

# Freedom of Information Statement

This statement for the Health Services Charitable Gifts Board (**Board**) is published in accordance with Section 9 of Part 2 of the *Freedom of Information Act 1991*.

## Structure and functions

The Board consists of three members (Commissioners) nominated by the Minister and appointed by the Governor for 3-year terms; of whom one must have legal expertise and two must have expertise in the area of trusts or financial management or other expertise, knowledge or experience deemed suitable by the Minister.

Commissioners hold office for 3 years and can be re-nominated to their position by the Minister and re-appointed by the Governor at the end of their term. The Commissioners elect one of their number as Chair of the Board.

The functions of the HSCGB are to prudentially manage the charitable assets and apply such assets for the benefit of the public health entities proclaimed under the *Health Services Charitable Gifts Act, 2011*. The Board may also act as a trustee of a health-related trust.

## Ways in which the functions may affect members of the public

When the Board was established in 1875, it was to ensure that the wishes of donors to the Royal Adelaide Hospital and some (but not all) of other public health entities (**PHE**) established since that time were honoured. In 2011, the previous act was repealed and the activities of the Board continued under the *Health Services Charitable Gifts Act, 2011*. The Board currently holds funds for 18 public health entities throughout SA.

As well as funding various research and operation programs, monies that the Board have distributed over recent years to PHE's have been used to fund expenditure on items such as large equipment purchases including a new angio suite, MRI machines and cytometers. Various academic chairs and research programs (including the Helpman Cardiovascular, Clinical Nursing and Spinal chairs) have also benefitted from the Board's management of charitable PHE donations.

## Documents held

In general terms, documents held by the Board can include:

- Estate files containing correspondence, memos, reports and legal advice;
- Submissions, budgets and similar information from Public Health Entities;
- Trusts;
- Policies, procedures and guidelines to support the Board;
- Personnel files;

- Administrative records;
- Minutes of Board meetings and supporting documents; and
- Accounting and financial reports.

## **Policy documents**

Policy documents can generally be classified as:

- Financial management
- Human resource management
- Operational and strategic management
- Data and corporate communications

## **Documents available for inspection, purchase or available free of charge**

There are no such documents available.

Annual Reports, including annual financial statements, are available on the Board's website under Publications.

## **Freedom of Information applications**

Documents held by the Board may be available for viewing under the Freedom of Information Act. For information on making a Freedom of Information request, a list of what documents may or may not be exempt, and to download a current form, please visit the website of State Records of South Australia ([State Records of South Australia - FOI Application Form](#)).

Freedom of Information requests can be directed to:

The Executive Officer  
Health Services Charitable Gifts Board  
PO Box 10559  
ADELAIDE BC SA 5000

*For more information on the Board please contact the Executive Officer on (08) 8221 7125 or email: [board@hscgb.com.au](mailto:board@hscgb.com.au). Office hours are 9am to 5pm Monday to Friday.*