



Introduction

This information is published in accordance with section 9 of the [Freedom of Information Act 1991](#) (the FOI Act). 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the amendment of documents that contain personal information about the applicant which is incomplete, incorrect, out-of-date or misleading.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 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](#).

Agency Functions

The Department for Environment and Water (DEW) works to conserve South Australia's natural resources, native species and natural places for their intrinsic value, and for people's benefit now and into the future.

DEW is an authority on environment, heritage and natural resources, helping community, industry, and government make good long-term decisions.

DEW guides the sustainable use of South Australia's natural resources and heritage, to deliver economic prosperity, health and wellbeing.

For more information about the department, including its [organisational structure](#) and latest [annual report](#), please visit its [website](#).

Community Participation

The department consults members of the public and other stakeholders on policy and plan development and proposed legislative and regulatory changes through a variety of mechanisms. These mechanisms include circulation of discussion papers or proposed plans with request for submissions, and community liaison sessions.

Members of the public can also become involved in managing the state's national parks and reserves through membership with friends of parks groups and volunteering activities.

Boards and Committees

You can find information on the wide range of boards and committees administered by the department on the [Boards and Committee's page](#) on the department's website. For information regarding the Board of the Botanic Gardens and State Herbarium, please see the [Botanic Gardens South Australia](#) website.

Please note that while DEW works closely with regional landscape boards, these organisations operate separately to the department. Enquiries regarding landscape boards, including FOI requests, should be directed to the relevant landscape board.

Agency Documents

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*.

Plans and Reports

The department oversees a range of plans that support the sustainable management of South Australia's environment, natural resources, and heritage places. These include:

- DEW's Corporate Plan
- DEW's Reconciliation Action plan
- State Landscape Strategy
- Climate Change Framework
- Fire Management Plans
- Park Management Plans
- Statewide Park strategies
- Water for Good plan.

These plans are all freely available of the [Our Plans page](#) of the DEW website.

You can also access the DEW annual report, as well as annual reports for boards and committees the department manages on the [Our Reports](#) page on the DEW website.

Links are also provided to regional landscape board pages where you can access the landscape strategy and water allocation plan for that region, and the annual report for that regional landscape board. Please note however that these pages, reports, and plans are the responsibility of the relevant regional landscape board.

Proactive Disclosure

The department proactively discloses a range of information in accordance with PC035 – Proactive Disclosure of Regularly Requested Information. Such information includes:

- Overseas travel by the Minister, Chief Executive, or other DEW staff
- Domestic travel by the Minister or Chief Executive
- Credit card and mobile phone expenditure by the Minister or Chief Executive
- Gifts and benefits received by the Minister or Chief Executive
- Details of consultants engaged by the department
- Duck and Quail open season information.

You can access this information via the [Proactive Disclosure page](#) on the department's website.

Mapland

Mapland sells a range of products from the department's mapping and aerial photography library. Products include printed maps, topographic data, and satellite imagery.

To see the full range of products, the price list, or place an order please visit the [Mapland page](#) on the department's website, or contact the DEW Customer Service Centre on (08) 8204 1910 (9am-5pm, Mon-Fri).

Policy Documents

At time of publication, DEW maintains the following policy documents as defined by the FOI Act:

- Aerial shooting policy
- Aerial shooting procedure
- Asbestos management on public lands guidelines
- Assignment of heritage-related development applications to the appropriate Ministerial delegate procedure
- Authorised officer governance policy
- Authorised Officer Governance Procedure
- Biosecurity SA 1080 guidelines
- Child safe environment policy
- Child safe environment procedure and guideline
- Commercial filming and photography (parks and reserves) policy
- Commercial leases and licences 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
- Contract management policy
- Contract management procedure
- Contract variation for goods and or services procedure
- Contract variation for works or services in conjunction with works 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 compliance referral guidelines
- 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 and write off procedure
- Debt recovery and write offs policy
- Developing a community participation in decisions strategy guidelines
- Directions for use of DEWNR 1080 fox baits
- Disability policy
- Discovery Procedure for Documents Requested Under FOI
- Displaced commercial fishing policy framework - marine parks
- Disposal policy
- Dogs in parks and reserves policy
- Educating stakeholders and the public on compliance and enforcement of water resource management in SA policy
- Keeping venomous snakes procedure
- Electronic Signature Policy
- Email guidelines
- Email Policy
- Engagement of volunteer and contract shooters procedure
- External publications policy
- Fees and charges policy and procedure
- Fire Management Procedure
- Firearm acquisition and disposal procedure
- Firearms policy
- Firearms 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
- Guidelines for the captive management of flying foxes (Pteropus sp.) in SA
- Guidelines for the captive management of koalas (Phascolarctos cinereus) in SA
- Guidelines for the use of 1080 for fox control
- 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
- Keeping venomous snakes policy
- Koalas intervention policy
- Koalas intervention procedure
- Koalas intervention standards
- Land allocation checklist
- Manage inbound water licensing data requests procedure
- Managing and assessing unsolicited proposals procedure
- Managing water meter notification - form centre 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
- Mount Lofty Ranges file management procedures
- 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
- Overall allocation policy and Decision Support Framework
- Park Boundary Fence Policy
- Payment of creditors accounts policy
- Payment of creditors accounts procedure
- Payment of interest to small businesses guidelines
- 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 River Murray Unregulated Flow in the South Australian River Murray
- Policy for Use of Entitlement and Allocation on the Minister's Reserve Licence and Account
- Procedure for Application of Losses to Environmental Water
- Procedure for Environmental Water Return Flow
- Procedure for the Use of River Murray Unregulated Flow in the South Australian River Murray
- Procedure for Use of Entitlement and Allocation on the Minister's Reserve Licence 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
- Recording inbound queries for the Western MLR water licence roll out project procedure
- Reducing Single Use Plastics
- Refunds and cancellations (visitor fees - parks and reserves) policy
- Release of Unallocated Water Policy

- Reptile in conflict procedures
- 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
- Salinity zoning operational policies
- Sensitive water markets - statement of acknowledgement form
- 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
- Unattended devices policy
- Unauthorised or Unlawful Take or Use of Water Policy
- Unbundling Water Rights FAQ
- Unbundling Water Rights FAQ
- Unclaimed monies policy and procedure
- Use of 1080 and PAPP Policy
- Use of 1080 procedure
- Using a risk based approach to support water resource compliance decision making
- Vehicle access (tracks) policy
- Vehicle access (tracks) procedure
- Venomous snake intervention (snake catching) policy
- Venomous snake intervention (snake catching) procedure
- Venomous snakes communication brief
- Visitor fees (parks and reserves) policy
- Volunteer Safety Procedure
- Volunteering and work experience guidelines.docx
- Water Affecting Activities Policy Library
- Water Licensing Risk Assignment Policy
- Water licensing risk assignment policy - supplementary information
- Water planning and management division business rules for file structure
- Whole-of-government commitments for marine parks
- Wind farms within and adjacent to parks policy

For access to these documents, please contact the FOI officer in the first instance (see contact information below).

Making an Application

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](#)
- 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 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

Applications and enquiries can also be submitted via email to DEW.FOI@sa.gov.au.

Enquiries can also be made via phone to (08) 8463 6625.

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

Further information, including about your rights to review of an FOI determination, can be found on the [Freedom of Information page](#) on DEW's website.

Application Fees and Charges

A freedom of information application 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 \(Fees\) Notice 2021](#).