

Information Statement

**Government of South Australia**Department for Environment
and Water

Introduction

The *Freedom of Information Act 1991* (FOI Act) gives you a legally enforceable right to ask for documents the South Australian Government holds.

Access can be refused only in certain cases - such as where a document would reveal private details, threaten safety, harm commercial interests or break another law.

This guide sets out your Freedom of Information (FOI) rights with the Department for Environment and Water (DEW). More information about FOI can be found on the State Records of South Australia [website](#).

About DEW

DEW works to help South Australians conserve, sustain and prosper.

In partnership with boards, councils, stakeholders and volunteers, DEW manages the state's natural resources, public land, water and heritage assets—supporting the wellbeing of communities, the environment and the economy.

You can find more information and our latest annual report on the DEW [website](#).

Your rights under the FOI Act

Under the FOI Act you may:

- request documents held by DEW or the Minister
- ask DEW to amend your personal information that is wrong, out-of-date or misleading.

DEW must answer your request within 30 days unless an extension is provided.

We can refuse to provide or edit a document only if an exemption applies - for example, personal privacy, cabinet-in-confidence, law-enforcement material or commercial secrets. A full list of exemptions is in the FOI Act and a plain-English summary is on the State Records of South Australia website.

If you disagree with a decision, you can seek an internal review by DEW, then an external review by the Ombudsman SA or the South Australian Civil and Administrative Tribunal.

Community participation

DEW works with other agencies, industry and the community in different ways, depending on the project. For significant policies, plans or legislative changes, we may:

- post updates on YourSAy and invite feedback
- release discussion papers or draft documents
- call for written submissions
- hold meetings or online sessions to talk with local communities.

People can also get involved in managing parks and reserves by volunteering or joining friends of parks groups.

Boards and committees

A list of boards and committees that DEW supports is on the Boards and Committees page of the DEW [website](#). Information about the Board of the Botanic Gardens and State Herbarium is on the Botanic Gardens South Australia [website](#).

Please note that landscape boards are separate agencies. Please send any FOI request about a landscape board direct to that board.

What documents DEW holds

DEW keeps:

- corporate files about projects and programs
- policies, procedures and guidelines
- accounting and financial records
- staff files
- annual reports and strategic plans
- minutes and terms of reference for boards, committees, trusts and councils supported by DEW.

Owning a document does not guarantee release. We must apply the FOI Act exemptions first. If only part of a document is exempt, we will give you the rest with the exempt parts blocked out.

Plans and annual reports

DEW creates plans to guide the long-term care of South Australia's land, water and heritage places. Key DEW plans are:

- Corporate Plan
- Reconciliation Action Plan
- State Landscape Strategy
- Regional Landscape Plans
- Climate Change Actions
- Fire Management Plans
- Park Management Plans
- Statewide Park Strategies
- Water Allocation Plans
- Water Security Statement.

All DEW plans and annual reports are on the Our Plans and Our Reports pages of the DEW [website](#).

Plans from landscape boards

South Australia's eight regional landscape boards publish their own:

- Landscape strategies (long-term vision for each region)
- Water allocation plans for local rivers and aquifers
- Annual reports on their work and spending.

Links to each board's documents are on the DEW website, but the boards are responsible for the content. Please contact the relevant landscape board if you need more detail or wish to lodge an FOI request about their plans.

Proactive disclosure

Premier and Cabinet Circular PC 035 tells agencies to release information that the public often asks for. Because of this, DEW regularly publishes:

- overseas and domestic travel by the Minister or Chief Executive
- credit card, phone, gift and benefit records for the Minister or Chief Executive
- details of consultants
- duck and quail open season information.

Updates appear at least every three months on [the Proactive Disclosure page of the DEW website](#).

Mapland

Mapland sells printed maps, topographic data and satellite images from DEW's library. Visit the [Mapland page](#) or call (08) 8204 1910 (9 am-4 pm, Monday-Friday).

Policy documents

DEW maintains the following internal policy and procedure documents as defined by the FOI Act:

- Aerial shooting policy
- Aerial shooting procedure
- Asbestos management on public lands guidelines
- Asset Disposal Policy and Procedure
- Assignment of heritage-related development applications to the appropriate ministerial delegate procedure
- Authorised officer governance policy
- Authorised officer governance procedure
- Body Worn Camera Policy
- Body Worn Camera Procedure
- Child safe environment policy
- Child safe environment procedure and guideline
- Civil Liability Claims Policy
- Civil Liability Claims Procedure
- Commercial filming and photography (parks and reserves) policy
- Commercial leases and licenses in SA protected areas policy
- Commercial tour operator licensing and permitting policy
- Common brushtail and common ringtail possum management procedure
- Common brushtail and common ringtail possum management standard
- Community participation in decisions policy
- Complaints handling policy
- Complaints handling procedure
- Crown land - adjoining landowner disposal policy
- Crown land - compliance and referral policy
- Crown land - compliance and referral procedure
- Crown land - River Murray floodplain grazing policy
- Crown land - River Murray floodplain grazing procedure
- Crown land - river structures policy
- Crown land - river structures procedure
- Crown land allocation policy
- Crown land dedication (community land classification) policy
- Crown land disposal policy
- Crown land houseboat mooring (River Murray) assessment checklist

- Crown land houseboat mooring (River Murray) policy
- Crown land houseboat mooring (River Murray) procedure
- Crown land perpetual lease policy
- Crown land private coastal protection works policy
- Cyber security incident reporting procedure
- Cycling policy
- Cycling procedure
- Cycling standard
- Debt recovery write-off and waiver policy and procedure
- Developing a community participation in decisions strategy guidelines
- Directions for use of DEWNR 1080 fox baits
- Disability policy
- Displaced commercial fishing policy framework - marine parks
- Dogs in parks and reserves policy
- Duress and assist alarm procedure
- Electronic signature policy
- Electronic signature guidelines
- Email policy
- Engagement of volunteer and contract shooters procedure
- Exceptional Circumstance - administration of applications to waive a penalty for unauthorised or unlawful water use
- Explosives Policy
- Explosives Procedure
- External publications policy
- Fees and charges policy and procedure
- Fire Management Policy
- Firearm acquisition and disposal procedure
- Firearms policy
- Firearms procedure
- First Aid guideline - cleaning up
- First Aid guideline
- First Aid procedure
- Freedom of information application processing procedure for FOI officers
- Freedom of information policy
- General guidelines for the management of protected wildlife in captivity in SA
- Ground shooting procedure
- Guideline for caveats on the Water Register
- Guideline for consolidation of water licenses
- Guideline for subdivision of a water license
- Guideline for the interpretation of water for domestic purposes
- Guidelines for the captive management of flying foxes (*Pteropus* sp.) in SA
- Guidelines for the captive management of koalas (*Phascolarctos cinereus*) in SA
- Hiring out traps for residents to trap possums procedure
- Implementation of unbundling water rights in South Australia policy
- Interpreters and Translators Policy
- Intervention and management of grey-headed flying foxes communication brief
- Intervention and management of grey-headed flying foxes policy
- Intervention and management of grey-headed flying foxes procedure
- Issuing a water resource expiation notice policy
- Issuing a water resource expiation notice procedure
- Kangaroos on reserves (population control) operations standard

- Kangaroos on reserves (population control) policy
- Kangaroos on reserves (population control) procedure appendices B_ C_ D and E
- Kangaroos on reserves (population control) procedure appendix A
- Kangaroos on reserves (population control) procedure
- Keeping venomous snakes policy
- Keeping venomous snakes procedure
- Koalas intervention policy
- Koalas intervention procedure
- Koalas intervention standards
- Manage inbound water licensing data requests procedure
- Managing and assessing unsolicited proposals procedure
- Marine mammal intervention policy
- Marine mammal intervention procedure
- Marine mammal tour permitting policy
- Memorials policy
- Monitoring and reporting site use approval applications in salinity impact zones procedure
- Myrtle rust biosecurity policy
- Off-track walking in Innes National Park policy
- Opening and closing of parks policy and procedure
- Outgoing grants policy
- Outgoing grants procedure
- Overallocation policy and decision support framework
- Park boundary fence policy
- Payment of creditors' accounts policy
- Payment of creditors' accounts and prepayments procedure
- Permit to destroy wildlife policy
- Permit to destroy wildlife procedure
- Phytophthora bushwalking guidelines
- Phytophthora horse riding guidelines
- Phytophthora management guidelines
- Phytophthora plant propagation guidelines
- Phytophthora threat management procedure
- Phytophthora vehicle disinfection unit procedure
- Policy for application of losses to environmental water
- Policy for environmental water return flow
- Policy for the use of unregulated flow in the River Murray in South Australia
- Policy for use of entitlement and allocation on the Minister's reserve license and account
- Privacy policy
- Procedure for application of losses to environmental water
- Procedure for environmental water return flow
- Procedure for the calculation and declaration of penalty charges for prescribed water resources
- Procedure for the use of unregulated flow in the South Australian River Murray
- Procedure for use of entitlement and allocation on the Minister's reserve license and account
- Protection of biodiversity when allocating or disposing of Crown land and other land held by the Minister policy
- Protection of biodiversity when allocating or disposing of Crown land and other land held by the Minister procedure

- Public interest disclosure policy
- Public interest disclosure procedure
- Public land - bee keeping (Crown land and parks) policy
- Public land - bee keeping (Crown land and parks) procedure
- Public land (Crown land and parks) access for telecommunication purposes guidelines
- Recommended guidelines for the captive management of crocodiles in SA
- Recommended guidelines for the captive management of raptors in SA
- Refunds and cancellations (visitor fees - parks and reserves) policy
- Release of unallocated water policy
- Removal of goats from parks by commercial operators policy
- Reptile in conflict procedures
- Request for review of complaint decision policy
- Reserve management planning policy
- Reserve proclamations - category, resource use and naming policy
- Reserved capacity policy
- Retaining shacks - application guiding principles
- Risk management framework for water planning and management
- Risk management policy and guidelines for water allocation plans
- River Murray Act 2003 referral assessment policy - overview and general provisions
- River Murray Act 2003 referral assessment policy - special provision - coast
- River Murray Act 2003 referral assessment policy - special provision - heritage
- River Murray Act 2003 referral assessment policy - special provision - wetlands and floodplains
- Rock climbing and abseiling in reserves policy
- SA licensed water use meter specification
- SA licensed water use metering policy
- Site use approval applications re salinity principles - River Murray WAP procedure
- South Australian white shark tour licensing policy
- Take from the wild policy
- Take from the wild procedure
- Take from the wild standard
- Unauthorised or unlawful take or use of water policy
- Unbundling water rights FAQ
- Unclaimed monies policy and procedure
- Use of 1080 and PAPP Policy
- Use of 1080 procedure
- Vehicle access (tracks) policy
- Vehicle access (tracks) procedure
- Venomous snake intervention (snake catching) policy
- Venomous snake intervention (snake catching) procedure
- Visitor fees (parks and reserves) policy
- Volunteer safety framework (VSF) procedure
- Volunteer Safety Procedure
- Volunteering and work experience guidelines
- Water affecting activities policy library
- Water licensing debt write-off policy and procedure
- Water Licensing compliance framework
- Water licensing risk assignment policy
- Water licensing risk assignment policy - supplementary information
- Whole-of-government commitments for marine parks

- Wind farms within and adjacent to parks policy

A full list is available from the DEW FOI Unit (see contact details below). You may request any of these under the FOI Act. Exemptions may still apply.

How to make an FOI request

You can:

- Email dew.foi@sa.gov.au
- Phone (08) 8429 9660
- Apply online through the [FOI application system](#)
- Download an [application](#) form from the State Records of South Australia website and post it to:
 - Freedom of Information Unit
Department for Environment and Water
GPO Box 1047
ADELAIDE SA 5001

We are open 9 am-5 pm, Monday-Friday (except public holidays). FOI officers can help you work out which documents can be requested.

Visit the [Freedom of Information page](#) on the DEW website for more details. It also explains how you can ask for a review if you disagree with an FOI decision.

Application fees and charges

You must pay the application fee listed on the form when you lodge your FOI request. If we need to charge extra for searching or copying documents, we will talk to you first and get your agreement.

The full list of fees is in the FOI [Fees Notice May 2025](#).

Publishing notice

This information is provided to meet the requirements of section 9 of the FOI Act.