

2015

Freedom of Information

Information Statement

The following information is published pursuant to Section 9 of the *Freedom of Information Act 1991* (the Act).

Freedom of Information

The Act extends as far as possible the rights of the public to access documents held by the government, and to ensure that records held by government concerning the personal affairs of members of the public are not incomplete, incorrect, out of date or misleading.

The Act encourages disclosure of information to the public, subject to such restrictions within the Act as are necessary to protect legitimate agency, public and private interests.

Making a Freedom of Information application

Application forms to request information under the Act or to request amendment of personal records can be obtained by contacting the Freedom of Information Officer at the address listed below, or download an application via the State Records website.

An application for access lodged under the Act costs \$33.00 payable to the agency, and additional processing charges may also be incurred. In certain cases, a reduction of fees and charges may apply.

An application for amendment of personal records is free of charge.

Point of contact

All Freedom of Information enquiries and requests should be addressed to:

Freedom of Information Officer
Department for Health and Ageing
PO Box 287, Rundle Mall
ADELAIDE SA 5000

Phone: (08) 8226 0705

Agency's functions and structure – as at 30 June 2015

The Department for Health and Ageing (DHA) assists the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse to set the policy framework and strategic directions for SA Health. DHA supports the delivery of public health services, formulates health policy, facilitates public and consumer consultation on health issues, and

monitors the performance of South Australia's health system by providing timely advice, research and administrative support.

There are three divisions within DHA:

- > Finance and Corporate Services;
- > System Performance and Service Delivery; and
- > Transforming Health.

DHA also has a Risk Management and Internal Audit Unit that reports directly to the Chief Executive.

Ways in which the functions of the agency affect members of the public

The public can contribute to policy development within the department in a number of ways. External expertise and policy advice is sought through statutory and non-statutory advisory committees, comprising both government and non-government representatives. Advice is taken from peak non-government organisations and a consultative process may be undertaken in the planning, development and implementation of policy.

The department consults with consumer groups, circulates discussion papers, calls for submissions on particular topics and convenes public meetings regarding legislative reform and impacts within metropolitan and country areas. Community input may be sought relating to planning, development and evaluation of services.



The processes facilitate access to services and assist informed decisions about health.

Boards and Committees administered by the agency

A list of the agency's boards and committees is contained in the department's 2013/14 Annual Report, and also in the most recent Boards and Committees Information System Annual Report to Parliament.

Whilst the department's board and committee meetings are not open to the public, minutes of their meetings and documentation relating to their functions and structure can be applied for under the *Freedom of Information Act 1991*.

The agency's documents

The department's policy documents can be broadly defined into the following areas:

- > Data and information;
- > Financial management;
- > Governance;
- > Human resource management; and
- > Procurement and asset management.

The following documents are also held by the agency:

- > Corporate files containing correspondence, memoranda, minutes, etc., regarding all aspects of the agency's operations;
- > Books, discussion and background papers, reports, reviews, serial publications, pamphlets, codes of practice, surveys, guidelines, proposals;
- > Administrative policies on general management, finance, staffing, plant and equipment, property and motor vehicles and industrial circulars;
- > Personnel files relating to Department for Health and Ageing employees;
- > Accounting and financial records relating to the administration of the department; and
- > Contracts.

The internet site at

www.sahealth.sa.gov.au provides an overview of the department's roles and functions and contains media releases, service provider details, publications and news items.

Documents available for inspection

The constitutions of hospitals and health centres incorporated under the *Health Care Act 2008* may be inspected between the hours of 9am and 5pm, Monday to Friday in the Legal and Governance Unit, 11 Hindmarsh Square, Adelaide (telephone (08) 8226 0705).

Documents available for purchase from the agency

There are no documents currently available for purchase from the Department for Health and Ageing.

Documents available from the agency free of charge


The following documents are made available free of charge and are available by contacting the Freedom of Information Officer, on (08) 8226 0705. Documents available free of charge include:

Principal documents (listed below);

- > SA Health Statewide policies;
- > Information packs;
- > Brochures;
- > Pamphlets;
- > Posters; and
- > Internet:
 - > Media releases;
 - > Health alerts;
 - > Health related statistics;
 - > Submissions on reviews; and
 - > Hospital emergency department and elective surgery waiting times.

Principal documents

- > 2013 Port Pirie Soil Lead Concentrations Report
- > A Framework for Active Partnership with Consumers and the Community
- > Aboriginal Health Care Plan 2010-16
- > Allied Health Business Rules: for Staff Using EPAS
- > An Integrated Best Practice Model for Cystic Fibrosis in SA
- > Business Continuity Management Framework
- > Chief Public Health Officer's Code for the Case Management of Behaviours that Present a Risk for HIV Transmission
- > Chief Public Health Officer's Report – The State of Public Health for South Australia 2012
- > Chronic Disease Action Plan for South Australia: 2009-18
- > Clinician's Guide and Code of Practice - Mental Health Act 2009.
- > Data Quality Management
- > Eat Well Be Active Strategy 2011-16
- > Elective Procedures Strategy 2014-18
- > Elective Surgery Policy Framework
- > EPAS. Get the Full Story
- > Glenside Campus Redevelopment Master Plan
- > GP Plus Health Care Strategy
- > GP Plus Health Improvement Plan
- > Health Service Framework for Older People 2009-16
- > Hepatitis B Action Plan 2014-17
- > HIV and Viral Hepatitis Funding and Service Plan for Non-Government Services 2014-19
- > Introduction to the Community Visitor Scheme - Mental Health Act 2009
- > Key Directions for Health and Medical Research in South Australia
- > Mental Health and Emergency Services Memorandum of Understanding 2010.
- > Mental Health Practitioner's Guide to Sharing Consumer Information 2011.
- > Nursing and Midwifery Strategic Framework 2013-15
- > Palliative Care Services Plan 2009-16
- > Plain Language Guide - Mental Health Act 2009
- > Principles to be recognised under the South Australian Public Health Act 2011 - Guidelines
- > Risk Management Framework
- > SA Aged Care Assessment Program Evaluation Summary of Approved Recommendations
- > SA Health Clinical Care Activity Data Definitions for Allied Health
- > SA Health Clinical Commissioning Framework
- > SA Health Clinical Commissioning Intentions
- > SA Health Engaging Clinicians In Clinical Commissioning
- > SA Health Health & Medical Functional Service Plan
- > SA Health Human Disease Hazard Plan
- > SA Health Mass Casualty Incident Support Plan to the State Emergency Management Plan
- > SA Health's Response to the Evaluation of the SA Aged Care Assessment Program and Aged Care Assessment Teams
- > Service Model: South Australian Statewide Specialist Eating Disorder Services
- > Setting Statewide Priorities for Clinical Practice Improvement
- > South Australia's Mental Health and Wellbeing Policy 2009–14
- > South Australia's Oral Health Plan 2010-17
- > South Australian Adolescent and Young Adult Cancer Care Pathway
- > South Australian Alcohol and Other Drug Strategy 2011-16
- > South Australian Gastroenteropancreatic Neuroendocrine Tumours Cancer Pathway
- > South Australian Gynaecological Cancer Pathway
- > South Australian Head and Neck Cancer Pathway
- > South Australian Hepatocellular Cancer Pathway
- > South Australian Lung Cancer Pathway
- > South Australian Lymphoma Cancer Pathway
- > South Australian Radiotherapy Service Plan 2014 – 2015

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- > South Australian Stroke Service Plan 2009-16
 - > South Australian Suicide Prevention Strategy 2012-16
 - > South Australian Tobacco Control Strategy 2011-16
 - > South Australian Upper Gastrointestinal Cancer Care Pathway
 - > South Australia's Health Care Plan 2007-16
 - > State Public Health Plan – South Australia: A Better Place to Live
 - > Statewide Cancer Control Plan 2011-15
 - > Statewide Cardiology Clinical Service Plan
 - > Statewide Clinical Networks: A Framework for Delivering Best Practice Health Care
 - > Statewide Older People Clinical Network: Acute Care of the Elderly – Model of Care
 - > Statewide Older People Clinical Network: Community Geriatric Services – Model of Care
 - > Statewide Older People Clinical Network: Description of an Area Geriatric Service
 - > Statewide Older People Clinical Network: Geriatric Consultation Liaison Team – Model of Care
 - > Statewide Older People Clinical Network: Geriatric Evaluation and Management – Model of Care
 - > Statewide Rehabilitation Service Plan 2009-17
 - > Strategy for Planning Country Health Services in SA
 - > Summary Report: Statewide Aboriginal Mental Health Consultation 2010
 - > Technical Paper 2013/1 Analysis of blood lead levels for the first quarter of 2013 (31 March 2013)
 - > Technical Paper 2013/2 Analysis of blood lead levels for the first half of 2013 (30 June 2013)
 - > Technical Paper 2013/3 Analysis of blood lead levels for the first 9 months of 2013 (30 September 2013)
 - > Technical Paper 2013/4 Analysis of blood lead levels for 2013 (1 January 2013 – 31 December 2013)
 - > Technical Paper 2014/1 Analysis of blood lead levels for the first quarter of 2014 (31 March 2014)
- > The Framework for Recovery-Oriented Rehabilitation in Mental Health Care 2012