

# SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2016-17

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## Freedom of Information

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South Australia Police (SAPOL) is an agency pursuant to Section 4(1) of the *Freedom of Information Act 1991* (FOI Act) and this Information Statement is published in accordance with Section 9(2) 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: <http://www.archives.sa.gov.au/content/foi-in-sa>.

### Agency Structure and Functions

A comprehensive description of SAPOL's structure and functions can be found under 'About Us' at <https://www.police.sa.gov.au/about-us/who-we-are>.

### Effect of Agency Functions on Members of the Public

SAPOL's 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, coordinating and managing responses to emergencies, regulating road use to prevent road collisions.

### Public Participation in SAPOL's 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 functions in several ways including community consultation forums, surveys, promotional activities and committee membership. SAPOL holds ongoing community engagement forums and feedback is encouraged in Local Services Areas across the state. 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's functions. In relation to road safety, SAPOL actively engages with local communities and partners by seeking their involvement on community advisory groups.

### 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 at the following link: <https://www.police.sa.gov.au/about-us/service-charters>.

### Crime Stoppers Program

The Crime Stoppers Program involves SAPOL, the community and the media working together to help solve and prevent crime. Crime Stoppers operates 24/7 and actively seeks community help to provide information about unsolved crimes, criminals, their activities and 'target crimes' that feature in the media. Information can be provided anonymously and in confidence anytime by telephoning Crime Stoppers on free-call 1800 333 000 or online through their web site. Further information about this program can be located at the following link: <https://crimestopperssa.com.au/>.

### Neighbourhood Policing Teams

There are five Neighbourhood Policing Teams which can be found at Elizabeth, Holden Hill, Salisbury, South Coast and Western Adelaide. The teams are working in partnership with the community to respond to their needs and concerns by delivering outcomes which improve the quality of life for everyone. SAPOL encourages the community to engage with their local Neighbourhood Policing Team. Further information and contact details can be found at the following link: <https://www.police.sa.gov.au/services-and-events/community-programs/neighbourhood-policing>.



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## Traffic Watch Program

The community can participate in keeping South Australia's roads safe by reporting dangerous driving to 131 444 or a police station. Further information regarding Traffic Watch can be found at: <https://www.police.sa.gov.au/your-safety/road-safety/report-dangerous-driving>.

## Road Safety Centre

SAPOL's Road Safety Centre at Port Road, Thebarton is a multifunction road safety educational facility for school children as well as providing road safety presentations for other groups including secondary school students, businesses, special interest groups, community groups and older-aged road users. This approach supports SAPOL's concept of road safety education being a lifelong learning process. The mock roadway located within Bonython Park is open for use by the public on weekends and public holidays when not required by SAPOL. Further information regarding the Road Safety Centre can be found at: <https://www.police.sa.gov.au/your-safety/road-safety/road-safety-centre>.

## WatchSA Program

WatchSA provides a coordinated approach of community engagement which enhances community safety and facilitates community preparedness. Watch SA promotes the collaboration and exchange of information between the police and community through the problem solving approach to crime reduction. There are five primary watch programs which include Neighbourhood Watch, School Watch, Business Watch, Health Watch and Transit Watch. The WatchSA website at <http://www.watchsa.net.au/> is an interim measure for the provision of information and downloadable resources.

## Social Media

Community engagement via SAPOL's expanding use of social media is a vital tool in providing the public access to real time information especially during emergency situations; SAPOL encourages community participation and assistance with police investigations and missing persons. Further information about SAPOL's various social media platforms can be found at:

<https://www.police.sa.gov.au/sa-police-news-assets/front-page-news/sa-police-news>

<https://www.facebook.com/sapolicenews/>

<https://twitter.com/SAPoliceNews>

<https://www.youtube.com/user/SAPoliceNews>

<https://www.police.sa.gov.au/sa-police-news-assets/missing-persons/missing-persons>

## **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 whilst most documents are available in hard copy others are only 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, Apprehension Reports, Vehicle Collision 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.



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Documents are held in the following media:

- Hardcopy
- Electronic
- Microfilm
- Microfiche
- Video Tape
- Audio Tape
- CD or DVD.

## For purchase

Documents available for purchase include:

- National Police Certificate
- Police Incident Report for theft or burglary (for Insurance purposes only)
- Vehicle Collision Report and on line(for Insurance purposes only)
- Online Lost Property Report
- Online Vehicle Collision Report
- Fingerprints and Individual History Check
- Audiotape or videotape recording of interview.

For further information regarding fees and charges as well as how to apply, attend your local police station or visit: <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:

### South Australian Government Data Directory – Expiation Notice System Data

The Expiation Notice System data provides statistical information on volumes of expiation notice offences processed by South Australia Police since 1 July 2011. A Data Dictionary, Expiable Offences and Fees, Prescribed Camera Offences 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)

is also published and can be found at: <https://data.sa.gov.au/data/dataset/expiation-notice-system-data>.

South Australia Safe-T-Cam network of cameras placed on major arterial roads detect unregistered vehicles and these are managed by the Department of Planning, Transport and Infrastructure (DPTI). More information about these cameras can be found at: <http://www.sa.gov.au/topics/transport-travel-and-motoring/heavy-vehicles/driving-heavy-vehicles-safely/safe-t-cam>.



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## SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2016-17

The following safety and security booklets, fact sheets, campaign materials and posters under the following headings, are available on line and can be found at:

<https://www.police.sa.gov.au/your-safety/crime-prevention-and-security/safety-and-security-tips>

- Arson prevention/Operation Nomad
- Business security
- 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.

Information is available online to help find your nearest Police Station and contact details:

<https://www.police.sa.gov.au/contact-us/find-your-local-police-station>.

Road Safety information and tips can be found at:

<https://www.police.sa.gov.au/your-safety/road-safety/road-rules-and-safety>.

The following corporate documents are available from Police Stations and the SAPOL web site at:

<https://www.police.sa.gov.au/online-services/find-a-publication>

- Annual Reports
- SAPOL 2020
- SAPOL Business Plan 2015-2017.

Available from Police Stations and the SAPOL web site at:

<https://www.police.sa.gov.au/about-us/service-charters>

- Service Delivery Charter in nine different languages.

### **Proactive Disclosure online**

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
- Domestic and regional travel for the Commissioner of Police
- Mobile phone expenditure
- Office expenditure
- Gift register
- Consultants engaged by SAPOL
- Procurement practices
- Capital works expenditure.



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

- About us
  - Commissioner's message
  - Who we are
  - Organisational structure
  - Service charters
  - Proactive disclosure
  - Crime statistics
  - Traffic statistics
- Contact us
  - Feedback
  - Find your local police station
  - Key contacts
- Online services
  - Pay an expiation notice with epay
  - View my traffic photo
  - Find a form
  - Report a crash online
  - Report lost property online
  - Search for stolen firearms
  - Report cybercrime on line
  - Safety assessment for crowded places
- Your safety – information and downloads
  - Emergency information and alerts
  - Crime prevention and security
  - Child protection
  - Crowded places
  - Domestic violence
  - Intervention orders
  - Report suspicious activity
  - Road safety
  - Traffic statistics
  - Wanted child sex offenders
- Services and events
  - 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
  - Band of SA Police
  - Neighbourhood Policing
  - Watch SA
  - Events
- Police news
  - SA Police News
  - Your Local Police News



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- Join us
  - Careers with SA Police
  - Volunteer opportunities
- Traffic camera locations
- Emergency Information and alerts.

### Access to Information Held by SAPOL

In addition to seeking access to documents pursuant to the FOI Act release of Vehicle Collision Reports, Police Incident Reports (theft and burglary) and National Police Certificates are available to members of the public through SAPOL Information Services Branch. For further information regarding fees and charges as well as how to apply attend at your local police station or online at:  
<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, you may choose to write a letter or use SAPOL's application form which is available from Police Stations or can be found on line.
- 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 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.
- Lodge application at any Police Station.

SAPOL's application form (PD360) and prescribed application fees can be found at:  
<https://www.police.sa.gov.au/services-and-events/freedom-of-information>.

### 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, you may choose to write a letter or use SAPOL's application form which is available from Police Stations or can be found on line.
- 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 at SAPOL process your application in a timely manner.)



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- 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.
- Lodge application at any Police Station.

SAPOL's application form (PD361) can be found at:

<https://www.police.sa.gov.au/services-and-events/freedom-of-information>.

### **Where to send FOI applications**

An FOI application made under the Act can be lodged at any police station or posted to:

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

For further information contact an FOI Officer on (08) 732 23347.



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