



File: T&F21/0296  
A1854000

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21 June 2021

Mr Gabriel Polychronis  
31 Waymouth Street  
ADELAIDE SA 5000

Sent via email: [gabriel.polychronis@news.com.au](mailto:gabriel.polychronis@news.com.au)

Dear Mr Polychronis

### **Freedom of Information – Employee complaints Member for Reynell**

I refer to your application under the *Freedom of Information Act 1991* (FOI Act), received by the Department of Treasury and Finance (DTF) on 24 March 2021.

Your application specifically requested:

*'Any document that refers to complaints or concerns expressed by employees who have worked in the office of the Member for Reynell about the behaviour of the current Member for Reynell. And, any document that refers to Workers Compensation claims by employees who have worked in the office of the Member for Reynell arising out of complaints or concerns expressed about the behaviour of the current Member for Reynell'*

Under the Act, an agency has 30 days to respond to a freedom of information request. As DTF did not respond to your request within the time frame required, the department is deemed to have refused you access to all documents relevant to your application. However, I have determined to process the request as if the statutory time frame had been met.

The purpose of this letter is to advise you of my determination.

A total of 239 documents were identified as answering the terms of your application and I have determined as follows:

- I grant you access in full to 6 documents, copies of which are enclosed
- I grant you access in part to 1 documents, a copy of which is enclosed, and
- I refuse you access to 232 documents.

Please refer to the attached schedule that describes each document and sets out my determination and reasons in summary form.

### **Documents released in full**

Documents 194, 199, 205 – 207, 220

### **Documents released in part**

Document 156

This document contains information relating to the personal affairs of third parties. Under clause 6(1) of Schedule 1 to the Act, a document is exempt if its disclosure would involve the 'unreasonable disclosure of information concerning the personal affairs of any person'. This information falls within the definition of personal affairs under the Act and is therefore exempt from release pursuant to clause 6(1).

### **Documents refused in full**

Documents 1 – 155, 157 – 193, 195 – 204, 208 – 219, 221 - 231

These documents consist of information relating to the personal affairs of third parties. Under clause 6(1) of Schedule 1 to the Act, a document is exempt if its disclosure would involve the 'unreasonable disclosure of information concerning the personal affairs of any person'. This information falls within the definition of personal affairs under the Act and is therefore exempt from release pursuant to clause 6(1).

Document 150 – 151, 157, 217, 225

These documents also contain allegations or suggestions of improper conduct, the truth of which has not been established by a judicial process and disclosing this information would be unreasonable. I have therefore determined to exempt this information pursuant to clause 6(2) of Schedule 1 to the FOI Act.

Documents 1 – 148, 158 – 193, 195 - 197

Clause 12(1) of Schedule 1 to the FOI Act states that a document is exempt from release if 'it contains matter the disclosure of which would constitute an offence against an Act'. These documents also consist of information obtained in relation to the administration or enforcement of the *Return to Work Act 2014* (RTW Act), the release of which would be an offence in accordance with Part 12, section 185 of the RTW Act. I have therefore determined these documents to also be exempt pursuant to clause 12 of Schedule 1 of the FOI Act.

Document 216 also contains information not relevant to your application and it has been exempted.

### **Exemptions**

#### ***Clause 6 – Documents affecting personal affairs***

- (1) *A document is an exempt document if it contains matter the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
- (2) *A document is an exempt document if it contains allegations or suggestions of criminal or other improper conduct on the part of a person (living or dead) the truth of which has not been established by judicial process and the disclosure of which would be unreasonable.*

#### ***Clause 12 – Secrecy Provisions***

- (1) *A document is an exempt document if it contains matter the disclosure of which would constitute an offence against an Act.*

**Section 185 of the Return to Work Act —Confidentiality to be maintained**

(1) A person must not disclose information (except as permitted by subsection (3)) if—

- (a) the person obtained the information in the course of carrying out functions in, or in relation to, the administration, operation or enforcement of this Act; and
- (b) the information is—
  - (i) about commercial or trading operations; or
  - (ii) about the physical or mental condition, or the personal circumstances or affairs, of a worker or other person; or
  - (iii) information provided in a return or in response to a request for information under this Act.

Maximum penalty: \$10 000.

Please note, in compliance with Premier and Cabinet Circular PC045 - *Disclosure Logs for Non-Personal Information Released through Freedom of Information* (PC045), DTF is now required to publish a log of all non-personal information released under the *Freedom of Information Act 1991*.

In accordance with this Circular, any non-personal information determined for release as part of this application, may be published on the DTF website. A copy of PC045 can be found at the following address: <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars> Please visit the website for further information.

**Appeal Rights**

If you are aggrieved with this determination, you have a right to apply for internal review under subsection 29(1) of the FOI Act. Pursuant to subsection 29(2), your application must:

- be in writing
- be accompanied by the application fee of \$37.50
- be addressed to the principal officer, and
- be lodged at an office of DTF, or emailed to [freedomofinformation2@sa.gov.au](mailto:freedomofinformation2@sa.gov.au) within 30 days after the day on which you receive this letter or within such further time as the principal officer may allow.

If you require any further information, please phone Natalie Haigh on (08) 8429 0839.

Yours sincerely



Maria Ross  
ACCREDITED FREEDOM OF INFORMATION OFFICER

**OFFICIAL**

**Schedule of Documents**

*T&F21/0296 - Member for Reynell - Any document that refers to complaints or concerns expressed by employees who have worked in the office of the Member for Reynell about the behaviour of the current Member for Reynell. And, any document that refers to Workers Compensation claims by employees who have worked in the office of the Member for Reynell arising out of complaints or concerns expressed about the behaviour of the current Member for Reynell.*

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
1	11/0/2015	Sick certificate	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
2	19/05/2015	Work Capacity Certificates	26	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
3	19/05/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
4	21/05/2015	Signed form	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
5	21/05/2015	Signed report form	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
6	22/05/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
7	22/05/2015	Case notes	88	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
8	22/05/2015	Form	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
9	25/05/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
10	25/05/2015	Letter	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
11	26/05/2015	Signed form	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
12	27/05/2015	Payroll details	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
13	27/05/2015	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
14	28/05/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act
15	29/05/2015	Letter	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs 12(1) - Disclosure would constitute an offence against an Act

## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
16	29/05/2015	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
17	29/05/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
18	29/05/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
19	29/05/2015	Letter	7	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
20	29/05/2015	Request for information	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
21	29/05/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
22	6/02/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
23	6/05/2015	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
24	6/05/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
25	6/09/2015	Form	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
26	6/10/2015	Report request	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
27	6/10/2015	Report request	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
28	6/10/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
29	17/06/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
30	29/06/2015	Letter	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
31	29/06/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
32	30/06/2015	Signed form	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs

## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
					12(1) - Disclosure would constitute an offence against an Act
33	7/01/2015	Report	8	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
34	7/03/2015	Letter	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
35	7/03/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
36	7/06/2015	Letter	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
37	13/07/2015	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
38	15/07/2015	Report	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
39	17/07/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
40	27/07/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
41	28/07/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
42	29/07/2015	Letter	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
43	31/07/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
44	8/05/2015	Report	44	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
44a	8/05/2015	Transcript	49	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
44b	8/05/2015	Documents	100	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
44cc	8/05/2015	Transcript	25	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
44d	8/05/2015	Transcript	12	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act

## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
44e	8/05/2015	Transcript	20	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
44f	8/05/2015	Transcript	33	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
44g	8/05/2015	Supporting documents	70	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
44h	8/05/2015	Signed privacy notes	8	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
45	8/12/2015	Email	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
46	8/12/2015	Email	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
47	13/08/2018	Signed form	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
48	14/08/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
49	14/08/2015	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
50	18/08/2015	Letter	7	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
51	18/08/2015	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
52	19/08/2015	Fax	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
53	19/08/2015	Email	11	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
54	20/08/2015	Signed form	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
55	24/08/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
56	24/08/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
57	28/08/2015	Email	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs



## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
					12(1) - Disclosure would constitute an offence against an Act
58	28/08/2015	Completed form	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
59	28/08/2015	Letter	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
60	9/02/2015	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
61	9/04/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
62	9/11/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
63	9/11/2015	Letter	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
64	25/09/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
65	29/09/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
66	11/06/2015	Email	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
67	18/11/2015	Email	6	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
68	24/11/2015	Email	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
69	25/11/2015	Fax	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
70	12/02/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
71	12/02/2015	Completed form	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
72	12/04/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
73	12/10/2015	Email	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act



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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
74	12/11/2015	Fax	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
75	12/11/2015	Email	12	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
76	16/12/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
77	18/12/2015	Report	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
78	18/12/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
79	20/12/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
80	23/12/2015	Email	7	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
81	1/04/2016	Email	9	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
82	20/01/2016	Fax	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
83	20/01/2016	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
84	27/01/2016	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
85	29/01/2016	Completed form	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
86	2/01/2016	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
87	2/04/2016	Assessment	7	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
88	2/12/2016	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
89	29/02/2016	Email	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
90	3/01/2016	Email	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs

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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
					12(1) - Disclosure would constitute an offence against an Act
91	3/01/2016	Completed form	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
92	3/08/2016	Email	7	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
93	18/03/2016	Assessment	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
94	4/07/2016	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
95	4/08/2016	Report	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
96	13/04/2016	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
97	5/09/2016	Email	15	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
98	13/05/2016	Email	13	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
99	30/05/2016	Email	26	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
100	6/06/2016	Email	13	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
101	15/07/2016	Email	17	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
102	27/07/2016	Email	6	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
103	27/07/2016	Letter	7	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
104	29/07/2016	Email	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
105	29/08/2016	Email	9	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
106	9/01/2016	Completed form	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act

## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
107	9/07/2016	Email	10	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
108	9/09/2016	Report	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
109	14/09/2016	Letter	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
110	21/09/2016	Email	6	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
111	25/10/2016	Email	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
112	30/11/2016	Email	22	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
113	12/01/2016	Completed form	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
114	21/12/2016	Email	19	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
115	1/10/2017	Email	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
116	23/01/2017	Email	11	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
117	24/01/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
118	24/01/2017	Letter	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
119	31/01/2017	Email	8	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
120	2/08/2017	Email	10	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
121	2/08/2017	Email	11	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
122	2/10/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
123	14/02/2017	Email	14	Refused in full	6(1) - Unreasonable disclosure of personal affairs

## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
					12(1) - Disclosure would constitute an offence against an Act
124	15/02/2017	Letter	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
125	15/02/2017	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
126	15/02/2017	Email	18	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
127	16/02/2017	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
128	17/02/2017	Email	8	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
129	23/02/2017	Letter	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
130	28/02/2017	Email	13	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
131	28/02/2017	Fax	9	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
132	3/01/2017	Letter	11	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
133	3/01/2017	Email	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
134	3/02/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
135	3/06/2017	Letter	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
136	3/10/2017	Letter	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
137	3/10/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
138	23/03/2017	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
139	31/03/2017	Email	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act

## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
140	4/07/2017	Email	13	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
141	4/10/2017	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
142	4/12/2017	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
143	4/12/2017	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
144	13/04/2017	Email	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
145	6/07/2017	Email	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
146	6/09/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
147	16/08/2017	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
148	21/08/2017	Letter	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
149	27/04/2015	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
150	1/05/2015	Letter	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					6(2) - Contains allegations/suggestions not established by judicial process and disclosure would be unreasonable
151	4/05/2015	Notes	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					6(2) - Contains allegations/suggestions not established by judicial process and disclosure would be unreasonable
152	11/05/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
153	19/05/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
154	22/05/2015	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
155	22/05/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
156	3/06/2015	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs

## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
157	3/06/2015	Attachment to document 156	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					6(2) - Contains allegations/suggestions not established by judicial process and disclosure would be unreasonable
158	29/06/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
159	19/08/2015	Attachment to document 158	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
160	19/08/2015	Attachment to document 158	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
161	23/11/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
162	24/12/2015	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
163	9/02/2016	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
164	26/02/2016	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
165	26/02/2016	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
166	9/03/2016	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
167	18/03/2016	Email	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
168	6/04/2016	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
169	4/05/2016	Email	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
170	6/05/2016	Email	7	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
171	8/07/2016	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
172	5/08/2016	Letter	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act

## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
173	5/08/2016	Letter	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
174	5/08/2016	Documents	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
175	5/08/2016	Report	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
176	11/08/2016	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
177	11/08/2016	Attachment to document 176	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
178	11/08/2016	Attachment to document 176	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
179	11/08/2016	Attachment to document 176	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
180	29/08/2016	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
181	11/10/2016	Attachment to 180	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
182	19/10/2016	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
183	19/10/2016	Attachment to document 182	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
184	31/10/2016	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
185	31/10/2016	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
186	31/10/2016	Attachment to document 185	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
187	9/11/2021	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
188	9/11/2021	Attachment to document 187	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
189	22/11/2021	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs



## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
					12(1) - Disclosure would constitute an offence against an Act
190	22/11/2021	Attachment to document 189	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
191	24/01/2017	Email	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
192	10/02/2017	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
193	10/02/2017	Attachment to document 192	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
194	10/02/2017	Attachment to document 192	4	Released in full	
195	1/03/2017	Email	8	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
196	1/03/2017	Attachment to document 195	10	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
197	6/03/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					12(1) - Disclosure would constitute an offence against an Act
198	13/07/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
199	13/07/2017	Attachment to 198	8	Released in full	
200	19/07/2017	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
201	19/07/2017	Attachment to document 200	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
202	19/07/2017	Attachment to document 200	8	Refused in full	6(1) - Unreasonable disclosure of personal affairs
203	19/07/2017	Form	8	Refused in full	6(1) - Unreasonable disclosure of personal affairs
204	19/07/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
205	19/07/2017	Injury Management Rights and Responsibilities	4	Released in full	
206	19/07/2017	Claim form	8	Released in full	
207	19/07/2017	Your Road to Recovery	9	Released in full	
208	19/07/2017	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
209	19/07/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
210	20/07/2017	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
211	21/07/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
212	25/07/2017	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
213	26/07/2017	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs

## Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
214	26/07/2017	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
215	1/08/2017	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
216	2/08/2017	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					Out of scope
217	27/06/2018	Minute	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					6(2) - Contains allegations/suggestions not established by judicial process and disclosure would be unreasonable
218	2/07/2018	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
219	2/07/2018	Attachment to document 218	5	Refused in full	6(1) - Unreasonable disclosure of personal affairs
220	2/07/2018	Attachment to document 218 - Form	1	Released in full	
221	5/07/2018	Document	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
222	6/07/2018	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
223	6/07/2018	Attachment to document 223	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
224	6/07/2018	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
225	6/07/2018	Attachment to document 224	6	Refused in full	6(1) - Unreasonable disclosure of personal affairs
					6(2) - Contains allegations/suggestions not established by judicial process and disclosure would be unreasonable
226	10/07/2018	Email	11	Refused in full	6(1) - Unreasonable disclosure of personal affairs
227	10/07/2018	Attachment to document 226	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
228	10/07/2018	Attachment to document 226	6	Refused in full	6(1) - Unreasonable disclosure of personal affairs
229	10/07/2018	Attachment to document 226	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
230	13/07/2018	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
231	13/07/2018	Attachment to document 230	11	Refused in full	6(1) - Unreasonable disclosure of personal affairs

<b>POSITION:</b> Placement Officer	
<b>EMPLOYMENT TYPE:</b> Fixed term contract until 30 June 2016	<b>CLASSIFICATION:</b> HEO4
<b>DIVISION/PORTFOLIO:</b> Division of Education, Arts and Social Sciences	
<b>SCHOOL/UNIT:</b> School of Education	
<b>DATE APPROVED:</b> May 2011	

## BROAD PURPOSE

This position is responsible for the organisation and placement of student teachers in early childhood settings, junior primary, primary, middle schooling, secondary institute and non-school settings and for the provision of administrative support to the academic staff responsible for the courses.

## POSITION ENVIRONMENT

The **University of South Australia** is an enterprising and dynamic, outward-looking institution established in 1991, but built on more than 150 years of teaching, learning and research excellence of our antecedent institutions. We are South Australia's largest university, and continue to enjoy a strong upward trajectory across a number of key indicators and global rankings - we are ranked amongst the top 3% of universities worldwide and in the top 50 international universities under 50 years of age.

Known for our strong and engaged research and our experientially-based teaching and learning, all activities are conducted in close collaboration with business, industry, government and the professions. The University of South Australia prides itself on educating individuals to the highest standards, investing in the very best teachers and researchers, as well as state-of-the-art physical and virtual infrastructure; creating and disseminating knowledge so that our communities and societies are better able to understand and address the crucial challenges of our time.

We offer a wide range of educational choices across our four academic divisions – business; education, arts and social sciences; health sciences; and information technology, engineering and the environment. We are also home to a range of dedicated research institutes and centres, as well as co-operative research centres that - in collaboration with industry, government, university and research partners - are focused on helping to deliver practical and enduring solutions to real-world problems.

The **Division of Education, Arts and Social Sciences** comprises five Schools, the Hawke Research Institute, and a number of Research Centres. The Division employs in excess of 700 academic and professional staff to service over 11,000 enrolled students. Staff and students are currently spread over the four metropolitan campuses of the University – Magill, Mawson Lakes, City West and City East, as well as at regional campuses in Mt Gambier and Whyalla.

The **School of Education** is one of five Schools in the Division of Education, Arts and Social Sciences. It offers the largest range of teacher education programs in South Australia and one of the largest in the country, with over 3,300 students. It operates from Mawson Lakes and Magill campuses and provides programs at undergraduate and postgraduate levels in: Early Childhood; Junior Primary and Primary; Primary and Middle schooling, Middle and Secondary; Adult, Vocational and Workplace Learning. The School also has an active research culture and a track record of winning major national and international grants, and providing significant research leadership for the education sector.

## REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

This position reports directly to the School Manager: Education through the Team Leader: Professional Experience Office.

This position works closely with the Head of School and Dean of Education, School Manager, Program Directors, Course Coordinators, Academic Integrity Officer, and academic and professional staff within the Division and across the University. Key external stakeholders include students, education sites, government agencies and industry organisations.

## CORE RESPONSIBILITIES

1. Provide high quality and responsive customer service to all internal and external clients to develop relationships and ensure timely, consistent and industry relevant professional placements at metropolitan, country, rural, interstate and overseas venues by proactively liaising and negotiating with:
  - a. external sites regarding professional placement availability, placement and course information and assessment requirements;
  - b. external site supervisors regarding student attendance;
  - c. Course Coordinators and Program Directors regarding student progress, queries or program related feedback provided by students or external sites
  - d. school staff to share information, provide policy interpretation and advice, ensuring consistent implementation and use of processes across all programs;
  - e. students undertaking placements to provide policy interpretation and advice, resolving any issues (including non-compliance with legislative and University requirements) escalating to the Team Leader: Professional Experience Office as required; and
  - f. prospective students to provide high quality advice relating to professional placement enquiries
2. Maintain the integrity of the Student Placement System by developing a comprehensive knowledge of student placement requirements including program and course information, external site requirements and legislative requirements to ensure accurate information is recorded
3. Undertake a range of administrative activities to support professional placements. This includes but is not limited to:
  - a. Accurately maintain professional placement information within pro-formas, publications and other communications, including the generation and analysis of reports via the Student Placement System for the purpose of professional placement evaluation
  - b. Ensuring quality school-wide professional placement administration systems, processes and activities are developed, documented and implemented in conjunction with other relevant school administrative processes and procedures
  - c. Supporting programs by undertaking general administrative support including web maintenance and participating in school projects
  - d. Actively participating in professional placement events, including student briefings and academic and external site supervisor workshops.
4. Ensure affiliation agreements between external sites and the University are in place where applicable. This includes preparing agreements, ensuring agreements are returned and forwarded to UniSA Legal Services and recording this information in the Student Placement System
5. Assist in the development and implementation of tools and systems to measure and report on school and professional placements administration performance and progress
6. Participate in the School's orientation and marketing activities, as required

7. Provide support for staff and contribute to the design and implementation of induction activities
8. Contribute to the ongoing development and improvement of School policy and procedure
9. Undertake the role of Executive Officer for School committees and working parties as required. This involves the preparation of agendas and papers, taking minutes and following up on action items as required
10. Contribute to an ongoing team culture of customer service and continuous improvement

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

### **SPECIAL REQUIREMENTS**

- Some out of hours work will be required.
- Pursuant to the Children's Protection Act 1993 (SA), this position has been deemed prescribed. It is an inherent requirement of the position that the staff member maintains a current Criminal History Assessment determining them fit to work with children.

### **UNIVERSITY REQUIREMENTS**

Staff must follow and apply the following:

#### **1. Core Staff Attributes**

To contribute to a successful and enterprising culture at UniSA, each staff member is expected to demonstrate the following key behavioural attributes:

- **Is trusted, authentic and self-aware** – establishes credibility, is honest, reliable, accountable, and responsive
- **Takes the initiative and delivers results** – by seizing opportunities and being outcome and customer focussed
- **Provides solutions** – through logical, creative and innovative thinking and timely, transparent and consultative decision making
- **Communicates with impact** – displays clarity, diplomacy, persuasiveness and sensitivity
- **Leads and works well with others** - displays conviction and resilience, working collaboratively, motivating others and mobilising influence.

#### **2. Health Safety & Injury Management**

- Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
- Report all identified work place hazards and incidents.

#### **3. Performance Development and Management**

Participate in the University's Performance Development and Management process.

## **SELECTION CRITERIA**

### ***Essential***

1. Post secondary qualifications in a relevant discipline or demonstrated equivalent skills, knowledge and experience
2. Demonstrated previous experience working in an administrative role in a team based service environment
3. Demonstrated well developed written and verbal communication skills including preparation of written materials and experience in liaising with people at all levels both internal and external to an organisation to deliver quality customer service
4. Demonstrated organisational and time management skills to manage multiple priorities under broad direction
5. Demonstrated experience in using information systems and the Microsoft Office suite of programs
6. Demonstrated experience in identifying and implementing quality improvement initiatives

### ***Desirable***

1. Tertiary qualifications in a relevant discipline
2. Experience and knowledge of professional experience placement procedures and processes
3. Familiarity with South Australian school and other education sector systems

# Incident report

Has a worker  
been involved  
in an incident  
on duty?

## Worker ▼

- 1 – 9** Please provide your personal details, cause and nature of the incident and any witnesses. Describe any injury and details of medical treatment. After signing, please forward to your manager/supervisor.

## Manager/supervisor ▼

- 10 – 12** Please describe the circumstances and factors contributing to the incident, then set up an action plan with the Health and Safety Representative and worker.

## Branch Head ▼

- 13** Please describe any further action required.

## Health and Safety Representative ▼

- 14** Please sign confirming your involvement in the incident reporting process.

### Any questions? Contact:

WH&S Services  
Corporate Services  
Telephone (08) 8226 2485  
Email: WHSServices@sa.gov.au

### Send the completed form to:

WH&S Services, Corporate Services  
Email: WHSServices@sa.gov.au  
or via mail to:  
Level 3, State Administration Centre  
200 Victoria Square  
Adelaide SA 5000

### URGENT

WH&S Services must be advised of an incident within 1 working day and must receive this report within 3 working days.

### Parts 1–9 to be filled in by the worker

#### Worker

Surname

First name

Gender

- ☐ Male  
☐ Female

Age

- ☐ 19 or under ☐ 30–39 ☐ 50–59  
☐ 20–29 ☐ 40–49 ☐ Over 60

Preferred language

- ☐ English  
☐ Other (please specify)

Branch/Section

Telephone number (w)

Telephone number (h)

Position title

Supervisor/manager's name

Employee number

Classification

Employment status

- ☐ Full-time ☐ Permanent ☐ Casual  
☐ Part-time ☐ Temporary ☐ Contract

Hours of duty

Length of employment in workforce

Length of employment in this job

- ☐ per week  
☐ per fortnight

- ☐ Less than 1 year  
☐ 1–5 years  
☐ More than 5 years

- ☐ Less than 1 year  
☐ 1–5 years  
☐ More than 5 years

Usual work location

#### Incident details

Date of incident

Time

Location

- ☐ am  
☐ pm

What happened? (Please include the events that led to the occurrence of this incident - attach a separate sheet if insufficient space)

The incident resulted in

- ☐ \* Immediately notifiable incident or dangerous incident  
(see section 12 and Notes 1&2)  
☐ Injury ☐ No injury  
☐ Near miss ☐ Property damage

Incident was reported to:

(Name of Manager/supervisor)

Date reported:

\* 24 hour  
reporting  
requirement  
see policy COR066  
and Notes 1&2 for  
further details



### Witnesses

3

Name of witness 1

Contact telephone number

Name of witness 2

Contact telephone number

☐ No witnesses

### Cause/mechanism of incident

4

What was the cause/mechanism of the incident? *Tick all relevant boxes.*

- |  |  |
|--|--|
| <input type="checkbox"/> Exposure to workplace or occupational violence                  | <input type="checkbox"/> Muscular stress — repetitive movement                     |
| <input type="checkbox"/> Work pressure   | <input type="checkbox"/> Muscular stress — no specific incident                    |
| <input type="checkbox"/> Workplace harassment or bullying                                | <input type="checkbox"/> Contact with hot objects                                  |
| <input type="checkbox"/> Falls from a height   | <input type="checkbox"/> Contact with cold objects                                 |
| <input type="checkbox"/> Falls on the same level (e.g. slip or trip)                     | <input type="checkbox"/> Exposure to environmental heat (e.g. heat stress)         |
| <input type="checkbox"/> Stepping, kneeling or sitting on objects                        | <input type="checkbox"/> Exposure to environmental cold                            |
| <input type="checkbox"/> Hitting stationary objects                                      | <input type="checkbox"/> Exposure to non-ionising radiation (e.g. sunburn)         |
| <input type="checkbox"/> Hitting moving objects  | <input type="checkbox"/> Exposure to ionising radiation (e.g. xray, etc.)          |
| <input type="checkbox"/> Rubbing and chaffing  | <input type="checkbox"/> Contact with electricity                                  |
| <input type="checkbox"/> Being hit by moving objects (can incl cutting yourself, etc.)   | <input type="checkbox"/> Single contact with a chemical or substance               |
| <input type="checkbox"/> Being hit by falling objects                                    | <input type="checkbox"/> Long-term contact with a chemical or substance            |
| <input type="checkbox"/> Being bitten by animal  | <input type="checkbox"/> Insect, spider bites/stings, etc.                         |
| <input type="checkbox"/> Being hit by animal   | <input type="checkbox"/> Other and unspecified contact with chemical/<br>substance |
| <input type="checkbox"/> Being trapped by moving machinery                               | <input type="checkbox"/> Blood, body fluid, needlestick/sharps injury              |
| <input type="checkbox"/> Being trapped between stationary and moving objects             | <input type="checkbox"/> Biological factors (including infectious disease)         |
| <input type="checkbox"/> Exposure to mechanical vibration                                | <input type="checkbox"/> Exposure to mental stress factors                         |
| <input type="checkbox"/> Exposure to single, sudden sound                                | <input type="checkbox"/> Slide or cave-in  |
| <input type="checkbox"/> Long-term exposure to sounds                                    | <input type="checkbox"/> Vehicle accident  |
| <input type="checkbox"/> Other variations in pressure (eg. decompression sickness)       | <input type="checkbox"/> Other or multiple mechanisms of injury                    |
| <input type="checkbox"/> Muscular stress — lifting, carrying, pushing, pulling, lowering | <input type="checkbox"/> Unspecified cause/mechanism of injury                     |
| <input type="checkbox"/> Muscular stress — bending, twisting, reaching                   |  |



**Bodily location of injury**

**5** If an injury was sustained, what part of the body was affected? *Tick all relevant boxes. You may use the space below to specify.*

**Head and face**

- Eye ☐ Left ☐ Right
- Ear ☐ Left ☐ Right
- ☐ Skull ☐ Nose
- ☐ Other ☐ Face

**Back and neck**

- ☐ Neck
- ☐ Back
- ☐ Trunk

**Hips and legs**

- Hip ☐ Left ☐ Right ☐ Groin
- Thigh ☐ Left ☐ Right
- Leg ☐ Left ☐ Right
- Knee ☐ Left ☐ Right
- Lower leg ☐ Left ☐ Right
- Ankle ☐ Left ☐ Right

**Feet and toes**

- Foot ☐ Left ☐ Right
- 3rd toe ☐ Left ☐ Right
- Great toe ☐ Left ☐ Right
- 4th toe ☐ Left ☐ Right
- 2nd toe ☐ Left ☐ Right
- 5th toe ☐ Left ☐ Right

**Arms and shoulders**

- Arm ☐ Left ☐ Right
- Upper arm ☐ Left ☐ Right
- Shoulder ☐ Left ☐ Right
- Forearm ☐ Left ☐ Right
- Elbow ☐ Left ☐ Right
- Wrist ☐ Left ☐ Right

**Hands and fingers**

- Hand ☐ Left ☐ Right
- Ring finger ☐ Left ☐ Right
- Thumb ☐ Left ☐ Right
- Little finger ☐ Left ☐ Right
- Forefinger ☐ Left ☐ Right
- Middle finger ☐ Left ☐ Right

**Internal and other**

- ☐ Internal organ
- ☐ Multiple locations
- ☐ General locations
- ☐ Unspecified locations

**What is the nature of your injury/disease?** *(please tick box for principle nature of injury/disease)***6 Nature of injury**

- ☐ Fracture
- ☐ Burns and scalds
- ☐ Dislocations
- ☐ Intracranial injury (e.g. concussion, etc.)
- ☐ Amputation (incl loss of eyeball)
- ☐ Superficial injury (e.g. bruising and abrasions)
- ☐ Foreign body in eye/nose/respiratory/digestive system
- ☐ Injuries to nerves and spinal cord
- ☐ Effects of weather and pressure (incl. electrocution)
- ☐ Needlestick
- ☐ Contusion with skin and crushing injury
- ☐ Poisoning and effects of chemicals
- ☐ Damage to artificial aids
- ☐ Open wound
- ☐ Internal injury of chest, abdomen and pelvis
- ☐ Sprains and strains of joints and muscles
- ☐ Multiple injuries
- ☐ Other and unspecified injuries

**Nature of disease/disorder**

- ☐ Brain, spinal cord and peripheral nervous system
- ☐ Muskuloskeletal system (incl joints, spine, disks, soft tissue, etc.)
- ☐ Nerve roots, plexuses and single nerves
- ☐ Infectious disease
- ☐ Asbestosis, Mesothelioma, Silicosis
- ☐ Mental disorders
- ☐ Specified zoonoses
- ☐ Hepatitis or HIV (AIDS)
- ☐ Hernia
- ☐ Respiratory system (incl asthma)
- ☐ Digestive system (incl ulcers and gastritis)
- ☐ Legionnaires disease
- ☐ Ear and mastoid process (incl deafness)
- ☐ Circulatory system (incl heart disease, hypertension, etc.)
- ☐ Skin (e.g. contact dermatitis, malignant melanoma, etc.)
- ☐ Eye (incl conjunctivitis and cornea)
- ☐ Other and unspecified diseases

## Medical treatment and lost time

7

Was any treatment required? ☐ Yes ☐ No▶ If yes: ☐ First Aid (locally) ☐ Medical Treatment ☐ Hospital Treatment☐ Other:

If medical treatment sought/provided:

▶ Name of medical provider

Treatment date

Time

 ☐ am  
☐ pm

When the accident occurred, what percentage of your day had you worked?

☐ 0–25% ☐ 26–50% ☐ 51–75% ☐ 75–100% ☐ Overtime

Have you lost more than 1 full day of work time?

☐ Yes ☐ No

▶ If yes, have you returned to work?

☐ Yes ☐ No

Have there been/will there be medical costs/expenses?

☐ Yes ☐ No ☐ Uncertain at this time

*\*If medical costs or expenses were incurred, the injured worker may lodge a workers compensation claim. In this event a WorkCover Claim Form must be completed. An Employer Report Form must then be sent within 3 days of receiving the Claim Form.*

## Incident verification

8

Worker's signature

Date

Forward this form to your manager/supervisor to complete the remaining parts.

9

Please make sure this happens before the end of your day.

Thank  
you!

Parts 10–12 to be filled in by the *manager/supervisor* in consultation with the *Health & Safety Representative* and *injured/reporting worker*

### Investigation

10

Please describe the events leading to the incident occurring, including any unusual circumstances at the time of the incident.

*(please attach another page if insufficient space)*

Spoke with Sherie on the phone 30/09/2014.  
 Sherie said she still felt a little sore and suggested that the injury was just bruising.  
 No time lost. No medical treatment.  
 Said she'd sat on the same chair in the same location for six years without incident.  
 Said that she looked away before sitting down.  
 The chair only moved as she slid off it.  
 Agreed that possible lack of attention was causative factor.

Did any of the following factors contribute to the incident?

*(Please tick all relevant boxes to document the underlying cause and all contributing factors)*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> No written procedure    | <input type="checkbox"/> Incorrect method used                 | <input type="checkbox"/> Outdated method                 |
| <input type="checkbox"/> No training provided    | <input type="checkbox"/> Inadequate training provided          | <input type="checkbox"/> Needs on-going training         |
| <input type="checkbox"/> Lack of equipment       | <input type="checkbox"/> Equipment fault                       | <input type="checkbox"/> Lack of equipment maintenance   |
| <input type="checkbox"/> Equipment not available | <input type="checkbox"/> Inappropriate equipment used          | <input type="checkbox"/> Inadequate ventilation/lighting |
| <input type="checkbox"/> Inadequate space        | <input type="checkbox"/> Inadequate storage                    | <input type="checkbox"/> Poor access                     |
| <input type="checkbox"/> Unsuitable work area    | <input checked="" type="checkbox"/> Possible lack of attention | <input type="checkbox"/> Excessive workload              |

### Risk control

11

To eliminate or minimise the risk of re-injury, five preferred risk control options exist. These are listed below left, in descending order. Together with a Health & Safety Representative and the reporting employee, please discuss and select the highest possible control option, then select the recommended action to achieve that objective.

#### Elimination

- Complete removal of the hazard or risk of exposure to the hazard, eg remove the problem/process

#### Substitution

- Involves replacing the hazardous plant, equipment, substance or work process with a less hazardous one

#### Engineering controls

- May include: using a redesigning/re-engineering the workplace, fixing guards, or maintenance

#### Administration controls

- May include: introducing new work practices, policies, placing signs, training and operating procedures

#### Personal protective equipment

- The use of safety shoes, goggles, splash glasses, gloves etc. are the least effective method of control but are sometimes required to protect employees from hazards in the workplace

#### Please tick the recommended action/s:

- |                               |                                   |                                |
|-------------------------------|-----------------------------------|--------------------------------|
| Change in induction program   | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Change in on-going training   | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Equipment/plant modifications | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Change to work procedure      | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Change to work environment    | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Equipment/plant maintenance   | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Other job redesign            | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Other preventative action     | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |

#### Describe what action you have taken or propose to take as a result of this incident

Sherie agreed that inattention was the primary cause and feels that modifications to the chair, floor covering or work environment would not be necessary.  
 No further action proposed.

Target completion date

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date completed

30 / 09 / 2014



**Manager/supervisor's verification****12**

The manager/supervisor is responsible and accountable for ensuring that the appropriate actions have been taken to minimise or eliminate the possible risk of injury or re-occurrence, and for notifying the relevant areas within the required timeframes.

**Please action and record as appropriate:**

☐ Immediately notifiable incident notified to SafeworkSA within 24 hours

▶ Immediately notifiable incident if:

☐ The incident resulted in death

☐ The incident resulted in a serious injury or illness of a person (see Note 1 for definition)

☐ Notifiable dangerous incident notified to SafeworkSA within 24 hours

▶ If notifiable dangerous incident (see Note 2 for definition)

☐ Other (if not specified in Note 2):

☒ Injury notified to DPC Rehab Coordinator within 1 working day

☒ Incident logged with WH&S Services within 1 working day

☒ Matter referred to Branch Head

☒ Workers consulted as required

Date

Time

☐ am☐ pm☐ am☐ pm☐ am☒ pm☐ am☒ pm☐ am☐ pm☒ am☐ pm

Manager/supervisor's signature

Date

**SafeworkSA**  
contact  
number:  
1800 777 209

**Part 13 to be filled in by the Branch Head****Further action for Branch Head****13**

Is there any further action required or comments?

☐ Yes

☐ No

▶ If yes, please include below

Branch Head's signature

Date

&gt;

This part is to be signed by the Health and Safety Representative and WH&S Services following consultation with all involved parties.

### Consultation

14

#### Health & Safety Representative

Name

Signature

Date

#### WH&S Services

Name

Signature

Date

### WH&S Services use

Entered date

Entered by

Reset Form

Save Form

Print Form



**Notes — Definitions according to the *Work Health and Safety Act 2012*****Note 1 — Item 36**

Serious injury or illness of a person means an injury or illness requiring the person to have—

- (a) immediate treatment as an in patient in a hospital; or
- (b) immediate treatment for—
  - (i) the amputation of any part of his or her body; or
  - (ii) a serious head injury; or
  - (iii) a serious eye injury; or
  - (iv) a serious burn; or
  - (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
  - (vi) a spinal injury; or
  - (vii) the loss of a bodily function; or
  - (viii) serious lacerations; or
- (c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

**Note 2 — Item 37**

Dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by the regulations,

but does not include an incident of a prescribed kind.





# INJURY MANAGEMENT RIGHTS & RESPONSIBILITIES

## Managers and Supervisors Responsibilities:

Managers and Supervisors play a key role in the successful recovery of injured employees and are responsible for:

- ensuring all employees are informed of and understand the Agency's approach to claims management and recovery and the processes involved
- notifying the DPC Return to Work Consultant within 1 working day of an employee reporting a work related injury / illness (irrespective of whether the employee intends to lodge a claim)
- (in accordance with the Agency's WHS requirements) identifying and implementing strategies that prevent similar injuries occurring and ensuring that the nominated work area is safe and remains conducive to safe work practices for returning injured employees to work
- providing employees with the necessary WHS accident / incident report and claim forms, and offering assistance to complete the forms
- accurately completing and submitting all reports / required documentation in a timely manner and ensuring that all information and records are maintained and kept confidential
- ensuring that injured employees receive prompt support and assistance, and when required are provided with Recovery/ Return to Work Plans that are developed in conjunction with the DPC Return to Work Consultant, manager / supervisor, injured employee, and are suitable given their medical condition / restrictions
- actively participating in all necessary activities to ensure early, safe and sustainable return to work outcomes, including being involved in the development, implementation and review of Recovery/ Return to Work Plans
- working with the DPC Return to Work Consultant and Agency Return to Work Coordinator to identify and provide injured employees with suitable alternative duties / employment within their own work group / business unit and providing the necessary induction, training and equipment to ensure a safe return to work
- supporting and monitoring the day-to-day return to work process for injured employees and regularly contacting the employee even if they are unfit for work
- immediately notifying the DPC Return to Work Consultant if the employee is absent from work or there are any issues affecting implementation of agreed Recovery/ Return to Work Plans
- liaising with the DPC Return to Work Consultant prior to approving any applications for annual or long service leave for the injured employee

- taking reasonable steps to ensure that injured employees are able to comply with their agreed Recovery/ Return to Work Plan in a supportive work environment which is free from discrimination
- immediately informing the DPC Claims Case Manager & DPC Return to Work Consultant of the intention to terminate an injured employee's employment

## Managers and Supervisors Rights:

In order to contribute to the claims management and recovery process, managers and supervisors have the right to:

- be informed, by the DPC Claims Case Manager, regarding the determination status of workers compensation claims
- provide relevant information to the DPC Claims Case Manager to assist with the determination of the employee's claims and entitlements
- be actively involved in the Recovery and Return to Work process and be consulted about the development and review of Recovery/ Return to Work Plans and be provided with copies of Recovery/ Return to Work Plans
- request that Recovery/ Return to Work Plans be reviewed if the goals or objectives are not being met
- be provided with clear information regarding an injured worker's capacity and restrictions
- disclose information to other staff regarding the worker's capacity / restrictions to ensure effective implementation of the Recovery/ Return to Work Plans and to achieve a safe and sustainable return to work outcome
- obtain advice / assistance from the DPC Return to Work Consultant if there are any difficulties in implementing Recovery/ Return to Work Plans
- be informed, by the injured employee, of any medical appointments requiring time off work

# Employee Responsibilities:

In the event that an employee suffers a work related injury / illness, to achieve the best possible recovery and return to work outcomes and to enable the prompt and accurate determination of compensation entitlements employees are required to:

- notify your manager / supervisor immediately upon suffering a work related injury
- obtain medical treatment from a doctor of your choice and undertake appropriate medical treatment to facilitate medical recovery and an early and safe return to work
- comply with your Agency's WHS and Injury Management processes, and if necessary, participate in the WHS investigation process
- provide your manager / supervisor with a completed Claim Form and Work Capacity Certificate as soon as possible after the occurrence of the injury / illness, if wishing to claim compensation
- provide information reasonably required and requested by the DPC Claims Case Manager to assist with the claim determination and ensure the information is not false or misleading
- if your claim is not able to be determined, you will need to complete and submit leave forms to utilise accrued leave entitlements for any time off work, or in the alternative contact the DPC Claims Case Manager to discuss a request for interim payments consistent with Agency policy
- advise your manager / supervisor and DPC Return to Work Consultant (where involved) of the outcome immediately following each medical review
- provide continuing Work Capacity Certificates to your manager / supervisor, DPC Claims Case Manager & DPC Return to Work Consultant for all absences and periods requiring alternate or modified duties / working hours until a full medical clearance is obtained
- immediately report any absences from work directly to your manager / supervisor and provide the appropriate Work Capacity Certificate to explain the absence
- abide by the medical restrictions at all times, both at work and at home
- accept the primary objective of "Return to Work" and take active steps towards achieving the objective, and not act in a way that frustrates the objective
- communicate regularly with the DPC Return to Work Consultant and your manager / supervisor and actively participate in the development, implementation and review of Recovery/ Return to Work Plans, including providing authority for the DPC Return to Work Consultant to communicate with and obtain information from your treating medical practitioners
- perform all suitable duties within your physical / psychological capacity and upgrade duties / hours of work, as approved by relevant medical practitioners and provided by your employer

## Employee Responsibilities 'continued':

- comply with all reasonable requirements documented in your Recovery/ Return to Work plan to achieve the return to work objective, irrespective of whether you choose to sign the Recovery/ Return to Work plan or whether the Recovery/ Return to Work plan is the subject of an appeal to the SA Employment Tribunal
- notify your manager / supervisor and DPC Return to Work Consultant immediately of any problems, issues or concerns about complying with the Recovery/ Return to Work plan
- attend all scheduled appointments (including appointments arranged by the DPC Claims Case Manager) and notify all relevant parties when cancellation of an appointment is necessary, and reschedule the appointment at the first available time
- avoid disruption to return to work activities by arranging, where possible, appointments outside of working hours, and seek approval from your manager / supervisor for any time off work to attend appointments which cannot be made outside of working hours
- whilst participating in a Recovery/ Return to Work plan, seek advice from the DPC Return to Work Consultant prior to requesting annual or long service leave from your manager/supervisor
- comply with your employment terms and conditions
- send medical accounts to the DPC Claims Case Manager within 7 days of receipt and claims for reimbursement of expenses within 14 days
- complete a further claim for compensation form immediately, if you return to work and subsequently require further time off work or reduce your working hours and provide to your manager / supervisor
- contact and advise the DPC Claims Case Manager and DPC Return to Work Consultant (where involved) if you are considering a surgical procedure; have received results of x-rays, ultrasounds, CT/MRI scans etc; are changing your treating doctor; are planning to travel overseas; considering moving interstate; have changed your address or contact number, or your treating doctor has recommended treatment eg. Physio, Remedial therapy (massage), natural therapy, hydrotherapy / swimming, gym or the purchase of equipment or appliances.

## Employee Rights:

Under the Return to Work Act (2014), employees have the following rights to:

- lodge a workers compensation claim for a work related injury / illness
- choose your treating medical practitioner/s
- return to work assistance and being provided with information regarding the recovery and return to work process
- have your claim determined, where possible, within 10 business days, or be advised in writing of the additional information required to determine the claim

- if your claim cannot be determined within 10 business days from the time DPC Return to Work Services receives the claim form then interim payments must be offered
- if interim payments are not accepted, you can utilise your leave entitlements (dependent on Agency Policy). Alternatively contact the DPC Claims Case Manager for further information.
- be paid income maintenance and to have reasonable medical / other expenses paid or reimbursed promptly, once the claim is accepted
- request that an assessment be conducted to determine whether you are entitled to a lump sum payment should there be a permanent, residual injury
- be actively involved in all decisions / actions relating to your recovery / return to work process and seek independent advice before signing any documentation
- arrange for a representative or support person to attend any meeting regarding your return to work
- be provided with suitable employment and perform duties within medical constraints stipulated on Work Capacity Certificates
- have Recovery/ Return to Work Plans developed that take into account any individual needs and recognise cultural, linguistic and / or religious factors and be provided with copies of approved Recovery/ Return to Work Plans
- request that Recovery/ Return to Work Plans be reviewed where the objectives are not being met
- access the DPC Internal Dispute Resolution process or contact the DPC Return to Work Services Team Leader if dissatisfied with the claims or return to work process and you have been unable to resolve the matter with the DPC Claims Case Manager or DPC Return to Work Consultant
- lodge an appeal with the SA Employment Tribunal if the decision to establish or not establish a Recovery/ Return to Work plan or the provision of a Recovery/ Return to Work plan is considered unreasonable; or if you disagree with a decision about your entitlements to compensation
- have personal information kept confidential by the parties involved in managing your claim and return to work
- be assured that termination of employment will not occur as a result of participating in the recovery and return to work process
- request to view or be provided with copies of documentation held on the claim and / or return to work files

## DPC Return to Work Consultant:

The DPC Return to Work Consultant has the responsibility of providing a comprehensive vocational return to work service for injured employees by facilitating the recovery and return work process and liaising / negotiating with the "Recovery/ Return to Work team" i.e. the injured employee, their manager / supervisor, DPC Claims Case Manager, Agency Return to Work Coordinator and the appropriate medical practitioners to ultimately assist the injured employee to achieve an early, safe and sustainable return to work.

The DPC Return to Work Consultant is neither an advocate for the injured worker or the employer; rather their role is to act as a facilitator to the recovery and return to work process and is responsible for:

- explaining the recovery and return to work process to the injured worker and their manager/supervisor and informing them of their rights and responsibilities
- conducting an assessment to determine the need for return to work services within 1 working day of receiving notification of a work related injury
- notifying the injured employee and manager/supervisor of the return to work assessment outcome and providing them with a "Recovery and Return to Work kit", where deemed appropriate
- contacting the injured employee within 5 days of the notification to arrange an initial interview, when return to work services are required
- contacting the injured employee as part of the initial assessment process and clarify if they wish to lodge a claim for compensation
- assessing the needs for any services taking into account injured employees individual, cultural, linguistic or religious requirements
- encouraging employees to participate in all decisions and activities related to their Recovery/ Return to Work plans
- assisting the injured employee and manager/supervisor to:
  - identify suitable duties / employment that comply with the medical restrictions
  - develop appropriate Recovery/ Return to Work plans to ensure a safe return to work
  - explore the need for worksite modifications
  - identify barriers to return to work
- establishing return to work goals and developing documented Recovery/ Return to Work plans in consultation with the injured employee and their supervisor / manager and in accordance with medical certification
- convening case conferences when necessary, which may include the injured employee, manager / supervisor, DPC Return to Work Consultant, treating medical practitioner/s, Return to Work Coordinator, employee representative (if requested) and DPC Claims Case Manager

## DPC Return to Work Consultant 'continued':

- communicating regularly with all parties involved in the return to work process to ensure a coordinated and consultative process is maintained and provide the necessary support, assistance and relevant information
- where necessary, engaging and monitoring services from external service providers
- creating and maintaining return to work files in a secure and confidential manner
- keeping personal information regarding the employee confidential



## DPC Claims Case Manager:

The employing Agency has an allocated Claims Decision Maker who provides instructions to the DPC Claims Case Manager to make decisions about workers compensation claims.

The DPC Claims Case Manager is responsible for the administration and management of workers compensation claims which entails assessing claims and determining entitlements in accordance with the Return to Work Act 2014 and involves:

- requesting relevant factual and medical information to determine claims and entitlements, which can include appointing an assessor to obtain statements, arranging an independent medical examination / tests or requesting reports from treating medical practitioners
- calculating Average Weekly Earnings rates
- issuing determination notices
- assessing claim and if the claim cannot be determined organise interim payments
- assessing the reasonableness of medical and return to work expenses
- reviewing, calculating and authorising income maintenance payments
- assessing capacity for work and determining income maintenance entitlements
- managing disputes and representing the Agency at the SA Employers Tribunal, in conjunction with the DPC Return to Work Consultant
- preparing payment schedule each week and forward to agency payroll for normal fortnightly pay cycle run.
- calculate lump sum entitlements (if applicable)
- send copies of medical reports to you

## Agency Return to Work Coordinator:

The Agency Return to Work Coordinator is generally the contact person at the workplace for return to work purposes (having a detailed knowledge of the structure, work and culture of the workplace)

- where appropriate, notifies the DPC Return to Work Consultant of the occurrence of the injury as soon as possible. Ensures that the claim form is completed and submitted to DPC Return to Work Services
- works with managers / supervisors and co-workers to understand the injured workers restrictions
- assists workers to remain at work by developing and providing the supervisor and DPC Return to Work Consultant with a copy of the suitable duties schedule
- monitors progress or return to work through regular contact with the supervisor and injured worker.
- communicates any known barriers or problems with the DPC Claims Case Manager / DPC Return to Work Consultant
- attends return to work meetings at the workplace where necessary

# Claim form



The Return to Work scheme provides timely, personalised support and services to workers and their employers following a work injury.

South Australians who have been injured at work may be eligible for income support and/or the reimbursement of medical expenses and other return to work services.

## Before making a claim workers need to

- > notify their employer about the injury
- > see a doctor to get a Work Capacity Certificate.

## How to make a claim

### Step 1 Complete this form

Wherever possible, the worker and the employer should complete this form together. A representative, such as a treating doctor, a worker's friend or a Return to Work Coordinator can assist the worker by completing information in the form with the worker's consent.

### Step 2 Sign the Medical Authority and declarations (page 4)

### Step 3 Lodge this form

South Australian businesses registered under the Return to Work scheme and their workers must ensure this completed and signed form and Work Capacity Certificate are sent to the employer's claims agent, either:

#### Employers Mutual SA

GPO Box 2575, Adelaide SA 5001  
 newclaims@employersmutualsa.com.au  
 Fax (08) 8127 1200  
 www.employersmutual.com.au  
 Phone (08) 8127 1100 or 1300 365 105

OR

#### Gallagher Bassett Services Pty Ltd

GPO Box 1772, Adelaide SA 5001  
 newclaims@gb.rtwsa.com  
 Fax (08) 8177 8451  
 www.gallagherbassett.com.au  
 Phone (08) 8177 8450 or free call 1800 664 079

To find which is the employer's claims agent, use the Claims Agent Lookup at [www.rtwsa.com](http://www.rtwsa.com) or call **13 18 55**.

#### Self-Insured / Crown employers

Most of South Australia's largest private and public sector organisations are self-insured, managing their own workers compensation claims. Workers of self-insured businesses with a work injury should speak to their employer about making a claim.

## Important information for workers

- > Report a work injury to your employer as soon as possible and talk to them about a plan to stay at or return to work.
- > Talk to your doctor about work tasks you can still do and obtain a Work Capacity Certificate.
- > Be actively involved in your treatment, recovery and return to work, or stay at work plans.

## Important information for employers

- > This form must be submitted to your claims agent within five business days of you receiving it.
- > There are financial incentives for employers who forward the claim form together with the Work Capacity Certificate (if you have been given one) within five calendar days of receiving the form from the worker. For more information on financial incentives visit [www.rtwsa.com](http://www.rtwsa.com)
- > **Notifiable incidents**  
 It is a legal requirement under the *Work Health and Safety Act 2012* for a person who conducts a business or undertaking to notify SafeWork SA of:
  - the death of a person
  - a serious injury or illness of a person including immediate treatment for amputation, serious head, eye, burn and laceration injuries, separation of skin from underlying tissue, spinal injury or loss of body function; medical treatment within 48 hours of exposure to substance
  - a dangerous incident that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure, whether or not an injury has actually occurred.

Please notify SafeWork SA by calling **1800 777 209**.

For more information about SafeWork SA please visit [www.safework.sa.gov.au](http://www.safework.sa.gov.au)

Serious penalties could arise from failure to notify SafeWork SA of notifiable incidents. SafeWork SA receives ReturnToWorkSA claims data.

To contact ReturnToWorkSA in a language other than English call the Interpreting and Translating Centre (ITC) on 1800 280 203 and ask the consultant to organise a telephone interpreter in your language and to then be connected to ReturnToWorkSA on 13 18 55.

People with hearing / speech impairments can contact ReturnToWorkSA using the National Relay Service.

## Need help?

If you have any questions about this form contact ReturnToWorkSA on

**13 18 55** or [www.rtwsa.com](http://www.rtwsa.com)

## Section 1 - About this claim

### 1A - What is the claim for?

- ☐ Loss of wages ☐ Medical expenses  
☐ Loss of wages and medical expenses

### 1B - Who is filling out this form?

When possible, it is suggested the worker and employer complete this form together.

- ☐ Worker ☐ Employer  
☐ Both worker and employer completing the form together  
☐ Other - Name: \_\_\_\_\_

Relationship (i.e. Family, friend or representative): \_\_\_\_\_

Phone: \_\_\_\_\_

## Section 2 - Worker details

Family name: \_\_\_\_\_

Given names: \_\_\_\_\_

Former names (if any): \_\_\_\_\_

Title: ☐ Miss ☐ Ms ☐ Mrs ☐ Mr

Date of birth:  /  /

Gender: ☐ M ☐ F ☐ Other

Address: \_\_\_\_\_

Postal address (or if same write 'same as above'): \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

(Note: Providing an email will ensure prompt receipt of important notices.)

Does the worker wish to identify as:

- ☐ Aboriginal ☐ Torres Strait Islander

Country of birth: \_\_\_\_\_

Does the worker need an interpreter?: ☐ Yes ☐ No

If yes, identify language (including Auslan): \_\_\_\_\_

Dialect: \_\_\_\_\_

Is the worker an Australian citizen or permanent resident of Australia?

- ☐ Yes ☐ No

If 'No': \_\_\_\_\_

Type of visa: \_\_\_\_\_

Expiry date:  /  /

\*Throughout this form 'injury' should be read as  
'work related illness, condition or injury'

## Section 3 - Injury details

### 3A - Injury information

What was the circumstance in which the injury occurred?

(tick one) while:

- ☐ Working at usual workplace  
☐ Working, had a traffic accident—Police Report Number: \_\_\_\_\_  
☐ Having a break   
☐ Travelling to or from work  
☐ Attending an approved course of study  
☐ Working elsewhere  
☐ Other (please specify): \_\_\_\_\_

Date and time of the injury: (or when was it first noticed)

Date  /  /  Time   am/pm

Did the worker stop work due to the injury? ☐ Yes ☐ No

If yes, date and time work was stopped:

Date  /  /  Time   am/pm

Has the worker resumed work? ☐ Yes ☐ No

If yes, date and time worker resumed:

Date  /  /  Time   am/pm

Has the worker returned to:

- ☐ pre-injury hours or ☐ less than pre-injury hours

Has the worker returned to:

- ☐ normal duties or ☐ modified duties

### 3B - Where did the injury occur?

Place (e.g. workshop floor): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb / town: \_\_\_\_\_ Postcode: \_\_\_\_\_

### 3C - Description of the injury

What is the injury and part of the body affected? (e.g. broken left lower leg, dermatitis of the hands, lower back strain): \_\_\_\_\_

What was the worker doing at the time of the injury? (e.g. lifting bags of cement from pallet to trolley): \_\_\_\_\_

What happened and how was worker injured? (e.g. repeatedly lifting heavy bags causing lower back pain): \_\_\_\_\_

## Section 4 - Capacity for work and treatment

### 4A - Treating doctor's information

Name: \_\_\_\_\_

Practice name: \_\_\_\_\_

Practice phone: \_\_\_\_\_

Practice address: \_\_\_\_\_

Suburb / town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Hospital (if the worker was or is hospitalised): \_\_\_\_\_

### 4B - Work Capacity Certificate details

The worker's Work Capacity Certificate covers the period from:

/  /  to  /  /

## Section 5 - Employment details

### 5A - Employer's name and address

Full company or business name: \_\_\_\_\_

Trading name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb / town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(Note: Providing an email address will ensure prompt receipt of important notices)

ReturnToWorkSA employer number: \_\_\_\_\_

ReturnToWorkSA location number: \_\_\_\_\_

Date worker started employment:  /  /

Address of worker's usual workplace (if different from above): \_\_\_\_\_

Suburb / town: \_\_\_\_\_ Postcode: \_\_\_\_\_

### 5B - Employer contact person for this claim

(e.g. Manager or Return to Work Coordinator)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Position title: \_\_\_\_\_

Email: \_\_\_\_\_

### 5C - Employment type

Is the worker any of the following? (if not leave blank)

☐ an apprentice ☐ a trainee ☐ a working director

If the worker is not an employee what is the relationship?

(e.g. non-working director, sole contractor, partner): \_\_\_\_\_

### 5D - Worker's occupation and main tasks

Occupation: \_\_\_\_\_

Main tasks: \_\_\_\_\_

## Section 6 - Income support

Please complete section 6 if claiming for loss of wages.

### 6A - Worker's hours

Is the worker:

☐ permanent or ☐ casual

Normal hours per week? \_\_\_\_\_ hours

Regular hours each day of the week:

Mon Tue Wed Thu Fri Sat Sun  
☐ ☐ ☐ ☐ ☐ ☐ ☐ OR

☐ tick if not regular hours (e.g. shiftwork)

Is the worker:

☐ full time or ☐ part time

If the worker works part time, what would their hours be

if they worked full time? \_\_\_\_\_ per week (if known)

### 6B - Worker's income details

What was the worker's gross weekly wage at

the time of the injury? \$

Does the worker normally work overtime?

☐ Yes ☐ No

If yes, what is the average amount earned per week? \$

What are the average hours of overtime per week?

Does the worker receive non-cash benefits? ☐ Yes ☐ No

If 'Yes' what is the benefit? (e.g. car, phone, computer)

(Note: 12 months of wages information may be requested in order to determine Average Weekly Earnings.)

### 6C - Other employment details

Does the worker have any other current employment?

☐ Yes ☐ No

## Section 7 - EFT details

Payments and reimbursements are paid by EFT.

### 7A - Worker's Electronic Funds Transfer (EFT) details

Bank name: \_\_\_\_\_

BSB number:    /

Account number: \_\_\_\_\_

Account name: \_\_\_\_\_

### 7B - Employer's EFT details

Bank name: \_\_\_\_\_

BSB number:    /

Account number: \_\_\_\_\_

Account name: \_\_\_\_\_

## Section 8 - Notification of injury

### Notification details

When was the employer notified of the injury?

Date:  /  /

Name of person notified: \_\_\_\_\_

Position/title of person notified: \_\_\_\_\_

Person notifying: ☐ Worker ☐ Other, please specify: \_\_\_\_\_

Date claim form given to/completed with employer:

/  /

## Section 9 - Other information

Provide any other information relevant to the assessment of the claim:

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### Important information—read before completing sections 10 and 11

It is intended that the worker and employer complete this form together. If this is the case, the employer should complete section 10 and the worker section 11. If not, only the person (worker or employer) completing the form should sign the relevant section.

## Section 10 - Employer declaration

I acknowledge that it is an offence against the *Return to Work Act 2014* to make a statement that is false or misleading. The information I have provided is true and not misleading. I agree to advise ReturnToWorkSA:

- > if my circumstances change
- > if I become aware of any matter that would make the above information false or misleading
- > of any change in the worker's return to work status.

Employer's full name (or authorised person): \_\_\_\_\_

Employer's signature: \_\_\_\_\_

Date  /  /

## Section 11 - Medical authority & worker declaration

### Only the worker can complete this section.

I give permission for:

- > my medical experts to provide ReturnToWorkSA, my employer's claims agent or my self-insured employer with information relating, and/or relevant to my work injury, condition or illness.
- > any of my medical experts to receive x-rays, medical records or reports relating to my claim (including copies) for the purpose of writing a report about my injury, condition or illness related issue.
- > ReturnToWorkSA or my employer's claims agent, or my self-insured employer to release my personal contact information to an independent medical examiner for the purpose of an appointment reminder.

A photocopy of this medical authority is valid.

I acknowledge that it is an offence against the *Return to Work Act 2014* to make a statement that is false or misleading. The information I have provided is true and not misleading. I agree to advise ReturnToWorkSA if:

- > my circumstances change
- > I become aware of any matter that would make the above information false or misleading.
- > I undertake any employment (paid or unpaid), including self-employment, during my claim.

Worker's full name: \_\_\_\_\_

Worker's signature: \_\_\_\_\_

Date  /  /

## Next steps

When the claims agent receives this completed claim form they:

- > will contact the worker and employer
- > may request additional information such as information to assist in determining the rate of weekly payments
- > will assess and determine the claim for income support and/or medical services
- > will arrange services to help the worker to recover and return to work. This may include visiting the worker and the employer if the worker is likely to be away from work for more than two weeks.

Workers of self-insured organisations should discuss the next steps with their employer.

**Keep a copy of this completed form for your records.**

Scan the QR code to visit our website for more information about making a claim and employer and worker rights and responsibilities.

[www.rtwsa.com](http://www.rtwsa.com)







# YOUR ROAD TO RECOVERY



# OUR COMMITMENT

THE GOVERNMENT OF SOUTH AUSTRALIA IS COMMITTED TO SUPPORTING OUR INJURED WORKERS. WE HAVE A STRONG FOCUS ON SUPPORTING YOUR **QUICK, SAFE** AND **SUSTAINABLE** RETURN TO SUITABLE EMPLOYMENT.

ALTHOUGH THE SOUTH AUSTRALIAN PUBLIC SECTOR IS MADE UP OF A NUMBER OF AGENCIES, WE OPERATE AS ONE EMPLOYER. THIS DOCUMENT OUTLINES YOUR RIGHTS AND RESPONSIBILITIES, OUR OBLIGATIONS AS YOUR EMPLOYER, WHAT HAPPENS WHEN YOU LODGE A CLAIM FOR A WORK-RELATED INJURY AND THE PROCESS OF RETURNING TO WORK.





## **I have lodged a claim; what happens next?**

We will immediately start the process to support your recovery and return to work. We work to help you as soon as we receive notification of your injury – even before your claim is determined – to ensure that you are quickly on the path to recovery.

We will determine your claim as quickly as possible and advise you when a decision has been made. Wherever possible, we will make this decision within 10 business days of receiving your claim.

In some cases a decision may need to be deferred to gather further information. If this happens we may need to speak to your treating medical practitioner or other people involved in your claim. Once all information has been received, we will make a decision about your claim.



## **Who is involved?**

Early in the process you'll mainly be speaking to your line manager and your Claims Case Manager. While you're recovering and returning to work you'll also probably have treating medical practitioners, allied health professionals and a Return to Work Consultant working with you.



## **What does capacity mean and why is it important?**

Your doctor's opinion of what you can do at work – your capacity – is extremely important.

Your doctor will provide you with a 'Work Capacity Certificate' (WCC) – a description of what you can safely do, and any physical and/or mental considerations, to minimise the risk of aggravating your injury. We will regularly review your situation to make sure:

- your duties are within your current capacity
- appropriate support is provided to help you maximise your recovery.



## When can I return to work?

We know you want to get back to your job, and it's our goal to make that happen. If you receive medical advice that this won't be possible, we'll identify duties that match your capacity. We will work closely with you and your medical practitioner to clearly outline your capacity for work and get you back into the workplace as soon as possible.



## Will I get paid?

We will let you know exactly how much income support will be paid to you for any period of reduced capacity for work. As a guide, support is structured so total pay generally reflects salary earned over the last 12 months – or average weekly earnings (AWE), taking into account an employee's particular situation. The legislation sets out minimum and maximum support payments that employees may receive. If you have any concerns, we will provide you with the calculation method used and guidance on how to have the calculation result examined independently.

Income support is not paid indefinitely. Your income support reduces over time, and will come to an end as per Table 1.



## Seriously injured workers

If you are determined as having a 'whole person impairment' (WPI) of 30% or more by an approved medical practitioner, you will be considered a seriously injured worker. Seriously injured workers are entitled to income support until retirement age, as well as lifetime payment of reasonable medical expenses.

Some examples of serious injuries have included limb amputations, severe burns, acquired brain injury and spinal cord injury.

## Table 1: General guide to income support

The periods below are from the first date of work incapacity	For periods when you have no capacity to work (When you are not working at all)	For periods when you do have a capacity to work For example you have returned to work on reduced hours
<b>For up to 52 weeks</b>	We pay 100% of your average weekly earnings (AWE)	You get paid for the hours you have worked, plus any difference to ensure you receive 100% of your AWE
<b>Week 53 to week 104</b>	We pay 80% of your AWE	You get paid for the hours you have worked, plus 80% of the difference between what you earned and your AWE
<b>Week 105 onwards</b>	We will no longer provide income support	You get paid for the hours you have worked. We will no longer provide additional income support
<b>Week 105 onwards for 'seriously injured workers'</b>	We pay 80% of your AWE until retirement age	You get paid for the hours you have worked, plus 80% of the difference between what you earned and your AWE until retirement (age)



## **Can I get financial support if it takes a while to determine my claim?**

If we are unable to make a decision on your claim immediately, it is important to your recovery and return to work that you are not concerned about your immediate financial needs. If a decision cannot be made within 10 business days after we receive your claim, you will be offered income support by way of 'interim benefits'. You can accept the payment of interim benefits, or you may choose to use your available leave. If your claim is rejected, interim benefits payments made to you will need to be paid back.



## **Will you pay for my medical and related expenses?**

As a result of your injury you may incur medical and related expenses. All reasonable expenses related to your work injury for medical, return to work and similar services will be paid by us. We will pay for these for 12 months after your income support ceases. If you don't receive income support, we will pay for these expenses for 12 months after your injury occurs.

If your injury means you require a therapeutic aid, the reasonable cost of replacement and maintenance of your aid will be maintained. Therapeutic aids include spectacles, contact lenses, hearing aids, false teeth, a prosthesis, crutches and wheelchairs.

If you are a 'seriously injured worker', we will continue to pay for medical and related expenses indefinitely.



## **How will we stay in touch?**

To manage your claim, it is important that we maintain regular contact with each other. We will find out what works best for you, like regular phone calls, emails or face-to-face contact.

**You should let us know if:**

- there is any change in your condition that affects your capacity for work
- you have received a medical report
- your treating medical practitioner has recommended treatment, services or special equipment
- you are considering a surgical procedure
- you are changing your treating medical practitioner
- you require time off work to attend an appointment
- your address or contact details change
- you wish to take some leave that you are entitled to.



**Am I entitled to any other compensation or payments?**

You may be entitled to a lump sum payment if you have suffered a permanent impairment as a result of your injury. We will discuss this option with you in more detail once your injury has stabilised.



**What happens if my claim is rejected?**

If your claim is rejected we will tell you why, and follow this up in writing to you. The letter will tell you about your right to appeal our decision, and the process that needs to be followed.



**What if English is not my preferred language?**

We can arrange access to professional interpreting and translating services during the injury management (claims) and return to work processes, including services for people with impaired vision or hearing.



## Where can I get more information?

You can get more information from the following:

- **Your Claims Case Manager**
- **Your Return to Work Consultant**
- **Your line manager**
- **Office for the Public Sector**

Website: [publicsector.sa.gov.au](http://publicsector.sa.gov.au)

Email: [publicsector@sa.gov.au](mailto:publicsector@sa.gov.au)

Phone: (08) 8226 2700

Street address: Level 5, 25 Grenfell Street, Adelaide SA 5000

Mailing address: GPO Box 2343, Adelaide SA 5001

- **ReturnToWorkSA**

Website: [rtwsa.com](http://rtwsa.com)

Email: [info@rtwsa.com](mailto:info@rtwsa.com)

Phone: 13 18 55

Street address: 400 King William Street, Adelaide SA 5000

Mailing address: GPO Box 2668, Adelaide SA 5001

# Separation advice

Are you  
leaving  
DTF?

Make  
sure all  
details are  
recorded correctly by  
following these four  
simple steps ►

- 1 Provide your personal details
- 2 Please specify your reason for separation
- 3 Sign the advice and then get authorisation from the delegate
- 4 Send the completed form to Human Resources

**Any questions regarding  
completion of this form? Call:**

Human Resources  
Telephone (08) 8226 3135

**Send the completed form to:**

Human Resources  
Level 3 State Administration Centre

## Employee

1

Surname

First name

Branch/Section

Employee number

Home address

Postcode

## Reason for separation

2

My reason for separation is

☐ Resignation ☐ Retirement

☐ Contract employment concluding

☐ Transferring to another agency (please specify):

(If transferring, please attach a copy of the contract)

☐ Ongoing, effective from close of business on

☐ Temporary transfer for the period

 to 

## Signatures

3

This advice authorises Payroll to cease me as an active employee of the above section from the effective date above.

Employee's signature

Date

I authorise this separation advice -

Delegate's name

Delegate's signature

Date

Delegation: ☐ Under Treasurer / Deputy Under Treasurer

☐ Branch Head

☐ Section Head

☐ Unit Manager

## HR use only

Form has been checked and is approved by appropriate delegate: ☐ Yes

HR member signature

Date

## Payroll Services

- ☐ Employee's leave paid out
- ☐ Employee's details updated
- ☐ Leave balance transferred
- ☐ Separation Certificate transferred
- ☐ Terminated on CHRIS System
- ☐ Filed on Employee's personal file
- ☐ Personal File closed/forwarded

Prepared by

Date

Reset Form

Save Form

Print Form

**Haigh, Natalie (DTF)**

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**From:** Annie Shepherd **Clause 6(1)**  
**Sent:** Wednesday, 3 June 2015 2:59 PM  
**To:** Tatarelli, Paul (DPC)  
**Subject:** Reynell EO report  
**Attachments:** Reynell EO Report.pdf

Hi Paul

I've attached my completed report. I hope it is useful in providing background and some solutions to help the staff and the Elected Member achieve their goals.

Regards  
Annie