

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, WEDNESDAY, 27 FEBRUARY 2002

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of****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
IMVS
P.O. Box 14, Rundle Mall
ADELAIDE S.A. 5000

Telephone: 8222 3520 between the hours of 9 a.m. to 5 p.m. weekdays.

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

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

SECTION 1 – Policy Documents**DOCUMENTS HELD BY THE HOSPITAL***Department of Human Services Directives*

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

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

Board Policies

Policies determined by the Board of Directors.

Administrative Instructions

Management directive which apply to the Hospital as a whole.

Departmental Instructions

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

Occupational Health, Safety and Welfare

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

Client Files

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

Administrative Files

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

Personnel Files

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

Minutes

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 When files are out of date, they are 'archived' on the Hospital premises.

Personnel files are retained in a discreet filing system.

SECTION 2 – Information Statement

Ultimate decision making power regarding the function of Millicent & District Hospital Inc. is rested in the Board of Directors which must work within the provisions of the SAHC Act (1976). More detailed information concerning the Hospital's operation may be found in the Millicent & District Hospital & Health Services Inc. Annual Report.

SECTION 3 – Contact Arrangement

F.O.I. Contact is Tony Markham (08) 8733 0109

Further enquiries may be directed to C.E.O. David Walshaw (08) 8733 0100.

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

SECTION 1 – Policy Documents

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

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

Requests under the Freedom of Information Act for access to information in the possession of the Northern Yorke Peninsula Health Service Inc. should be accompanied by a \$20.60 application fee and directed in writing to:

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

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

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

- Strategic Plan
- Goals, Mission and Values
- Organisation Wide Policy Manual
- Occupational Health & Safety Manual
- Human Resource Manual
- Technical Bulletins (DHS)
- Departmental Policies

SECTION 2 – Information Statements

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

The health service consists of hospital services, community and allied health services, domiciliary care, outreach services based at the Port Lincoln Health Services in Port Lincoln. The health service is also responsible for the administration and management of the Lock Community Health and Welfare Centre at Lock.

SECTION 3 – Contact Arrangements

Requests under the Freedom of Information Act 1991 for access to information shall be accompanied by the appropriate fee and directed in writing to:

Freedom of Information Officer
Port Lincoln Health Services Inc.
P.O. Box 630
PORT LINCOLN S.A. 5606.

Telephone: 8683 2200 during business hours

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

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

SECTION 2 – Information Summary

Copies of the Riverland Regional Health Service Inc. Information Statement can be obtained free of charge by contacting the FOI Officer.

SECTION 3 – Contact Arrangements

Requests under the FOI Act for access to documents in the possession of the Riverland Regional Health Service Inc. should be directed to:

The FOI Officer
Riverland Regional Health Service Inc.
Maddern Street
BERRI S.A. 5343
Phone: 8580 2400

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

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of****SOUTH AUSTRALIAN HOUSING TRUST****SECTION 1 – Policy Documents**

Policy documents covering Housing Services and Programs, Real Estate Services, Financial and Accounting Services and Corporate management.

The following documents also contain information on policies and programs:

- Annual Report
- Trust in Focus
- Strategic Plan and Business Plan
- Fact Sheets and 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 Information SA, Australis Centre, 77 Grenfell Street, Adelaide (charges may apply-details may be obtained from Information SA). They may also be viewed on the Internet at www.parliament.sa.gov.au

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 or (08) 8207 0206.

Requests under the FOI Act for access to documents in the Trust's possession should be accompanied by a \$20.60 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 S.A. 5001

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of****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 2000/2004
SACHA Business Plan 2001/2002
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 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
Website: www.sacha.sa.gov.au

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

SECTION 1 – Policy Documents

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

Recruitment Procedures
Rehabilitation Policy and Procedures
Sexual Harassment Policy and Procedures
Smoking in the Workplace
Staff Appraisal
Stress Prevention & Psychological Health Policy
Uniform/Dress Standards
Whistleblowers Protection Act Policy
Work Experience
Workplace Inspection

SECTION 2 – Information Statements

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

SECTION 3 – Contact Arrangement

Requests under the Freedom of Information Act for access to information in the possession of the South Australian Dental Service should be directed to the Executive Support Office, 8222 8277 requesting a copy of the Freedom of Information Application form. Completed applications should be accompanied by a \$20.60 application fee and directed in writing to:

Freedom of Information Officer
South Australian Dental Service
Frome Road
ADELAIDE S.A. 5000
Telephone: 8222 8278
8.45 a.m. to 5 p.m.

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

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

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

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

SECTION 2 – Information Statement

The Information Statement provides the following information on the Board:

- Structure and functions
- Kinds of documents held

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

SECTION 3 – Contact Arrangements

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

Registrar/FOI Officer
South Australian Psychological Board
P.O. Box 229
TORRENSVILLE PLAZA S.A. 5031

Telephone: (08) 8443 9669
Facsimile: (08) 8443 9550
E-mail: regauth@senet.com.au
Web Site: www.regauth.com/sapb

The Board's office is open Monday to Friday, 9 a.m. to 5 p.m., closed 12 noon to 1 p.m. and is located at:

16 Norma Street
MILE END S.A. 5031

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

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

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

Policy documents and accreditation information are available on request.

SECTION 2 – Information Statement

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

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

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

Further information regarding the Hospital's objectives, functions, staffing and statistics is located in the South Coast District Hospital's 2001 Annual Report.

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 \$20.60 application fee and directed in writing to:

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

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

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

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

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

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

- Annual Reports (which include financial statements)
- Strategic and Business Plans for the Region and for the Division of Community Health
- Delegations of Authority to Board under SAHC Act
- Various Operational Policies, Statements and Departmental Guidelines

SECTION 2 – Information Statement

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

SECTION 3 – Contact and Access Arrangements

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

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

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

FREEDOM OF INFORMATION ACT 1991**INFORMATION SUMMARY****of****SOUTH EASTERN WATER CONSERVATION AND DRAINAGE BOARD
(Department of Water Resources South Australia)****SECTION 1 – Policy Documents**

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

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

SECTION 2 – Information Statement

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

SECTION 3 – Contact Arrangements

Requests under the Freedom of Information Act for access to information in the possession of the 'South Eastern Water Conservation & Drainage Board should be accompanied by a \$20.60 application fee and directed in writing to:

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

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

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

SECTION 1 – Policy Documents

- Client equipment policy
- Complaints and Conflict procedures
- Confidentiality of employee Health records
- Contractors Guide
- Control of Hazardous Substances
- Dress Standard & the Purchase & Use of Personal Protective Clothing and Equipment
- Electrical Safety in Clients' Homes
- Employee support policy and guidelines
- External training financial assistance requests
- Fire, Bomb Threat & Evacuation
- First Aid
- Guidelines for time practices for staff working from two or more branch offices
- Handling and Banking Money
- Infection Control
- In-house Rehabilitation
- In-House training procedures and guidelines
- Internet and E-mail policy
- Library acquisition policy
- Manual Handling
- Orientation mentoring
- Out of hours home visits by Clinical staff
- Out of Hours Visits & Safe Return to Work of Case Co-ordinators
- Pregnant Employees
- Private motor vehicle use
- Procedures for Safe Work Practice
- Proposed changes to workplace practices, work stations or work area
- Purchase & Installation of Machinery, Plant and Equipment
- Referral and Assessment procedures
- Reporting work related Hazards, Incidents, Injuries, Illness or Dangerous Occurrences
- Staff appraisals
- Staff Development policy
- Staff Leave policy and guidelines
- Staff Recruitment and Selection guidelines
- Staff Returning to Work after a Non-Work Related Injury/Illness

- The Prevention & Resolution of Sexual, Physical and Verbal Harassment
- Tobacco Free Working Environment
- Training
- Transporting Injured or Unwell Employees to outside Medical Facilities
- Workplace Consultation
- Workplace Inspection

SECTION 2 – Information Statements

Copies of the Southern Domiciliary Care and Rehabilitation Service Information Statement, Annual Report and Policy documents can be obtained by contacting the Freedom of Information Officer, Human Resources.

SECTION 3 – Contact Arrangements

Requests under the Freedom of Information Act for access to information in the possession of Southern Domiciliary Care and Rehabilitation Service should be accompanied by a \$20.00 application fee and directed in writing to:

Freedom of Information Officer
c/o Human Resources
P.O. Box 82
PARK HOLME S.A. 5043
Telephone: (08) 8372 0807