

Freedom of Information: Information Statement

This statement is published in accordance with Section 9(2) of the *Freedom of Information Act 1991* (FOI Act). Subject to certain restrictions, the FOI Act gives members of the public a legally enforceable right to access information held by the SA Ambulance Service (SAAS).

Structure of SAAS

SAAS reports to the Minister for Health and Wellbeing through the Chief Executive, Department for Health and Wellbeing.

Our current executive organisational structure consists of a Chief Executive Officer, five Executive Directors, two Directors, and a Chief Medical Officer.

Further details can be found in our current Annual Report.

Functions of SAAS and Members of the Public

SAAS is the statutory provider of ambulance services in South Australia. The major services provided are:

- Emergency Medical Services
- Trauma Retrieval Services
- Natural Disaster and Major Event Medical Management
- Patient Transportation
- Call Direct, a personal monitoring emergency service
- Ambulance Cover
- Nationally accredited training to SAAS staff and volunteers

The functions of SA Ambulance Service affect the public both directly, in the form of service delivery to the community, and indirectly, through the organisation's policy and strategic management improvement activities. Such activities result in the organisation having an input into a range of SA Health programs and initiatives. The public can participate in the organisation's policy development in several ways, including community consultation forums, surveys and membership of a consumer committee and network.

Further details can be found in our current Annual Report and website.

Documents held by SAAS

Documents held by SAAS fall broadly into the categories described below:

- corporate files containing correspondence, memoranda and minutes on all aspects of the SAAS's operations
- policies, procedures and guidelines prescribing the way various activities and programs are to be performed
- personnel files relating to the SAAS's employees and volunteers
- accounting and financial reports relating to the running of SAAS
- annual reports, strategic plans and media releases
- minutes of meetings and terms of reference

- dispatch records
- patient clinical records
- documents from the former SA St John Ambulance Service created between 1993 and 2005

SAAS has no documents available for purchase. Copies of brochures relating to our products and services, as well as copies of ambulance transport invoices, are available free of charge from our corporate office.

Copies of our Annual Reports are available on our website. They are also available for viewing in the collection of the State Library of South Australia and National Library of Australia.

SAAS uses a combination of SA Health policies and SAAS owned policies. Below is a list of current SAAS owned policies:

- Issued Resource
- Financial Delegations
- Education and Training
- Garaging of SAAS Vehicles
- Grace Period for Subscription Renewal
- Management and Control of Controlled Substances
- Records Management
- Privacy
- Information Classification and Handling
- Thirds and Observers on Ambulances
- Driver Responsibilities and Requirements
- Fatigue Risk Management
- Employee Assistance Program
- Use of Photographic and Recording Devices
- Bundle of Documented Evidence Incident Review
- Managing Registered Training Organisation (RTO) Operations
- Financial Hardship
- Stand up Workstations
- Zero blood alcohol and Zero illegal drug levels when driving
- Medical Priority Dispatch System (MPDS) – EOC only
- Blood and Blood Product Management
- Ambulance Cover Life Membership
- SAAS Uniform
- Aboriginal Cultural Protocol
- Credentialing and Defining the Scope of Clinical Practice

Freedom of Information Enquiries

Enquiries related to freedom of information can be made to the Freedom of Information Officer, who can be contacted by:

Email: Health.SAASFOI@sa.gov.au
 Phone: (08) 8284 0305
 Postal Address: Freedom of Information Officer
 SA Ambulance Service
 GPO Box 3
 ADELAIDE SA 5001

