

SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2017-18

Freedom of Information

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://www.archives.sa.gov.au/content/foi-in-sa>.

Agency Structure and Functions

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

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, coordinating and managing responses to emergencies, regulating 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, problem solving, surveys, promotional activities and committee membership. SAPOL holds ongoing Police and Community Engagement (PACE) Forums across all metropolitan and regional Local Services Areas. 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. 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 <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 website. Further information about this program can be located online at <https://crimestopperssa.com.au/>.

Neighbourhood Policing Teams

There are four 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 on our website at <https://www.police.sa.gov.au/services-and-events/community-programs/neighbourhood-policing>.



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE



Government
of South Australia

SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2017-18

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 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, 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 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 on our website at <https://www.police.sa.gov.au/your-safety/road-safety/road-safety-centre>.

Neighbourhood Watch South Australia

Neighbourhood Watch South Australia, through its unique partnership with SAPOL provides our community with a means to raise awareness about safety. Community participation and a shared responsibility for what is happening in the local neighbourhood can be vital to feelings of safety. By connecting with neighbours and SAPOL important information can be shared to help solve local issues and create connected communities. You can follow Neighbourhood Watch South Australia <https://www.facebook.com/NeighbourhoodWatchSA> and further information including news and downloadable resources can be found on our 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 SAPOL various 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://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>.

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.



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE



**Government
of South Australia**

SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2017-18

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 (*for Insurance purposes only*)
- Online Lost Property Report
- Online Vehicle Collision Report
- Fingerprints and Individual History Check
- Audiotape or videotape recording of interview.

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>.

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/contact-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 volumes of expiation notice offences processed by South Australia Police since 1 July 2011. Included is a Data Dictionary, Expiable Offences and Fees, Prescribed Camera Offences, Mobile Camera Locations 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)

The data sets and further information can be found at

<https://data.sa.gov.au/data/dataset/expiation-notice-system-data>.



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE



**Government
of South Australia**

SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2017-18

South Australia Safe-T-Cam is a network of cameras placed on major arterial roads to monitor the movement of heavy vehicles on South Australian roads. The cameras help to detect unregistered and uninsured heavy vehicles, failure to take required rest breaks, attempts to avoid detection at camera sites and travelling between two or more camera sites in less than the allowable time. The Safe-T-Cam network is managed by the Department of Planning, Transport and Infrastructure (DPTI) and more information including their locations can be found at <http://www.sa.gov.au/topics/transport-travel-and-motoring/heavy-vehicles/driving-heavy-vehicles-safely/safe-t-cam>.

Crime Statistics - South Australian Government Data Directory and SAPOL website

Suburb-based crime statistics for crimes against the person and crimes against property reported or becoming known to SAPOL are published quarterly and can be found at <https://data.sa.gov.au/data/dataset/crime-statistics> and <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 – *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 – *Number of Orders granted by magistrates*
- Executive Employment – *Number of executives by status in current position, gender and classification*
- Hydroponic Industry Control Act 2008 – *Number of apprehensions, offences and expiations*
- Liquor Licence Act – *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*
- 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 21 – *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 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*
- Whistleblowers Protections Act 1993 – *Number of instances*
- Work Health & Safety and Return to Work Performance – *Workplace injury claims, notifiable incidents and return to work costs*
- Young Offenders – *Action taken by police, LSA/locations.*



SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2017-18

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

- Aboriginal Reconciliation
- Details of Overseas Travel
- Disability Access and Inclusion Plan
- Freedom of Information Statement
- Major Awards
- Performance Against Targets
- Personnel Information
- Regional Impact Assessment Statements
- Triple Bottom Line Reporting – Greening of Government Operations
- Urban Design Charter.

Your safety – Crime prevention and security - Safety and security tips

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>:

- Alcohol and drugs
- Arson prevention/Operation Nomad
- Business security
- Child protections
- Crime prevention and security
- Crowded places
- Declared Public Precincts
- Domestic violence
- Emergency information and alerts
- Home and vehicle security
- Intervention orders
- Scams and cybercrime
- Internet safety and security
- Party Safe
- Personal safety
- Personal safety – emergency preparedness
- Report Missing Persons
- Report suspicious activity
- Road safety
- Rural and farm security
- Think about it (Youth Safety)
- Triple Zero (Resources for kids)
- Halloween resources.
- Wanted child sex offenders.

Your safety – 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 can be found at <https://www.police.sa.gov.au/your-safety/road-safety/road-rules-and-safety>.



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE



**Government
of South Australia**

SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2017-18

Corporate documents

The following corporate documents are available from Police Stations and the SAPOL website at <https://www.police.sa.gov.au/online-services/find-a-publication>:

- Annual Reports
- Blueprint Magazine
- Business Plan
- Strategic Direction – SAPOL 2020.

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 1991. The disclosure log can be found at <https://www.police.sa.gov.au/about-us/proactive-disclosure>.



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE



**Government
of South Australia**

SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2017-18

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
 - Ø Commissioner’s message
 - Ø Who we are
 - Ø Organisational structure
 - Ø Service charters
 - Ø Proactive disclosure
- Contact us
 - Ø Find your local police station
 - Ø Key contacts
- Online services
 - Ø Pay an expiation notice with epay
 - Ø View my traffic photo
 - Ø Find a form
 - Ø Report a crash online
 - Ø Report lost property online
 - Ø Search stolen firearms
 - Ø Report cybercrime on line
 - Ø Safety assessment for crowded places
- Your safety – information and downloads
 - Ø Emergency information and alerts
 - Ø Crime prevention and security
 - Ø Child protection
 - Ø Crowded places
 - Ø Domestic violence
 - Ø Intervention orders
 - Ø Report suspicious activity
 - Ø Road safety
 - Ø Traffic statistics
 - Ø Wanted child sex offenders
- Services and events
 - Ø Expiations
 - Ø Apply for a police record check
 - Ø Get a crash or theft report
 - Ø Freedom of information
 - Ø Firearms and weapons
 - Ø Licences and permits
 - Ø Make a report to the police
 - Ø Band of SA Police
 - Ø Neighbourhood Policing
 - Ø Neighbourhood Watch
 - Ø Events
- Police news
 - Ø SA Police News
 - Ø Your Local Police News
- Join us
 - Ø Careers with SA Police
 - Ø Volunteer opportunities



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE



**Government
of South Australia**

SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2017-18

Access to Information Held by SAPOL

In addition to seeking access to documents pursuant to the FOI Act, the release of Vehicle Collision Reports (*for Insurance purposes only*), Police Incident 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, 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.

Applications can be lodged online at <https://www.sa.gov.au/topics/about-sa/government/FOI-application> or at any Police Station. SAPOL application forms (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).
- 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.



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE



**Government
of South Australia**

SOUTH AUSTRALIA POLICE – ANNUAL REPORTING 2017-18

Applications can be lodged online at <https://www.sa.gov.au/topics/about-sa/government/FOI-application> or at any Police Station. SAPOL application forms (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 on line at <https://www.sa.gov.au/topics/about-sa/government/FOI-application> or 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.



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE



**Government
of South Australia**