



## **FREEDOM OF INFORMATION STATEMENT** (Last updated 20 August 2018)

This information is published in accordance with section 9 of the *Freedom of Information Act 1991*. The Freedom of Information Act 1991 (the FOI Act) provides members of the public a legally enforceable right of access (subject to certain restrictions) to documents held by government.

The FOI Act allows members of the public to:

- request access to documents held by the department or the Minister
- request the amendment of documents that contain personal information about the applicant which is incomplete, incorrect, out-of-date or misleading

The department fully supports the objectives and spirit of the FOI Act and is active in its endeavors to continually improve records management practices.

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

A comprehensive introduction to freedom of information can be found on the [State Records of South Australia website](#).

### **Freedom of Information applications**

Application forms to request access to documents under the Freedom of Information Act 1991, or to request amendment of personal records, can be obtained by

- contacting a Freedom of Information Officer at the address listed below,
- applying through the [online Freedom of Information application system](#), or
- downloading an [application to access documents](#) form via the State Records website

Freedom of Information Officers are available to assist with your enquiries about the FOI process and can provide advice about the types of documents that can be requested through FOI applications.

Freedom of Information applications and enquiries for access to documents in the possession of Department for Environment and Water (DEW), and applications for amendment of personal records under the *Freedom of Information Act 1991*, should be addressed to:

The Freedom of Information Officer  
Department for Environment and Water  
GPO Box 1047  
Adelaide SA 5001

Phone: (08) 8463 6625

Email: [DEW.FOI@sa.gov.au](mailto:DEW.FOI@sa.gov.au).

Website: [www.environment.sa.gov.au/about-us/freedom-of-information](http://www.environment.sa.gov.au/about-us/freedom-of-information)

Office hours are between 9am – 5pm Monday to Friday.

## **Application Fees and Charges**

A freedom of information application for access to documents must be accompanied by the fee as stated in the current application form. However, additional charges may be levied to process your request.

Full details of fees and charges can be found in the [Freedom of information \(Fees and Charges\) Regulations 2003](#).

## **Documents held by the Department for Environment and Water**

The documents held by the Department broadly include:

- corporate files containing correspondence, memoranda, briefings, reports and technical information on DEW's operations
- policies, procedures and guidelines to support the delivery of DEW's operations
- accounting and financial reports
- personnel files relating to DEW employees
- annual reports and strategic planning documents
- administrative records
- minutes of meetings and terms of reference of administered boards, committees, trusts and councils.

The listing of these documents by the Department does not necessarily mean all documents are accessible under the *Freedom of Information Act 1991*.

## **DEW policy documents**

DEW's policy documents can be broadly categorised into the following areas:

- financial management
- human resource management
- governance, procurement and asset management
- data and information
- corporate communications
- operational
- administration of legislation committed to the Minister
- strategic.

For further information about documents that are available free of charge or for purchase from DEW, including publications, policies, papers, management plans, aerial photographs and maps, refer to the [Department website](#) or phone the Natural Resources Centre on (08) 8204 1910.

## **Department for Environment and Water structure and functions**

The Department for Environment and Water website [www.environment.sa.gov.au](http://www.environment.sa.gov.au) provides an overview of the roles and functions of the department.

The department's structure and functions of the can be found on the [Department website](#) and in the current [annual report](#).

The Department provides administrative support to a number of boards, committees, trusts and councils, as set out in the annual report. The roles and functions of these bodies are detailed in their individual annual reports or other governing documents. Further information on specific Boards and Committees can be found on the Department's website: [www.environment.sa.gov.au/about-us/boards-and-committees](http://www.environment.sa.gov.au/about-us/boards-and-committees).

## **Ways in which the functions of the Department for Environment and Water affect members of the public**

The public can contribute to policy and operational development and delivery in a number of ways with the Department. External expertise and policy advice is sought through statutory and non-statutory advisory committees and boards, 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, regulation and legislation.

The Department consults with various groups, circulates discussion papers, calls for submissions on particular topics, and convenes public meetings regarding legislative reform across the state.

The Department engages and collaborates with the community, business, industry, government, and other stakeholders to sustain the state's natural resources; connect people to nature, parks and places; manage the state's water resources; and take action to address and adapt to a changing climate.

Up to date details about the department's vision, purpose and roles including the corporate plan can be accessed through the [about us](#) section of the department website.

## **Public participation**

Collaboration between government, industry and the community lies at the heart of effective natural resources management. The Department's priorities and its ways of working to promote collaboration and help build awareness of the importance of healthy natural resources to our wellbeing and economy.

DEW involves the public in the formation of its policies through its community liaison sessions, agency promotional activities and consultation and discussion papers on specific issues as appropriate.

Additionally, DEW provides support to a large number of boards, committees, trusts and councils, which include members of the public who contribute to the development of advice and policies on a range of programs and issues.