

Information Statement

Pursuant to the provisions of Section 9 (2) of the *Freedom of Information Act 1991* (the Act), the following details are provided as part of the Information Statement of the Attorney-General's Department which is an agency as defined under Section 4(1)(e) of the Act. Subject to certain restrictions, the Act gives members of the public a legally enforceable right to access information held by the South Australian Government. A comprehensive introduction to freedom of information can be found on the State Records website at <http://www.archives.sa.gov.au>

Structure and Function of the Attorney-General's Department.

Finance and Business Services Division

- Strategic and Financial Services
- Administrative Services
- Library
The role and functions encompass both the Attorney-General's Department and the wider Justice Portfolio in the provision of payroll, financial and library services.
- Guardianship Board
On request, exercises authority for the benefit of persons who, as a result of mental incapacity, are unable to look after their own health, safety or welfare or to manage their own financial affairs
- Office of Consumer and Business Affairs
Regulates the trading environment in which consumers buy to ensure they are confident that they will be treated fairly when buying goods and services.
- Office of the Liquor and Gambling Commissioner
Responsible for exercising statutory functions under the Liquor Licensing Act, 1997, the Casino Act 1997, the Gaming Machines Act 1992, the Authorised Betting Operations Act 2000, the Racing (Proprietary Business Licensing) Act 2000, Lottery and Gaming Act 1936 and Collections for Charitable Purposes Act 1939 and the various duty and licensing agreements under those Acts
- Office of the Ombudsman
Provides free, impartial, informal and timely resolution of complaints to promote fairness, openness and good public administration in South Australia pursuant to the Ombudsmans Act 1972.
- Public Trustee
Provides South Australians with a comprehensive range of quality, independent trustee and allied services pursuant to the Public Trustee Act 1995. Provides safe and economic administration of deceased estates.
- Office of the Public Advocate
Promotes and protects the rights of South Australians who have a mental incapacity pursuant to the Guardianship and Administration Act 1993.
- Office of the Equal Opportunity Commissioner
Promote equality of opportunity for all South Australians through the administration of anti-discrimination legislation.
- Justice of the Peace Services

People Capital

- Human Resources

Crown Solicitor's Office

Provides legal services and advice to the Government of South Australia where there is a significant need for public sector perspective of the work is otherwise in the public interest.

Justice Business Services Division

- Business Operations
- Major Initiatives

- Program and Planning
- Customer Service Technology
- Justice Technology Services
The role and functions encompass both the Attorney-General's Department and the wider Justice Portfolio in the provision of information technology, facilities management, asset management, contract management and procurement services.
- Forensic Science South Australia
Provides independent pathology and scientific analysis services to the justice system.

Office of the Director of Public Prosecutions

Initiates and conducts criminal prosecutions in the Supreme and District Courts. Conducts all appellate work and exercises appellate rights flowing from those prosecutions, in the confiscation of the profits of crime; enters a nolle prosequi or otherwise terminates a prosecution in appropriate cases; conducts committal proceedings and some summary trials in the Magistrates' Court and conducts appeals from the indictable matters handled in that Court; and carries out other functions assigned to the Director by regulation. Provides advice to the Attorney-General on criminal justice issues.

Office of Parliamentary Counsel

Provides the Government with comprehensive services for the drafting and development of legislation and the provision and publication of advice and information about legislation.

Policy, Planning and Legislation Division

- Policy and Research
- Legislation and Legal Policy
- Justice Youth Reform
- Strategic Planning and Crime Statistics

The Strategic Planning and Crime Statistics Branch comprises: The Strategic Planning and Reporting Unit which facilitates the development and monitoring of strategic plans for the Justice Portfolio and the Attorney-General's Department including reporting on the Justice Portfolio's contributions to South Australia's Strategic Plan.

The Office of Crime Statistics and Research which, via monitoring, research and evaluation into crime and the criminal justice system, provides an evidence base for the criminal justice policy development and improved public understanding of crime and justice issues.

Building Communities Division

- Office for Racing
Provides broad developmental support to the racing industry in addition to an advisory role to Government.
- Office for Recreation and Sport
Funds sporting and recreation organisations and providers, supports state, regional and local associations, implements policy and programs, leads recreation and sport planning, manages facilities, provides services for elite sport and promotes physical activity in all age groups
- Office for Volunteers
Provides advice to the South Australian Government for the development of policies to develop and support the South Australian volunteering sector
- Office for Women
Works towards achieving gender equity and positive change for women by collaborating across government and the community. Works closely with women's groups and organisations, as well as the government's advisory group on women's issues

Multicultural SA

Advises the South Australian Government on multicultural and ethnic affairs, promotes multiculturalism and supports the SA Multicultural and Ethnic Affairs Commission

Commissioner for Victims' Rights

Advises the Attorney-General on marshalling available government resources so they can be applied for the benefit of victims of crime in the most efficient and effective way and carries out functions related to the Victims of Crime Act 2001 assigned by the Attorney-General

Office of the Chief Executive

- Executive Support
- Corporate Communications Unit
Provides communications, public relations and marketing services for the Department of Justice and the Attorney-General's Department
- Justice Internal Audit
Provide independent, objective assurance and consulting services designed to add value and improve the Agency's operations
- Risk Adviser

Effect of the Agency's Functions on Members of the Public

The functions of the department affect the public both directly, in the form of service delivery to the community, and indirectly, through the department's policy, procedures and strategic plan.

Public Participation in Agency Policy

There are no formal arrangements that enable members of the public to participate in the formulation of the agency's policies and the exercises of the agency's functions. Public consultation is undertaken when a policy is being formulated when it is deemed appropriate.

Description of the kinds of documents held by the Attorney-General's Department

Documents held by the Attorney-General's Department fall broadly into the categories. The listing of these categories does not necessarily mean that all documents are accessible in full or in part under the Act. These categories include:

- Corporate files containing correspondence, memoranda, minutes and documentation on all aspects of the department's operations.
- Policies, procedures and guidelines prescribing the way various activities and programs are to be performed.
- Personnel files relating to the department's employees.
- Accounting and financial files and reports relating to the running of the department
- Legal files.
- Minutes of meetings and terms of reference.
- Research and statistical reports relating to crime and criminal justice in South Australia.

Please note that several divisions of the Attorney-General's Department are exempt under Schedule 2 of the Act.

Access to Agency Documents

Requests under the Freedom of Information Act for access to documents or amendment of records concerning personal affairs in the possession of the Attorney-General's Department should be accompanied by an application fee of \$25.75 and should be directed in writing to:

Freedom of Information Officer
Attorney-General's Department
GPO Box 464
ADELAIDE SA 5001
Telephone: (08) 8207 1555

An additional search fee of \$9.60 per 15 minutes applies and a deposit may be required. In addition other fees may be charged for other services such as photocopying, transcripts and postage etc. A reduction in the fee payable may be applicable in certain circumstances