

This statement is published in accordance with subsection 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 South Australian Government. A comprehensive introduction to freedom of information can be found on the State Records website at <http://www.archives.sa.gov.au/foi>.

Structure and functions

A comprehensive description of the organisation's structure and functions can be found on the SA Ambulance Service website, or in the current annual report.

SA Ambulance Service's functions and members of the public

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 has the opportunity to participate in the organisation's policy development in a number of ways, including community consultation forums, surveys and membership of a consumer committee.

Documents held by SA Ambulance Service

Documents held by SA Ambulance Service fall broadly into the categories described below. While most are available in hard copy, it should be noted that some are only available electronically. The listing of these categories does not necessarily mean all documents are accessible in full or in part under the Act.

The categories include:

- corporate files containing correspondence, memoranda and minutes on all aspects of the organisation's operations
- policies, procedures and guidelines prescribing the way various activities and programs are to be performed
- personnel files relating to the organisation's employees
- accounting and financial reports relating to the running of the organisation
- organisational annual reports, strategic plans and media releases
- SA Ambulance Service code of ethics and conduct
- minutes of meetings and terms of reference
- documents relating to the functions of the organisation's directorates
- dispatch records (where appropriate)
- patient clinical records (where appropriate)

The public can contact our Records and Information Management Team on 8274 0305.

SA Ambulance Service has no documents available for purchase. All brochures relating to our products are available to the public free of charge.

All requests for amendments to any of our records must be in writing and addressed to the Accredited FOI Officer, SA Ambulance Service.