

Freedom of Information Statement

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

Freedom of Information

The Act extends as far as possible the rights of the public to access documents held by the government, and to ensure that records held by government concerning the personal affairs of members of the public are not incomplete, incorrect, out of date or misleading.

The Act encourages disclosure of information to the public, subject to such restrictions within the Act as are necessary to protect legitimate agency, public and private interests.

Making a Freedom of Information application

Application forms to request information under the *Freedom of Information Act 1991*, 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 *Freedom of Information Act 1991* costs \$40.75, 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:

- [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 2023

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency in the government of South Australia. Our purpose is to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

Our agriculture, food, wine and forest industries are a major employer and our largest export sector accounting for more than half of the state's merchandise exports. Primary industries and agribusiness directly generated \$15.4 billion in revenue in 2020-21, which includes final sales from all primary production and associated processing.

Our regions make a substantial contribution to the state's economy, not only through agribusiness but also through mining and minerals processing, manufacturing, tourism and energy production.

Regional South Australia contributes about \$29 billion to the state's economy with just 27% of the state's population.

PIRSA Structure

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

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.

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

We advance the prosperity of our primary industries and regions 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 industries.
- 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 and regional communities.

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 public in the formation of its policies through consultation processes and discussion papers on specific issues as appropriate.

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
- 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, 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 department
- Contracts

[View PIRSA's management policies.](#)

In addition, 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

The following public registers are also available via [the online services page](#):

- Aquaculture Public Register
- Fisheries Public Register
- Seeds Online

Office hours

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

Accessing documents

As a general rule, the nearest office of the agency (as listed in the Adelaide and various country White Pages) can assist with applying for documents.