements

FOI Contact Officer
Animal and Plant Control Commission
Soil and Water Environs Centre
Entry 4, Waite Road
URRBRAE S.A. 5064

Postal Address: G.P.O. Box 1671
ADELAIDE S.A. 5001

Phone: (08) 8303 9500

Documents may be inspected at the above address between 8.45 a.m. and 5 p.m. Monday to Friday.

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.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
ARCHITECTS BOARD OF SOUTH AUSTRALIA

SECTION 1—Policy Documents

There are no written policy documents other than the following:

- Application for registration of a natural person as an architect under Section 32 of the Architects Act 1939, as amended.
- Application for registration of an architect company under Section 32a of the Architects Act 1939, as amended.

SECTION 2—Information Statement

Copies of the Board's Information Statement are available from the Board, free of charge. The Statement provides the following information on the Board

- Purpose of the Act
- Registration of Architects and Architectural Companies
- Finance
- Annual Report
- Arrangements for public participation in policy formulation
- Availability of documents for perusal
- Architects Accreditation Council of Australia (AACA) documents available from the offices of the Board
- Documents available from the offices of the Board
- Access arrangements

SECTION 3—Contact Arrangements

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

Registrar
The Architects Board of South Australia
G.P.O. Box 2635
ADELAIDE S.A. 5001
Telephone: (08) 8373 2766 Fax: (08) 8373 1106

8.30 a.m. to 5 p.m.—Monday to Friday

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

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
DAIRY AUTHORITY OF SOUTH AUSTRALIA

SECTION 1— Policy Documents

- Annual Report 1995-96
- Freedom of Information Policy Statement
- Occupational Health, Safety & Welfare Policy
- Corporate Plan
- Code of Practice for Farm Dairies
- Code of Practice for Dairy Produce Vendors
- Code of Practice for Raw or Unpasteurised Milk

SECTION 2—Information Statement

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

For access arrangements see below.

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
PHYLLOXERA AND GRAPE INDUSTRY BOARD OF
SOUTH AUSTRALIA

Important Notice

The Department of Primary Industries consists of parts of the previous Departments of Agriculture, Fisheries and Woods & Forests.

Research activities from the former Departments of Agriculture, Fisheries, Woods and Forests and Environment & Planning have been amalgamated to form a new and separate agency, the SA Research and Development Institute.

All FOI inquiries which might previously have been addressed to the Department of Agriculture and the following agencies, which do not have separate FOI functions, should be directed to the Freedom of Information Officer, as set out in the contact arrangements below.

(From this point onwards the point of reference is abbreviated to DPI—Agriculture.)

Agencies Using the DPI—Agriculture FOI Facility

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

SECTION 1—Policy Documents

DPI—Agriculture is an information provider. Much of that information is summarised in the Publications List which cites all of the advisory publications available to the public and their prices. Documents on various policy issues also are available.

SECTION 2—Information Statement

An Information Statement for DPI—Agriculture was published in December 1992. It provides the following information, or the location of such information:

- structure and functions of the Department
- how the Department's functions affect the public
- how the public may participate in policy development
- the kinds of documents the agency holds
- how the public may access and amend agency documents.

SECTION 3—Contact Arrangements

Inquiries concerning the procedures for inspecting and purchasing policy documents and information statements relating to the former Department of Agriculture should be directed to Leon Murray, Freedom of Information Officer, DPI—Agriculture, G.P.O. Box 1671, Adelaide, SA 5001. Telephone (08) 8226 0452.

Policy documents and information statements may be inspected and purchased at the office of the above, Department of Primary Industries, 25 Grenfell Street, Adelaide between the hours of 9 a.m. and 5 p.m. Monday to Friday.

The following bodies have an association with DPI—Agriculture but conduct separate Freedom of Information functions:

- Animal and Plant Control Commission and its associated agencies, namely:
 - Animal and Plant Control Advisory Committee
 - Animal and Plant Control Boards
 - Box Flat Dingo Control Committee
 - Deer Advisory Committee
 - Exotic Animals Advisory Committee
 - Exotic Birds Advisory Committee
- Australian Barley Board
- Citrus Board of SA
- Dairy Authority of SA
- Dried Fruits Board
- Meat Hygiene Authority and its associated agencies:
 - Meat Hygiene Consultative Committee
 - Poultry Meat Hygiene Consultative Committee
- SA Cooperative Bulk Handling Ltd
- SA Meat Corporation
- Veterinary Surgeons Board

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTH EASTERN WATER CONSERVATION
AND DRAINAGE BOARD
(FOI Agency No. G265)

As a result of the proclamation of the South Eastern Drainage Act 1992, on 13 August 1992, the following Acts have been repealed:

- (1) The South Eastern Drainage Act 1931.
- (2) Tatiara Drainage Trust Act 1949.

SECTION 1—Policy Documents

Bridges—

- (i) Board standards
- (ii) Board occupation and road bridge replacement
- (iii) Board occupation and road bridge widening
- (iv) Responsibility for road access—private bridges

Drains—

- (i) Private Drain Licences

Native Vegetation—

- (i) Maintenance and regeneration

Reserves—

- (i) Lease and Licence
- (ii) Recreational Use

Water Use—

- (i) Diversion for Irrigation
- (ii) Weir Construction

Wetlands—

- (i) Bool Lagoon Management Plan (Amendment June 1992-1993)
- (ii) Watervalley Management Plan

Workforce—

- (i) Occupational Health & Safety
- (ii) Primary Industries SA OH&S Policy

Advisory Committees—

- (i) Upper South East Water Conservation & Drainage Advisory Committee
- (ii) Eight Mile Creek Water Conservation & Drainage Advisory Committee
- (iii) Millicent District Council Drainage Advisory Committee

Publications available for sale

1. Wetland Resources of the South-East of South Australia—Report of the South East Wetlands Committee 1984 (\$10).
2. Environmental Impact Study on the Effect of Drainage in the South-East of South Australia—South Eastern Drainage Board 1980 (\$6).

3. *Down the Drain*^{3/4}the story of events and personalities associated with 125 years of drainage in the South-East of South Australia—Malcolm Turner and Derek Turner, 1989 (\$17.95).

A large range of maps, plans, photographs, annual reports and other documents which are relevant to rural drainage in the South East of South Australia, are available for perusal at the Board office located at the corner of Park Terrace and Aberle Street, Millicent.

SECTION 2—Information Statement

The latest Information Statement is available from the Board.

SECTION 3—Contact Arrangements

Applications under the Freedom of Information Act for access to documents in possession of the South Eastern Water Conservation and Drainage Board should be directed to:

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

Telephone Enquiries: (08) 8733 3533
Fax: (08) 8733 4796

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

(FOI Agency No. G306)

SECTION 1—Policy Documents

The Veterinary Surgeons Board operates under the provisions of the Veterinary Surgeons Act 1985 and Regulations under the Act. Copies may be obtained from Information SA, Australis Centre, 77 Grenfell Street, Adelaide, on payment of a small fee. Persons requiring copies to be sent by mail should contact Information SA on (08) 8204 9449 to obtain details of price and mail ordering procedures. Other policy documents which are available free of charge are:

- Guidelines for Practice Names
- Guidelines for Veterinary Hospitals
- Guidelines for registration as a veterinary surgeon
- Guidelines for registration as a veterinary specialist
- Guidelines for registration of veterinary company

Arrangements can be made to obtain these documents, free of charge, or to inspect them at the office of the Veterinary Surgeons Board, Suite 13, AVA House, 70 Walkerville Terrace, Walkerville.

- Veterinary Surgeons Board Handbook 1999. Copies \$5.00

SECTION 2—Information Statement

The most recent Information Statement of the Veterinary Surgeons Board can be obtained, free of charge by contacting the Registrar.

SECTION 3—Contact Arrangements

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

The Registrar
Veterinary Surgeons Board
P.O. Box 218
WALKERVILLE S.A. 5081

Enquiries may be directed to the Registrar, Helen Ward, by telephoning (08) 8269 3216, fax (08) 8269 3216 or [e.mail: vsb@dove.net.au](mailto:vsb@dove.net.au).

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

SECTION 1—Policy Documents

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

- Administrative Guidelines
- Code of Practice for Private Certifiers and the Building Rules Assessment Function of Councils
- Guidelines for Applicants—submitting an application for approval of development outside council areas
- OHSW and Rehabilitation Policies
- Ministerial Specifications in relation to buildings and fire safety
- Plan Amendment Reports
- Planning Strategies
- Service Charter
- SA Building Regulations—Part 59 Fire Safety Log Book
- Software Installation Policy
- South Australian Housing Code
- State Development Plan

SECTION 2—Information Statement

Planning SA's most recent Information Statement is incorporated in the 1997-98 Annual Report of the Department for Transport, Urban Planning and the Arts.

SECTION 3—Contact 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
ADELAIDE FESTIVAL CENTRE TRUST

SECTION 1—Policy Documents

The Adelaide Festival Centre Trust has no policy documents.

SECTION 2—Information Statement

The Information Statement is available.

SECTION 3—Contact Arrangements

Enquiries relating to inspecting or purchasing our Information Statement should be made to the FOI Officer, on telephone number (08) 8216 8600 at the Adelaide Festival Centre, King William Road, Adelaide between the hours of 10 a.m. and 4 p.m.

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****ARTS S.A.**

(FOI Agency No. G22)

SECTION 1—Policy Documents

- Statement of purpose
- Role and functions statements
- Arts Project Grants Guidelines
- Standards of Accounting and Reporting on Grants made
- Smoking in the Workplace Policy
- Occupational Health and Safety Policies
- Rehabilitation Policy
- E.E.O. Policy
- Stress Management Policy
- Employee Assistance Policy
- Prevention of R.S.I. Policy
- Risk Management Policy

Arrangements can be made to obtain copies of any of these documents, or to inspect them at the 11th Floor, 10 Pulteney Street, between 9 a.m. and 5 p.m., Monday to Friday by contacting the Freedom of Information Officer.

A variety of leaflets, brochures, marketing material and other items containing information for visitors is available from Departmental facilities. In some instances a charge is made for certain items.

SECTION 2—Information Statement

The Information Statement of Arts S.A. can be obtained by contacting the Freedom of Information Officer.

SECTION 3—Contact Arrangements

Requests under the Freedom of Information Act 1991 for access to documents in the possession of Arts S.A. should be accompanied by a \$20 application fee and directed in writing to:

The Freedom of Information Officer
Arts S.A.
Level 11
10 Pulteney Street
ADELAIDE S.A. 5000

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

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of the****PASSENGER TRANSPORT BOARD**

(Department of Transport, Urban Planning and the Arts)

SECTION 1—Policy Documents

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

The Passenger Transport board has the following policy documents available:

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

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

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

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

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

An additional search fee of \$30 per hour applies and a deposit may be required. A reduction in the fee payable may be applicable in certain circumstances.

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

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTH AUSTRALIAN FILM CORPORATION
(FOI Agency No. G244)

SECTION 1—Policy Documents

South Australian Film Corporation does not have any policy documents within the meaning of the Freedom of Information Act 1991.

SECTION 2—Information Statement

Copies of the South Australian Film Corporation's Information Statement can be obtained, free of charge, by contacting the FOI Manager.

SECTION 3—Contact Arrangements

Requests under FOI for access should be accompanied by a \$20 application fee and directed in writing to:

The FOI Manager
South Australian Film Corporation
Westside Commerce Centre
113 Tapleys Hill Road
HENDON S.A. 5014

Enquiries may be directed to the FOI Manager by telephoning (08) 8348 9300.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTH AUSTRALIAN MUSEUM BOARD
(FOI Agency No. G182)

SECTION 1—Policy Documents

The South Australian Museum Board has the following policy documents which are available free of charge:

- Security Guidelines and Procedures
- Collections Policy and procedures relating to Collections management
- Statement on the Secret/Sacred Collection
- Professional and Commercial Services, Principles, Guidelines, Schedule of Fees
- Policy on Human Skeletal Remains Collection
- Exhibition Policy Guidelines
- Publications Policy
- Honorary Appointments—Honorary Research Associates
- Guidelines for the Acquisition, Operation & Management of Computers in the Museum

SECTION 2—Information Statement

The Museum Board's most recent Information Statement is incorporated in the 1992-93 Annual Report of the South Australian Museum Board.

SECTION 3—Contact Arrangements

Members of the public wishing to access Information Statements or policy documents at the South Australian Museum can apply by contacting the Freedom of Information Contact Officer on (08) 8207 7395.

Applications under the Freedom of Information Act 1991 for access to documents in the possession of the South Australian Museum should be accompanied by a \$20 application fee (as determined by the Regulations under the Freedom of Information Act) and directed to:

The FOI Contact Officer
South Australian Museum
North Terrace
ADELAIDE S.A. 5001

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
LIBRARIES BOARD OF SOUTH AUSTRALIA

SECTION 1—Policy Documents

The Libraries Board of South Australia is a statutory authority responsible for administration of the State Library and the public libraries system by virtue of the Libraries Act 1982 (No. 70), as amended (No. 64 of 84, No. 40 of 89).

Regulations under the Libraries Act 1982, are published in the *South Australian Government Gazette* (No. 126 of 1987 and 25 June 1987).

Gazetted Conditions for Use of the State Library of South Australia are also published in the *South Australian Government Gazette* (11 August 1983, and amendments on 7 January 1988 and 23 June 1988).

The Libraries Board's Policy Manual covers policies determined from time to time and is constantly under review. It includes a copy of the Libraries Act and Amendments, the Regulations under the Act and the Gazetted Conditions for the Use of the State Library of South Australia.

The Libraries Board produces an Annual Report.

SECTION 2—Information Statement

The Annual Information Statement is published in the Annual Report of the Libraries Board of South Australia.

SECTION 3—Contact Arrangements

Enquiries relating to the inspection and purchase of policy documents and information statements of the Libraries Board of South Australia and the State Library of South Australia should be addressed to the Freedom of Information Officer at the State Library of South Australia, North Terrace, Adelaide, S.A. 5000 (Box 419, G.P.O., Adelaide, S.A. 5001) during office hours (9.30 a.m.-5 p.m., Monday to Friday).

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
STATE THEATRE COMPANY OF SOUTH AUSTRALIA

SECTION 1—Policy Documents

State Theatre Company has the following policy documents:

Mission Statement

Annual Report 1994

SECTION 2—Information Statement

Copies of State Theatre Company's 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 State Theatre Company should be directed in writing to:

The FOI Officer
State Theatre Company
The Playhouse
Adelaide Festival Centre
King William Road
ADELAIDE S.A. 5000

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

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

SECTION 1—Description

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

The State Opera may present, produce, manage and conduct theatrical and operatic performances of any kind as may in its opinion tend to promote the art of opera and related theatrical arts; promote public interest and participation in the art of opera and related theatrical arts; contract for the performance of services with artists, entertainers, performers, writers, composers, choreographers, designers and directors; enter into agreements or arrangements with any other person or body for the promotion of any operatic or theatrical activity; undertake any business which is ancillary to its objects and powers, and do all things which in its opinion are necessary for or incidental to the exercise and performance of any of its powers or to the fulfilment of any of its objects—the State Opera Act of 1976.

SECTION 2—Effect of Agency's function on members of the public

Presentation of a broad cross-section of operatic repertoire for public enjoyment. In 1999 this will feature: Strauss's *Die Fledermaus*, Verdi's *Il Trovatore*, Gilbert & Sullivan's *The Mikado* and Puccini's *Madama Butterfly*.

SECTION 3—Descriptions of the kinds of documents held by the Agency:

The State Opera of South Australia Act 1976

Annual Report

Production Programmes

Newsletters—*Backstage* and *Friends of The State Opera* published three times a year

Season Brochures

SECTION 4—Access arrangements, procedures and points of contact

The State Opera is located in Building Four of the Netley Commercial Park, 216 Marion Road, Netley, S.A. 5037

Production Programmes

Newsletters—*Backstage* and *Friends of The State Opera* published three times a year

Season Brochures

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

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

(FOI Agency No. G281)

SECTION 1—Policy Documents

TransAdelaide has the following policy documents which are available free of charge:

- Annual Report 1995
- Annual Report 1996
- Annual Report 1997
- Annual Report 1998

Arrangements can be made to obtain copies of any of these documents, or to inspect them at Roma Mitchell House, 136 North Terrace, Adelaide between 9.00 a.m. and 4.00 p.m. by contacting the FOI Officer.

SECTION 2—Information Statement

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

The FOI Officer
TransAdelaide
G.P.O. Box 2351
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 by telephoning 8218 2591 between 9.00 a.m. and 4.00 p.m., Monday to Friday.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of
TRANSPORT SA

SECTION 1—Policy Documents

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

SECTION 2—Information Statement

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

The Information Statement is also available on the Department's web site.

SECTION 3—Contact Arrangement

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

Registration and Licensing Matters

Freedom of Information Officer
60 Wakefield Street
ADELAIDE SA 5000
Telephone 8226 7497
9 a.m. to 5 p.m.

All other Transport SA matters

Freedom of Information Officer
33 Warwick Street
WALKERVILLE SA 5081
Telephone 8343 2036
9 a.m. to 5 p.m.

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

SECTION 1—Policy Documents

The Trust has prepared policy documents on a diverse range of subjects as listed below:

- Accounting Practices
- Assets: Purchase and Disposal Authority
- Advertising
- Cash Handling and Reconciliation
- Cheque Signatures
- Deposits and Commissions
- Engagement of External Consultants
- Expense Reimbursement
- Freedom of Information
- Injury Reporting
- Intruders/Policy Action
- Motor Vehicles
- Occupational Health, Safety and Welfare
- Personnel Policies
- Pesticides and Herbicides
- Sexual Harassment
- Tenders
- Toxic Fluids
- Tree Planting
- Work Practices

SECTION 2—Information Statement

The latest Information Statement is available from the Trust

SECTION 3—Access Arrangements

Documents of the West Beach Trust are held at the Administration Office, Military Road, West Beach, and are available for inspection and purchase during the hours of 9 a.m. and 4 p.m., Monday to Friday.

Ron Shattock
West Beach Trust
P.O. Box 69, Glenelg, S.A. 5045
Military Road, West Beach 5045
Telephone (08) 8356 7555

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
WOMEN'S HEALTH STATEWIDE

SECTION 1—Policy/Documents

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

SECTION 2—Information Statement

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

SECTION 3—Contact Arrangements

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

The Director
Women's Health Statewide
64 Pennington Terrace
NORTH ADELAIDE S.A. 5006
Telephone: (08) 8267 5366
Toll Free: 008 182 098
9 a.m.-5 p.m. weekdays

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

SECTION 1—Policy Documents

The Department of Treasury and Finance has the following policy documents:

1. Treasurer's Instructions
2. Treasury Circulars
3. Guidelines for the Evaluation of Public Sector Initiatives
4. Personnel Management Policy Statements on the following subjects:
 - (a) Employee Rehabilitation
 - (b) General Occupational Health Safety and Welfare
 - (c) Sexual Harassment
 - (d) Non-Smoking Workplace
 - (e) Manual Handling
 - (f) Psychological Health, Stress Prevention
 - (g) Ergonomics in Office Workstations
 - (h) Employee Security
 - (i) Hazardous Substances
 - (j) Training and Development Policy
 - (k) Leave Loading
 - (l) Family Care (Sickness Leave)
 - (m) Equal Employment Opportunity
 - (n) Right of Return Policy
 - (o) Working from home
 - (p) Redeployment Policy
5. Accounting Policy Statements
6. Fringe Benefits Tax Manual
7. RevenueSA Circulars

SECTION 2—Information Statement

The Department of Treasury and Finance's most recent Information Statement is published as an Appendix to the 1997-98 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 Division
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
ELECTRANET SA

INTRODUCTION

ElectraNet SA owns, operates and manages the electricity transmission network in the State of South Australia (SA). The business has over \$730 million in total assets, \$120 million in revenue, employs around 185 people and provides services to eleven customers; the largest being ETSA Utilities—the SA Government owned electricity distributor.

ElectraNet SA is the trading name of ETSA Transmission Corporation—a wholly owned, yet independent subsidiary corporation of its South Australian Government owned parent corporation, ETSA Corporation.

ElectraNet has an independent Board of Directors and is a public corporation formed by regulation under the Public Corporations Act 1993. ElectraNet's power and functions are pursuant to the Electricity Corporations Act 1994. A Charter and Performance Statement for ElectraNet outline additional governance and financial performance expectations, respectively.

This Information Summary provides information as required under Section 9 of the Freedom of Information Act.

SECTION 1—Policy Documents

The following policy documents are available for inspection (copies of which can be obtained.)

The officers to contact are indicated and a nominal photocopy charge of 20c per page may be applied.

Policy Framework	Manager Business Affairs
Board Committees	1 Anzac Highway, Keswick 5035
Internal Control	Ph (08) 8404 5342
Internal Auditing	
Corporate Ethics	
Fraud Prevention	
Sponsorships	
Business Planning & Performance	Business Strategic Planning Manager
Reporting	Ph (08) 8404 5384
Financial Accounting	Financial Controller
	Ph (08) 8404 7186
Risk Management	Manager Business Risk
	Ph (08) 8404 5786
Treasury	Financial Controller
	Ph (08) 8404 7186
Our People	Manager Human Resources
	Ph (08) 8404 7906
Health Safety & Welfare	Manager Business Risk
	Ph (08) 8404 5786
Asset Management	Manager Network Services
	Ph (08) 8404 7201
Technology	Manager Information Services
	Ph (08) 8404 7402
Environment	Manager Business Risk
	Ph (08) 8404 5786
Procurement	Procurement Manager
	Ph (08) 8404 7292

Employment Process Guidebook

Manager Human Resources
Ph (08) 8404 7906

Affirmative Action
Equal Employment Opportunity
Use of External Labour & Services
Part-time Employment
Redeployment
Relocation Assistance
Salary & Wage Maintenance
Study Cadetship
Consultation

SECTION 2—Information Statement

ElectraNet SA is in the process of publishing an Information Statement 1998 which identifies:

- ElectraNet SA's structure and functions
- how those functions affect the public
- how the public may participate in ElectraNet SA's policy development
- the kinds of documents held
- how members of the public may access and amend any documents concerning their personal affairs.

A charge of \$3.00 may be applied for a copy of the Information Statement.

SECTION 3—Contact Arrangements

The Information Summary or the Information Statement may be inspected and a copy obtained by contacting ElectraNet SA's office or ElectraNet SA's officer for Freedom of Information inquiries as follows:

ElectraNet SA
1 Anzac Highway
Keswick 5035

Attention: Freedom of Information Contact Officer
(Manager Business Affairs)
Corporate Affairs (Level 6)

Telephone (08) 8404 5342
Facsimile (08) 8404 5220

Postal: ElectraNet SA
Post Office Box 7096 Hutt Street
Adelaide 5000

Attention: Freedom of Information Contact Officer
(Manager Business Affairs)
Corporate Affairs (Keswick Level 6)

All inquiries to ElectraNet SA should be made during business hours—8.30 a.m. to 4.30 p.m. Monday to Friday.

A copy of the Information Summary and the Information Statement are also deposited with the Libraries Board of S.A. (in the Mortlock Library) and with the Parliamentary Library.

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of****ETSA POWER PTY LTD****INTRODUCTION**

Until recently the electricity supply industry in Australia was characterised by State-owned, vertically integrated monopoly electricity utilities that were responsible for generation, transmission, distribution and retailing of electricity within State boundaries.

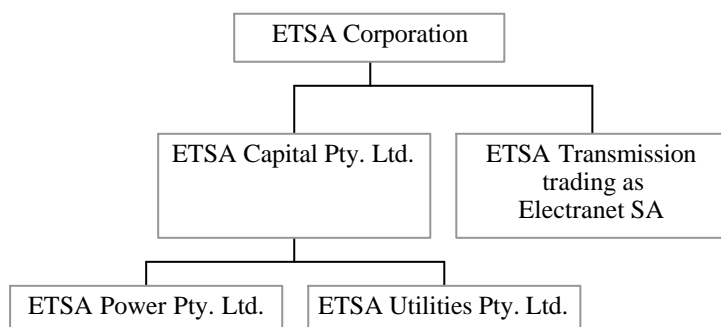
As part of a general thrust towards deregulation to raise the performance of the Australian economy and improve its international competitiveness, in 1991 the Commonwealth, State and Territory Governments agreed to examine a national approach to competition policy.

The concept of the National Electricity Market which in 1998 is expected to establish a common market between New South Wales, Victoria and South Australia and the Australian Capital Territory with Queensland and Tasmania scheduled to join a few years later is a direct result of this policy.

In preparation for entrance to the National Electricity market in 1998 South Australia has disaggregated its electricity supply industry over the last 18 months. As of October 1998, the activities that were performed by ETSA Corporation and its subsidiaries in 1996 will now be performed by seven separate entities:

Generation:	Optima Energy Pty Ltd Flinders Power Pty Ltd Synergen Pty Ltd
Gas supply management:	Terra Gas Trader Pty Ltd
Transmission:	ETSA Transmission Corporation trading as ElectraNet SA
Distribution:	ETSA Utilities Pty Ltd
Retail:	ETSA Power Pty Ltd

ETSA Power Pty Ltd was established on 12 October 1998 under the Electricity Corporations Act 1994 and is subject to control and direction by the Treasurer of the Government of South Australia. The following diagram illustrates the current structure of ETSA Corporation and its subsidiaries:



This Information Summary provides information as required under Section 9 of the Freedom of Information Act.

SECTION 1—Policy Documents

The following policy documents are available for inspection (copies of which can be obtained.)

The officers to contact are indicated and a nominal photocopy charge of 20c per page may be applied.

ETSA Power Pty Ltd Charter	Company Secretary Level 6, 1 Anzac Highway, Keswick 5035 Ph (08) 8404 5149
ETSA Power Pty Ltd Policy Manual: <ul style="list-style-type: none"> • Governance • Business Style and Ethics • Business Planning and Reporting • Risk Management • People including Health, Safety & Welfare • Asset Management • Technology • Environment • Procurement 	Company Secretary Level 6, 1 Anzac Highway, Keswick 5035 Ph (08) 8404 5149
Employment Process Guidebook Introduction (4 pages)	Manager Human Resources Level 5, 1 Anzac Highway, Keswick 5035 Ph (08) 8404 5347
Policy for the Allocation & Use of ETSA Vehicles (5 pages) Use of Taxis (4 pages) Driver's Instruction Manual (14 pages)	Manager IT & Services Level 5, 1 Anzac Highway, Keswick 5035 Ph (08) 8404 5007
Conditions of Supply	Executive Manager Customer Services Level 1, 1 Anzac Highway, Keswick 5035 Ph (08) 8404 5221
Tariff Schedule	Executive Manager Customer Services Level 1, 1 Anzac Highway, Keswick 5035 Ph (08) 8404 5221

ETSA Corporation and its subsidiaries are no longer responsible for electrical licensing. That responsibility has now been transferred to the Office of Consumer and Business Affairs who have established an Electrical Advisory Panel which has been set up to advise the Government Minister on electrical licensing matters.

ETSA Corporation and its subsidiaries are no longer responsible for the administration of the Electrical Products Act. This responsibility was transferred to the Energy Division of the Department of Mines and Energy South Australia on 1 July 1995 who have continued to use the old ETSA advisory panel.

SECTION 2—Information Statement

ETSA Power Pty Ltd has also published an Information Statement 1998 which identifies:

- ETSA Power Pty Ltd's structure and functions
- how those functions affect the public
- how the public may participate in ETSA Power Pty Ltd's policy development
- the kinds of documents held, and
- how members of the public may access and amend any documents concerning their personal affairs.

A charge of \$3.00 may be applied for a copy of the Information Statement.

SECTION 3—Contact Arrangements

The Information Summary or the Information Statement may be inspected and a copy obtained by contacting any ETSA Power Pty Ltd administration office or ETSA Power Pty Ltd's officer for Freedom of Information enquiries as follows:

ETSA Power Pty Ltd
1 Anzac Highway
Keswick 5035
Attention: Freedom of Information Contact Officer
Corporate Services (Level 6)

Telephone (08) 8404 5474
Facsimile (08) 8404 5720

Postal: ETSA Power Pty Ltd
G.P.O. Box 77 Adelaide 5001
Attention: Freedom of Information Contact Officer
Corporate Services (Level 6)

All enquiries to ETSA should be made during normal business times of 8:30 a.m. to 5:00 p.m. Monday to Friday.

A copy of the Information Summary and the Information Statement are also deposited with the Libraries Board of S.A. (in the Mortlock library) and in the Parliamentary Library.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of
ETSA UTILITIES

INTRODUCTION

ETSA Utilities Pty Ltd is a subsidiary of ETSA Corporation and is responsible for the connection and supply of electricity.

ETSA Corporation has been South Australia's primary energy company for more than 50 years. It was created as the Electricity Trust of South Australia under an Act of Parliament on 1 September 1946. On 1 July 1995, the organisation became ETSA Corporation under the Electricity Corporations Act 1994.

On 1 January 1997, the generation subsidiary separated from ETSA Corporation in preparation for the introduction of the National Electricity Market.

In October 1998, following further restructuring, ETSA Corporation (remaining as a holding company) was divided into three subsidiaries:

- Utilities—distribution
- ETSA Power—retail
- ElectraNet—transmission

They are subject to control and direction by the Treasurer of the Government of South Australia.

ETSA Corporation serves a total of 725 000 customers throughout South Australia and retails to customers in New South Wales and Victoria.

This Information Summary provides information as required under Section 9 of the Freedom of Information Act.

SECTION 1—Policy Documents

The following policy documents are available for inspection (copies of which can be obtained.)

The officers to contact are indicated and a nominal photocopy charge of 20c per page may be applied.

Network Policies Manual Services Rules & Conditions of Supply	Standards Manager 1 Anzac Highway, Keswick 5035 Ph (08) 8404 5064
Easements Asset Management	Manager Network Facilities 1 Anzac Highway, Keswick 5035 Ph (08) 8404 4353
Radio Site Sharing - Conditions of Occupancy	Manager Information Systems and Telecommunications 1 Anzac Highway, Keswick 5035 Ph (08) 8404 4070
Allocation & Use of Vehicles	Manager Fleet Services 500 Grand Junction Rd, Angle Pk 5010 Ph (08) 8348 8121
Powerlines Environment Committee Guidelines & Principles	Secretary, Power Line Environment Committee GPO Box 77, Adelaide 5001

Government Reporting Guidelines	Manager Corporate Relations
Sponsorship Guidelines	1 Anzac Highway, Keswick 5035
Decorative Lighting Program Guidelines	Ph (08) 8404 4212
Corporate Ethics	Executive Manager Corporate Affairs
Gifts & Hospitality	1 Anzac Highway, Keswick 5035
	Ph (08) 8404 5842
Risk Management	Senior Claims Officer
Security	1 Anzac Highway, Keswick 5035
Workers Compensation	Ph (08) 8404 5861
Management & Control of Procurement	Administrator to Purchasing & Contracts Committee
	1 Anzac Highway, Keswick 5035
	Ph (08) 8404 5881
Employment Process Guidebook	Manager Human Resources
Code of Conduct	1 Anzac Highway, Keswick 5035
Affirmative Action	Ph (08) 8404 4190
Equal Employment Opportunity	
Use of External Labour & Services	
Part Time Employment	
Redeployment	
Relocation Assistance	
Salary & Wage Maintenance	
Study Cadetship	
Consultation	
Health Safety & Welfare	Manager Health Safety & Environment
Best Practice OH&S	1 Anzac Highway, Keswick 5035
Design & Construction	Ph (08) 8404 5625
Contract for Service	
Environment	
Financial Accounting	Manager Finance
Business Planning & Performance	1 Anzac Highway, Keswick 5035
Reporting	Ph (08) 8404 5813

Information on standard ETSA tariffs is available from any ETSA office.

SECTION 2—Information Statement

ETSA has also published an Information Statement 1998 which identifies:

- ETSA's structure and functions
- how those functions affect the public
- how the public may participate in ETSA's policy development
- the kinds of documents held, and
- how members of the public may access and amend any documents concerning their personal affairs.

A charge of \$3.00 may be applied for a copy of the Information Statement.

SECTION 3—Contact Arrangements

The Information Summary or the Information Statement may be inspected and a copy obtained by contacting any ETSA administration office or ETSA's officer for Freedom of Information enquiries as follows:

ETSA Corporation
1 Anzac Highway
Keswick 5035
Attention: Freedom of Information Contact Officer
Corporate Services (Level 3)
Telephone (08) 8404 5526
Facsimile (08) 8404 4114

Postal: ETSA Corporation
G.P.O. Box 77 Adelaide 5001
Attention: Freedom of Information Contact Officer
Corporate Services (Level 3)

All enquiries to ETSA should be made during normal business times of 8.30 a.m. to 4.30 p.m. Monday to Friday.

A copy of the Information Summary and the Information Statement are also deposited with the Libraries Board of S.A. (in the Mortlock Library) and in the Parliamentary Library.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of
HOMESTART FINANCE

SECTION 1—Policy Documents

- HomeStart Lending Guidelines
- HomeStart Loan Administration Guidelines
- HomeStart Arrears Guidelines

SECTION 2—Information Statement

A copy of the HomeStart Finance Information Statement can be obtained via the contact arrangements below.

SECTION 3—Contact Arrangements

All enquiries and applications under the Freedom of Information Act 1991 in relation to HomeStart Finance should be made in accordance with the provisions under the Act to:

Manager, Policy and Legal Unit
HomeStart Finance
G.P.O. Box 1266
Adelaide S.A. 5001

Telephone enquiries to that officer can be made on 8210 0407 from 9.00 a.m. to 5.00 p.m. Monday to Friday.

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
LOCAL GOVERNMENT SUPERANNUATION BOARD

This Information Summary is published by the Board in accordance with the requirements of Section 9 (2) of the Freedom of Information Act 1991.

An updated Information Summary will be published every 12 months.

SECTION 1—Policy Documents

The Board policy and administrative documents are as follows:

- The Annual Report
- The Scheme Rules (Regulations under the Local Government Act)
- Financial Statements

These documents are available for public inspection between 9 a.m. and 5 p.m. Monday to Friday. Scheme members can obtain copies of this information on request. Non-members of the Scheme can obtain copies of this information for \$10 each.

SECTION 2—Information Statement

The Board publishes an Information Statement on its requirements under the Freedom of Information Act. A copy is available at the Board's office.

SECTION 3—Contact Arrangements

Freedom of Information enquiries or requests must be addressed to:

The Executive Officer
Local Government Superannuation Board
16 Hutt Street
ADELAIDE S.A. 5000

FREEDOM OF INFORMATION ACT 1991
INFORMATION SUMMARY
of the
SOUTH AUSTRALIAN SUPERANNUATION BOARD

(FOI Agency No. G262)

SECTION 1—Policy Documents

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

SECTION 2—Information Statement

The information Statement of the Superannuation Board is published in the 1997-98 Annual Report of the Superannuation Board.

SECTION 3—Contact Arrangements

Enquiries concerning the Information Statement and policy documents should be directed to:

The FOI Contact Officer
SUPER SA
Department of Treasury and Finance
G.P.O. BOX 48
ADELAIDE S.A. 5001

Telephone: 8226 9695
Fax: 8226 9826

Inspection and Purchase

The information Statement incorporated in the Annual Report is available free of charge at the following address between the hours of 8.30 a.m. and 5.00 p.m., Monday to Friday:

Floor 4
State Administration Centre
200 Victoria Square
ADELAIDE S.A. 5000