Freedom of Information Statement

South Australia Police (SAPOL) is an agency pursuant to Section 4 of the *Freedom of Information Act 1991* (FOI Act) and this Information Statement is published in accordance with Section 9 of the FOI Act. The FOI Act confers on members of the public a legally enforceable right to access information held by the South Australian Government subject to certain restrictions. A comprehensive introduction to freedom of information can be found on the State Records website at https://archives.sa.gov.au/finding-information/information-held-sa-government.

Agency Structure and Functions

A comprehensive description of SAPOL structure and functions can be found on our website and in our online Annual Reports at https://www.police.sa.gov.au/about-us.

Effect of Agency Functions on Members of the Public

SAPOL functions affect the public through direct service delivery of our core functions. These are; to uphold the law, preserve the peace, prevent crime, assist the public in emergency situations, coordinate and manage responses to emergencies and regulate road use to prevent road collisions.

Public Participation in SAPOL Policy Development and the Delivery of its Functions

SAPOL is committed to and encourages public participation in the development of its policies and the delivery of its core functions in several ways including community consultation forums, surveys, promotional activities and committee membership. SAPOL holds ongoing Police and Community Engagement (PACE) Forums across all metropolitan Districts, regional Local Services Areas and social media. SAPOL provides support to a number of boards and committees which include members of the public who contribute to the development of policies and provide feedback to allow for continuous improvement in the delivery of SAPOL core functions.

Community Feedback – Service Charter
SAPOL is committed to service excellence by consistently delivering service of the highest quality to the community. Community support is vital to ensuring the effective delivery of police services and SAPOL wishes to hear from members of the community who have received a policing service by completing a feedback form which is available online under the Feedback section at https://www.police.sa.gov.au/about-us/service-charters.

Crime Stoppers
Crime Stoppers is an independent not-for-profit organisation in which the community and the media help police to solve crime. Crime Stoppers offers the community a means to actively contribute to solving and reducing crime through various crime prevention and awareness campaigns. They also play an active role in the media, promoting unsolved crimes and encouraging people to provide information anonymously with the option of a reward. Crime Stoppers operates 24/7 and information can be provided in confidence anytime by telephoning Crime Stoppers on free-call 1800 333 000 or online through their website or app. Further information about this program can be located online at https://crimestopperssa.com.au/.

Service   Integrity   Leadership   Collaboration   Courage   Respect

Traffic Watch Program
The community can participate in keeping South Australia's roads safe by reporting dangerous driving to 131 444 or on-line at https://www.police.sa.gov.au/online-services/traffic-watch2. Further information can be found online at https://www.police.sa.gov.au/your-safety/road-safety/report-dangerous-driving.

Road Safety Centre
SAPOL Road Safety Centre at Port Road, Adelaide is a multifunction road safety educational facility. The centre provides road safety sessions for students, businesses, special interest groups and community groups ranging in age from preschool to older road users. This approach supports the SAPOL concept of road safety education being a lifelong learning process. The mock roadway located within Bonython Park is open for use by the public when not required by SAPOL. Further information regarding the Road Safety Centre can be found on our website at https://www.police.sa.gov.au/your-safety/road-safety/road-safety-centre.

Neighbourhood Watch SA
The Neighbourhood Watch (NHW) SA's vision is to build a safe and connected community. Through its unique link with SA Police, the program helps prevent crime (traditional property crime and also contemporary crime such as on-line scams) by raising awareness of topical offences, building relationships with local police, and encouraging the community to connect with each other. NHW groups exist across South Australia. To achieve the ambitions listed above, these groups meet with a local police coordinator on semi-regular occurrences, and encourage others in their local communities to attend.

You can follow NHW SA on Facebook - https://www.facebook.com/NeighbourhoodWatchSA/ and find further information, including news and crime prevention hints and tips on the NHW SA website at https://www.police.sa.gov.au/nhw.

Social Media
Community engagement via SAPOL use of social media is a vital tool in providing the public access to real time information especially during emergency events. SAPOL encourages community participation and assistance with police investigations and missing persons. Further information about various SAPOL social media platforms can be found on our website at
https://www.police.sa.gov.au/sa-police-news-assets/front-page-news/sa-police-news
https://m.facebook.com/SouthAustraliaPolice/
https://www.youtube.com/user/SAPoliceNews
https://www.tiktok.com/@southaustraliapolice
https://www.instagram.com/southaustraliapolice/
https://twitter.com/SAPoliceNews

Description of Documents held by SAPOL for inspection, purchase or free of charge

Documents held by SAPOL
Documents held by SAPOL fall broadly into the categories listed below and are predominantly available electronically. It is important to note that the following list is not exhaustive and does not necessarily mean all documents are accessible in full or in part pursuant to the FOI Act.

- Operational Policing including Police Incident Reports / Occurrence Reports, Apprehension Reports, Vehicle Collision Reports / Occurrence Reports, handwritten notes, statements, record of interviews, plans and photographs
- Community Policing including brochures, pamphlets and posters
- Administration including accounting, policy, recruiting and human resource management
- SAPOL publications including annual reports as well as corporate and strategic plans.

Documents are held in the following media:
- Hardcopy
- Digital
- Microfilm
- Microfiche
- Audio visual recordings.

For purchase
Documents available for purchase include:
- National Police Certificate
- Police Incident Report/Occurrence Report - for theft or burglary *(for Insurance purposes only)*
- Vehicle Collision Report/Occurrence Report *(for Insurance purposes only).*

Further information including application forms as well as fees and charges can be found on our website at the following links or by attending your local police station:
https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check
https://www.police.sa.gov.au/services-and-events/get-a-crash-or-theft-report
https://www.sa.gov.au/topics/about-sa/government/FOI-application
https://www.police.sa.gov.au/services-and-events/fee-schedule.

Free Publications

A number of SAPOL publications are available free of charge. The list of publications below is not exhaustive and is constantly being updated, particularly in areas of community affairs, crime prevention and statistical data:

Contact details, location and opening hours of your nearest Police Station
Information is available online to help find contact details, location and opening hours of your nearest Police Station https://www.police.sa.gov.au/about-us/find-your-local-police-station.

Expiation Notice System Data - South Australian Government Data Directory
The Expiation Notice System data is published quarterly and provides statistical information on expiation notice offences processed by SAPOL since 1 July 2011. Included is an Expiation Notice Open Data Dictionary, Expiable Offences and Fees, Prescribed Camera Offences, Mobile Camera Location Codes and the location of South Australia fixed traffic camera sites including:
- Pedestrian activated crossing (PAC)
- Point to Point (P2P)
- Intersection (I/section)
- Level crossing (Rail)
- Mid Block.

The data sets and further information can be found at
https://data.sa.gov.au/data/dataset/expiation-notice-system-data.

South Australia Safe-T-Cam is a network of cameras placed on major heavy vehicle routes across the state to monitor movement of heavy vehicles. The cameras are able to detect unregistered and uninsured offences for all vehicles, as well as heavy vehicle offences including failing to take required rest breaks and work diary (log book) offences. The Safe-T-Cam network is managed by the Department for Infrastructure and Transport (DIT) and more information can be found at
https://www.sa.gov.au/topics/driving-and-transport/heavy-vehicles/driving-heavy-vehicles-safely.

Crime Statistics

SAPOL publishes quarterly suburb-based crime statistics for crimes against the person and crimes against property on the South Australia Government Data Directory which can be found at https://data.sa.gov.au/data/dataset/crime-statistics. The SAPOL website has an interactive crime mapping tool that provides information about the incidence of crimes against the person and crimes against property per suburb or postcode area for the previous month as well as crime statistics at a state level that are published monthly and can be found at https://www.police.sa.gov.au/about-us/crime-statistics-map.

Annual Reporting - South Australian Government Data Directory and SAPOL website

Annual Reporting as required by legislation and with respect to the following can be found at https://data.sa.gov.au/data/dataset/annual-reporting-data:

- Community Confidence – Level of community confidence in policing services
- Complaints – Number of complaints
- Consultancies – SAPOL use of consultants and the nature of work
- Contractors – SAPOL use of contractors and the nature of work
- *Controlled Substances Act 1984* – Number of authorisations, drug detection deployments and seizures
- Corruption – Reporting and investigation alleged corruption
- Crime Data – State summary of offences reported or becoming known to police
- *Evidence Act 1929* – Number of Orders granted by magistrates
- Executive Employment – Number of executives by status in current position, gender and classification
- *Hydroponic Industry Control Act 2009* – Number of apprehensions, offences and expiations
- *Liquor Licence Act 1997* – Number of orders
- Performance Against Targets – Portfolio statement reporting of performance against targets
- *Protective Security Act 2007* – Number of Protective Security Officers and number of incidents
- *Public Interest Disclosure Act 2018* – Number of Instances
- Rates per 100 000 – State summary of offences reported or becoming known to police – rate per 100 000
- Road Safety – Regulation of road use and road safety education
- *Road Traffic Act 1961* – Number of driver screening tests
- *Shop Theft (Alternative Enforcement Act) 2000* – Number of infringement notices
- *Summary Offences Act 1953 Section 21K* – Weapons prohibition orders
- *Summary Offences Act 1953 Section 72A(7)* – Metal detector searches
- *Summary Offences Act 1953 Section 72B(9)* – Special Powers to prevent serious violence
- *Summary Offences Act 1953 Section 72F* – Explosives searches, seizures and persons charged
- *Summary Offences Act 1953 Section 83BA(9)* – Overcrowding at public venues
- *Summary Offences Act 1953 Section 83C(6)* – Special powers of entry
- Theft by Deception – Number of reports
- Training Expenditure – Training and development expenditure
- Work Health & Safety and Return to Work Performance – Workplace injury claims, notifiable incidents
- Young Offenders – Action taken by police, LSA/locations.

In addition the following can be found at https://www.police.sa.gov.au/about-us/annual-reporting:

- Overview: about the agency
- The agency's performance
- Financial performance
- Risk management
- Reporting required under any other act or regulation
- Public complaints
- Aboriginal reconciliation
- Disability access and inclusion plan
- Freedom of Information statement
- Major awards
- Performance against targets
- Personnel information
- Regional impact assessment statements
- Triple bottom line reporting
- Urban design charter.

Your safety

The following list is a snapshot of the information and links on the SAPOL website at https://www.police.sa.gov.au/your-safety:

- Emergency information and alerts
- Domestic Violence Disclosure Scheme
- Intervention orders
- Child protection
- Road safety
- Report missing persons
- Alcohol and drugs
- Report suspicious activity
- Crime prevention and security
- Scams and cybercrime
- Crowded places
- Declared Public Precincts
- COVID-19 information
- Security Response Section.

Crime prevention and security

The following list is a snapshot of the information, security and safety booklets, facts sheets, campaign materials, posters and links on the SAPOL website at https://www.police.sa.gov.au/your-safety/crime-prevention-and-security/safety-and-security-tips:

- Bushfire prevention
- Are you covered?
- Business security
- Caravan and holiday security and safety
- Home and vehicle security
- Scams and cybercrime
- Internet safety and security
- Personal safety
- Personal safety - Emergency preparedness
- Rural and farm security
- Think about it (Youth safety)
- Triple Zero (resources for kids)
- Halloween resources.

Road safety – Road rules and safety

There is an abundance of Road Safety information including posters, road rules videos, road rules quiz, road safety education programs and road safety newsletters and tips that can be found at https://www.police.sa.gov.au/your-safety/road-safety/road-rules-and-safety or SAPOL social media.

Corporate documents

All SAPOL publications can be found at https://www.police.sa.gov.au/online-services/find-a-publication with quick links to the following corporate documents:

- Annual Reports
- Blueprint Magazine
- Business Plan
- Strategic Directions.

SAPOL Service Delivery Charter is available in nine different languages from Police Stations and the SAPOL website at https://www.police.sa.gov.au/about-us/service-charters.

Proactive Disclosure

SAPOL proactively publishes information relating to the expenditure for the Commissioner of Police as well as our contract and procurement processes in line with the Premier and Cabinet Circular PC035 – Proactive Disclosure of Regularly Requested Information. The following expenditure types can be found at https://www.police.sa.gov.au/about-us/proactive-disclosure:

- Credit card statements
- Overseas travel expenditure
- Mobile phone expenditure
- Office expenditure
- Gift register
- Consultants engaged by SAPOL
- Procurement practices
- Capital works expenditure.

Disclosure Log

A disclosure log is published on the SAPOL website in accordance with Premier and Cabinet Circular PC045 – Disclosure Logs for Non-Personal Information Released through Freedom of Information and lists documents that have been disclosed in response to a request for access to non-personal information pursuant to the FOI Act. The disclosure log can be found at https://www.police.sa.gov.au/about-us/proactive-disclosure.

Other information

Available on the SAPOL website is a vast array of other information, online services, data, downloads and reporting mechanisms that can be found at https://www.police.sa.gov.au/.

- About us
  - Find your local police station
  - Key contacts
  - Commissioner's message
  - Who we are
  - Organisational structure
  - Service charters
  - Strategic priorities
  - Annual reporting
  - Proactive disclosure
  - Crime statistics
  - Traffic statistics
  - Disability and Access Inclusion Plan 2020-2024.

- Online services
  - Pay an expiation notice with epay
  - View my traffic photo
  - Find a form
  - Find a publication
  - Search stolen firearms
  - Report lost property online
  - Report a crash online
  - Safety assessment crowded places
  - Young people – feedback
  - Report cybercrime online
  - Track My Crime
  - Traffic Watch.

- Police news
  - SA Police News
  - Your local police news.

- Your safety
  - Emergency information and alerts
  - Domestic Violence Disclosure
  - Domestic violence
  - Intervention orders
  - Child protection
  - Road safety
  - Report missing persons
  - Alcohol and drugs
  - Report suspicious activity
  - Crime prevention and security
  - Scams and cybercrime
  - Crowded places
  - Declared Public Precincts
  - Security Response Section.

- Services and events
  - Community programs
  - Expiations
  - Apply for a police record check
  - Get a crash or theft report
  - Freedom of information
  - Firearms and weapons
  - Licences and permits
  - Make a report to the police
  - Fee schedule
  - 100 point identification
  - Events.

- Join us
  - Police Officer Careers
  - Protective Security Officer Careers
  - Community Constable Careers
  - Call Centre opportunities
  - Volunteer opportunities.

- Road safety
  - Road safety campaigns
  - Road Safety Centre
  - Road rules and safety
  - Road safety resources
  - Road safety online activities
  - Road safety partnerships
  - Report dangerous driving
  - Report a crash
  - Road closures
  - Traffic camera locations
  - Traffic Watch
  - Impounding vehicles
  - Low level speeding detections.

- Neighbourhood Watch
  - Contacts
  - About us
  - What we do
  - Get involved
  - Why join
  - Current initiatives
  - News
  - Local information
  - Member resources
  - Safe living.

Access to Information Held by SAPOL

In addition to seeking access to documents pursuant to the FOI Act, the release of Vehicle Collision Reports / Occurrence Reports *(for Insurance purposes only),* Police Incident Reports and Occurrence Reports for theft or burglary *(for Insurance purposes only)* and National Police Certificates are available to members of the public through SAPOL Information Services Branch. Further information including application forms as well as fees and charges can be found on our website at the following links or by attending your local police station:

https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check
https://www.police.sa.gov.au/services-and-events/get-a-crash-or-theft-report
https://www.police.sa.gov.au/services-and-events/fee-schedule.

SAPOL's Freedom of Information (FOI) Unit administers the *Freedom of Information Act 1991* and facilitates, subject to exemptions and exceptions, access to SAPOL records as well as access and amendments to personal information held by the agency.

Exempt Agencies

The following areas of SAPOL are exempt from FOI pursuant to Schedule 2 of the FOI Act for documents compiled by:
- The former Special Branch
- The former Operations Planning and Intelligence Unit
- The Operations Intelligence Section (or body substituted for the Operations Intelligence Section)
- The Anti-Corruption Branch.

Making an FOI Application for Access to Documents

In accordance with Section 13 of the FOI Act, application for access to documents held by SAPOL must:
- Be made in writing.
- Specify that the application is made under the *Freedom of Information Act 1991.*
- Be accompanied by the prescribed application fee (exemptions apply for Members of Parliament, pensioners, Commonwealth concession card holders as well as full time secondary and tertiary students).
- Clearly identify the documents being sought or the matter to which they pertain.
- Specify an address in Australia to which documents can be sent.

You can make an on-line application at https://www.sa.gov.au/topics/about-sa/government/FOI-application. You can write a letter, use SAPOL's application form (PD360) available from Police Stations or can be found on line at https://www.police.sa.gov.au/services-and-events/freedom-of-information along with details regarding the appropriate application fees.

Making an FOI application for Amendment to a Document

In accordance with Section 31 of the FOI Act, application for amendment to a SAPOL document must:
- Be made in writing.
- Specify that the application is made under the *Freedom of Information Act 1991.*
- Clearly identify the document you wish to have amended and note it must be a document given to you by SAPOL (a copy of the document would greatly assist FOI officers process your application in a timely manner).
- Specify the reasons why you claim the information is incomplete, incorrect, out-of-date or misleading.
- Specify an address in Australia to which information can be sent.

You can make an on-line application at https://www.sa.gov.au/topics/about-sa/government/FOI-application. You can write a letter, use SAPOL's application form (PD361) available from Police Stations or can be found on line at https://www.police.sa.gov.au/services-and-events/freedom-of-information. There is no application fee.

Where to send FOI applications

An FOI application made under the Act can be submitted on line at https://www.sa.gov.au/topics/about-sa/government/FOI-application, lodged at any police station, by email SAPOL.FOI@police.sa.gov.au or posted to:

Freedom of Information Unit
South Australia Police
GPO Box 1539
Adelaide SA 5001

For further information contact the Freedom of Information Unit on (08) 7322 3347.