

Freedom of Information Statement

The following information is published pursuant to Section 9 of the *Freedom of Information Act 1991*.

Freedom of Information

The [Freedom of Information Act 1991](#) (the FOI Act) gives members of the public access to documents held by the South Australian Government. This is subject to the restrictions within the FOI Act that protect the proper administration of government and the rights of personal privacy and third parties. The FOI Act also allows members of the public to request the amendment of records concerning their personal affairs which are incomplete, incorrect, out-of-date or misleading.

Making a Freedom of Information application

Application forms to request information under the FOI Act, or to request amendment of personal records, can be obtained by:

- [applying through the online Freedom of Information system](#),
- [downloading an application form via the State Records website](#), or
- contacting the Senior Freedom of Information Advisor at the address listed below.

An application for access lodged under the FOI Act costs \$43.30, payable to the agency, and additional processing charges may also be incurred. In certain cases, a reduction of fees and charges may apply.

An application for amendment of personal records is free of charge.

Further information can be accessed through the [State Records website](#), which also details your rights to review and appeal if you are dissatisfied with a determination made by PIRSA.

Information relating to lodging an appeal to the Ombudsman or the South Australian Civil and Administrative Tribunal can be accessed through the following websites:

- [Ombudsman South Australia website](#)
- [South Australian Civil and Administrative Tribunal website](#).

Point of contact

All Freedom of Information enquiries and requests should be addressed to:

Senior Freedom of Information Advisor
Department of Primary Industries and Regions
GPO Box 1671
ADELAIDE SA 5001

Phone: (08) 8429 0422

Email: PIRSA.FOI@sa.gov.au

Agency's structure and functions - as at 30 June 2025

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency in the Government of South Australia.

We partner with stakeholders and all levels of government to advance the sustainability of South Australia's primary industries. Our work supports the prosperity and liveability of the state's regional communities.

Further information can be accessed from the [PIRSA website](#), including PIRSA's Annual Report and Corporate Plan.

PIRSA Structure

- Biosecurity
- Fisheries and Aquaculture
- Industry, Strategy and Partnerships
- Major Programs and Regions
- SA Research and Development Institute (SARDI)
- Corporate Services
 - Assets and Facilities
 - Corporate Governance and Integrity
 - Financial Services
 - Information and Communication Technology
 - People and Culture
 - Risk and Assurance

Further information about the role and function of each of PIRSA's divisions can be found by navigating to our [homepage](#) and selecting the relevant group.

Ways in which the functions of the agency affect members of the public

We advance the prosperity of our primary industries and regional communities by:

- facilitating connections, sharing information, leveraging opportunities and mitigating threats.
- ensuring sustainable use of agricultural and aquatic resources.
- leading or influencing evidence-based policy and regulatory frameworks that balance the interests of all parties and demonstrate best practice.
- delivering and facilitating the adoption of applied science that leverages South Australia's competitive advantages in primary production.

- playing a leading role in driving positive change in primary industries and regional communities.
- championing South Australia's primary industries and regions in relevant state, federal and global forums.
- preparing for, preventing where possible and responding to emergency events and the long-term risks that threaten South Australia's primary industries, regional communities, plants, animals and environment.

Consequently, the agency has a major indirect effect on the general public by creating jobs, wealth and prosperity through advice, encouragement and support of community development and of various primary industries.

Arrangements that enable the public to participate in the formulation of the agency's policies

PIRSA involves the community and stakeholders in the formation of its policies through consultation processes and discussion papers on issues that are important to them. They are made aware of relevant issues and engagement opportunities and given genuine influence in decisions that affect them.

PIRSA provides support to its diverse range of industry boards, committees and working groups which include members of the public who contribute to the development of policies on a range of programs and issues.

The agency's policy documents

PIRSA's policy documents can be broadly defined into the following areas:

- Data and information
- Engagement
- Financial management
- Governance
- Human resource management
- Procurement and asset management

The following documents are also held by the agency:

- Corporate files containing correspondence, memoranda, minutes, briefings etc regarding all aspects of the agency's operations
- Procedures and guidelines prescribing the way various activities are to be performed
- Personnel files relating to PIRSA employees
- Accounting and financial records relating to the administration of the agency
- Annual reports and strategic planning documents
- Minutes of meetings of administered boards and committees
- Contracts

[View PIRSA's Corporate policies:](#)

- Administrative release of information
- Cost recovery
- Customer service
- Family friendly and equal opportunities
- Financial hardship
- Fraud and corruption
- Privacy
- Procurement
- Public disclosure (Whistleblowers)
- Risk management
- Volunteers

PIRSA has policies that relate to each of its business divisions which can be accessed under the tabs of the individual divisions on the [PIRSA website](#) or by contacting the relevant division as per the details under "[Contact us](#)".

Further information about the role and function of each of the above divisions within PIRSA's executive directorates can be found by navigating to our [homepage](#) and selecting the relevant group.

Documents available for purchase from the agency

Listed below are some of the documents available for purchase from the agency, by contacting the relevant division as per the details under "[Contact us](#)" on the PIRSA website.

- Publications
- Scientific papers
- Technical reports
- Conference and seminar proceedings
- Books and theses
- Extension and technical publications
- Popular articles
- Research reports and papers

Documents available from the agency free of charge

The following documents are made available free of charge from the agency and are available by [contacting the individual groups](#).

- Brochures
- Pamphlets
- Posters
- Information packs
- Policy documents
- Administrative instructions
- Newsletters: [Subscribe here](#)

The following public registers are also available on the [PIRSA website](#):

- [Aquaculture Public Register](#)
- [Fisheries Public Register](#)
- [Seeds Online](#)
- [myPIRSA Portal](#)

Office hours

9.00am to 5.00pm, Monday to Friday, except public holidays.

Accessing documents

In addition to enquiries for documents under the FOI Act as stated above, as a general rule, the nearest office of the agency (as listed on the [PIRSA website](#) and in the Adelaide and various country White Pages) can assist with applying for documents.