2023/24 Central Adelaide Local Health Network (CALHN)

Freedom of Information – Information Statement

Information must be made available to people who have a right to it.

This information statement is published in accordance with Section 9 of the Freedom of Information Act 1991 SA (the Act).

An "Act' is the term used to identify decisions made in the parliament which have been agreed, documented and passed into law.

Freedom of Information (FOI)

The aims of the Act are to achieve respect for the law, and further the good government of the state:

For that reason the Act requires

➢ openness in government
➢ accountability of Ministers of the Crown and all government departments and agencies
➢ participation by members of the public in the processes which make and apply laws and policies:
➢ Accuracy, completeness, clear and up to date general information and personal information held in government record systems
➢ Restriction of access to information **only** as necessary to protect rightful interests of government the public and private interests.

Making a Freedom of Information application

Applications can be made for information from government records about

- individual personal information
- requests for changes to records of personal information
- information of interest to the general public.

Application forms can be obtained by

- contacting the relevant CALHN FOI services (listed below)
- visiting the CALHN or State Record websites, and downloading an application form
- lodging an online application.

An application fee is required to be paid and there may be additional processing charges.

In certain cases, a reduction of fees and charges may apply.

An application for amendment (correction) of personal records is free of charge.

CALHN's information and documents

The internet site at www.sahealth.sa.gov.au provides an overview of CALHN's roles and functions and contains media releases, service provider details, publications and news items.

CALHN uses SA Health policy documents

These are defined as:

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

The following documents are held by CALHN:

- Hospital By-Laws
- Patient Medical Records and Medical Imaging
- Corporate files containing correspondence, memoranda, minutes, etc., regarding all aspects of agency operations.
- Personnel files relating to CALHN employees
- Accounting and financial records relating to the administration of the agency
- Contracts.

CALHN's functions and structure

CALHN's purpose is to provide all South Australians with the right healthcare at the right time at the right place.

CALHN is committed to:

providing high quality health and clinical care

participating in education training and research.

CALHN is a government agency with a number of divisions called 'programs or clinical services' which are explained in the Annual Report under the 'Reporting Structure'.

Governance of CALHN

The word 'governance' refers to how individuals and groups in society use power, authority and influence to make policies and decisions.

The State Government has established SA Health's governance arrangements by forming Local Health Network (LHN) Governing Boards, which became fully operational on 1 July 2019.

While LHN board meetings are **not** open to the public, the agendas (list of topics discussed) and minutes of meetings (records of discussions and decisions which have been accepted as accurate) can be found at:

https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/about +us/our+local+health+networks/central+adelaide+local+health+network

Ways the public can participate in the development of agency instructions

Members of the public can help to develop CALHN's organisational wide instructions (OWI's) in a number of areas

- Service, safety and quality of health care
- the health care environment
- social and economic issues
- physical and behavioural matters and influences in CALHN's organisation structure, policy, procedure and culture.

CALHN seeks input about planning, development and evaluation of services by consulting and working with

- stakeholders (people with particular interest or concern in healthcare),
- community groups
- individuals
- Circulating discussions papers
- Calling for submissions on particular topics.

Disclosure log – Public FOI applications

The department of Premier and Cabinet issued Circular PC045 in October 2017: this requires all government agencies to publish determinations for non-personal information which have been released through the FOI processes on a 'disclosure log'.

To view the disclosure log for CALHN and other SA Health sites go to:

http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/about+us/accessing+information/freedom+of+information

Points of contact for CALHN FOI services

FOI applications and enquires can be made directly to the relevant CALHN FOI service listed below via email or by phoning during business hours.   FOI officers can assist applicants to lodge an FOI application and can explain the FOI process.

Central Adelaide Local Health Network Freedom of Information Level 10, Roma Mitchell Building 136 North Terrace ADELAIDE SA 5000 Phone: (08) 7117 2385 Health.RAHFOI@sa.gov.au	Royal Adelaide Hospital/Hampstead Rehabilitation Centre Freedom of Information Level 10, Roma Mitchell Building 136 North Terrace ADELAIDE SA 5000 Phone: (08) 7117 2385 Health.RAHFOI@sa.gov.au
The Queen Elizabeth Hospital/St Margaret's Rehabilitation Hospital TQEH Freedom of Information 28 Woodville Road WOODVILLE SA 5011 Phone: (08) 8222 7275 Health.TQEHFOI@sa.gov.au	SA Prison Health Service C/- TQEH Freedom of Information 28 Woodville Road WOODVILLE SA 5011 Phone: (08) 8222 7275 Health.TQEHFOI@sa.gov.au

Central Adelaide Mental Health Directorate Freedom of Information Glenside Health Services PO Box 17 FULLARTON SA 5063 Phone: (08) 7087 1000 HealthGlensideInformationManagement@sa.gov.au	Pregnancy Advisory Centre Freedom of Information PO BOX 23 WOODVILLE SA 5011 Phone: (08) 8243 3999 HealthPAC@sa.gov.au
SA Dental Service Client Relations Unit PO BOX 864 ADELAIDE SA 5001 Phone: (08) 7117 0052 HealthSADSPublic@sa.gov.au	BreastScreen SA Breast Screen Enquiries 167 Flinders Street ADELAIDE SA 5000 Phone: (08) 8274 7100 BSSAenquiries@sa.gov.au
Statewide Clinical Support Services C/- RAH FOI Office Phone: (08) 7117 2385 Health.RAHFOI@sa.gov.au	

For more information

CALHN Freedom of Information Office
T: (08) 7117 2385
E: Health.RAHFOI@sa.gov.au

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