

Wellbeing SA

Freedom of Information Statement

Freedom of Information Statement

This statement is published pursuant to Section 9 of the *Freedom of Information Act 1991 (SA)* (the Act).

The Freedom of Information (FOI) 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. For general information including where to apply and how documents can be accessed, see the [Freedom of Information page](#).

Agency Functions and Structure – as at 6 January 2020

Wellbeing SA oversees community-wide health and prevention services for all South Australians. Wellbeing SA will lead innovative system change to embed prevention across the life course and disease continuum, to improve physical, mental and social wellbeing and reduce the preventable burden of disease.

There are three Directorates within Wellbeing SA:

- Prevention and Population Health
- Integrated Care Systems; and
- Mental Health and Wellbeing

[Click here](#) for an overview of Wellbeing SA's roles and functions and other agency information.

Public Participation and Wellbeing SA

The functions of Wellbeing SA affect the public indirectly through the agency's policy and strategic management improvement activities. The public has opportunities to participate in the agency's policy development in a number of ways, including community consultations and surveys. Wellbeing SA will be establishing an advisory structure following finalisation of its 2020-2025 Strategic Plan.

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 **\$36.75** payable to the agency, and additional processing charges may also be incurred. In certain cases, a reduction of fees and charges may apply. For more information on costs, see the [Freedom of Information page](#)

How to apply

When making an FOI application, you will need to provide enough information to enable the correct documents to be identified. If you are uncertain, it is recommended that you contact the relevant agency's FOI Officer for assistance.

Advice about how you would like to access the documents should be included in your FOI application.

Applications can be made by:

- Completing the [Request for Access to Documents](#)
- Completing an [online form](#) or
- Sending a letter or email.

Contact for Wellbeing SA FOI services

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

Freedom of Information Officer
Wellbeing SA
PO Box 287, Rundle Mall
ADELAIDE SA 5000
E: Health.WellbeingSAFOI@sa.gov.au
T: (08) 8226 6145

Wellbeing SA documents

Wellbeing SA adopts the Department of Health and Wellbeing (DHW) policy documents. These can broadly be defined into the following areas:

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

The following documents are held by Wellbeing SA:

- Corporate files containing correspondence, memoranda, minutes etc. regarding the agency's operations;
- Discussion papers, reports, reviews, publications, books, pamphlets, surveys, guidelines, proposals;
- Organisational annual reports, strategic plans and media releases;
- Personnel files relating to Wellbeing SA employees;
- Accounting and financial records relating to the administration of the agency; and
- Wellbeing SA contracts.

Please note: these documents are not necessarily all accessible under the FOI Act; however, anyone can lodge an application to seek access to documents, subject to the requirements of Section 13 of the FOI Act.

Disclosure log – Public FOI applications

In accordance with the Premier and Cabinet Circular PC045 of October 2017: Disclosure logs for non-personal information released through FOI for all government agencies have been established. To view the disclosure log for Wellbeing SA and other SA Health sites go to:

Documents available for purchase from the agency

There are no documents currently available for purchase from Wellbeing SA.

Documents available free of charge from the agency

The following documents are available free of charge by contacting Wellbeing SA

- Wellbeing SA Strategic Plan 2020-2025 and associated documents
- Principal policy documents
- Internet:
 - Media releases
 - Wellbeing SA Publications