



VICTORIA POLICE

FREEDOM OF INFORMATION PART II INFORMATION STATEMENTS

For the benefit of Victorian citizens, Victoria Police releases a large amount of information through online and print publishing as well as person-to-person service provision.

The Freedom of Information Part II Information Statements show how Victoria Police is making information readily available to the public, reducing the need for members of the public to submit requests under the *Freedom of Information Act 1982*.

The *Freedom of Information Act 1982* is available at:
http://www.austlii.edu.au/au/legis/cth/consol_act/foia1982222/

Information about Victoria Police and its functions can be found on this website and in Victoria Police's Annual Report.

To find a specific topic, conduct a full search of the Victoria Police site or search the site map at http://www.police.vic.gov.au/content.asp?Document_ID=18

INFORMATION STATEMENTS:

- **Statement 1: Organisation and functions**
- **Statement 2: Categories of documents**
- **Statement 3: Freedom of information arrangements**
- **Statement 4: Publications**
- **Statement 5: Rules, policies and procedures**
- **Statement 6: Report literature**

More information about freedom of information can be found on the [Freedom of information webpage](http://www.police.vic.gov.au/content.asp?Document_ID=669) at http://www.police.vic.gov.au/content.asp?Document_ID=669

STATEMENT 1: ORGANISATION AND FUNCTIONS

Victoria Police provides policing services to the Victorian community 24 hours a day, seven days a week, working to keep Victorians safe.

Police officers, Protective Services Officers (PSOs) and Police Custody Officers (PCOs) are supported in their roles Victorian Public Service employees who work as administrators, managers and specialists in a range of functions such as administrative support, legal services, accounting, psychology and forensic sciences.

Effective frontline response service delivery is provided through 54 Police Service Areas (PSAs), split across 21 divisions within four regions - North West Metro, Southern Metro, Eastern and Western. These regional boundaries correspond with those of other Victorian government departments, enhancing cross-department service delivery, particularly in the area of emergency management.

Victoria Police is headed by Chief Commissioner Graham Ashton AM and is part of the broader Department of Justice and Regulation (DOJR) portfolio.

The Chief Commissioner of Police (CCP) reports directly to the Minister for Police, the Hon. Lisa Neville MP, and also works closely with the Minister for the Prevention of Family Violence (the Hon. Fiona Richardson MP) and the Minister for Roads and Road Safety (the Hon. Luke Donnellan MP). Victoria Police operates under the *Victoria Police Act 2013*.

Information relating to the organisation and function of Victoria Police can be found on www.police.vic.gov.au and in print and online publications.

To find a specific topic, conduct a full search of the Victoria Police site or search the site map at http://www.police.vic.gov.au/content.asp?Document_ID=18

CATEGORY/TOPIC	RESOURCE LOCATION
<i>Acts administered by, or relevant to Victoria Police</i>	<ul style="list-style-type: none"> • Victoria Police Annual Report http://www.police.vic.gov.au/content.asp?Document_ID=49 • Law and Legislation – Victorian Government http://www.vic.gov.au/law-justice/law-legislation.html • Victorian Legislation http://www.legislation.vic.gov.au/
<i>List of major committees sponsored by Victoria Police</i>	<p>Victoria Police Annual Report - Additional Information (Section K) http://www.police.vic.gov.au/content.asp?Document_ID=49</p>
<i>Key structures and functions of Victoria Police</i>	<ul style="list-style-type: none"> • Victoria Police Annual Report http://www.police.vic.gov.au/content.asp?Document_ID=49

	<ul style="list-style-type: none"> • Victoria Police Website – Structure http://www.police.vic.gov.au/content.asp?Document_ID=309 • Victoria Police Website – Chief Commissioner http://www.police.vic.gov.au/content.asp?Document_ID=44 • Victoria Police Website – Corporate Governance http://www.police.vic.gov.au/content.asp?Document_ID=50 • Organisational Chart http://www.police.vic.gov.au/content.asp?Document_ID=309
<i>Victoria Police Policies and Procedures</i>	<ul style="list-style-type: none"> • Victoria Police Website – Policies, Procedures and Legislation http://www.police.vic.gov.au/content.asp?Document_ID=30299 • Victoria Police Website – Code of Conduct http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media_ID=53208 • Victoria Police Manual (VPM) The VPM is an electronic document and is available on disc for purchase by the public. You can purchase a single copy or an annual subscription by submitting the order form available from the Downloads section to the right. Alternatively, you can access the VPM for free from the Serial Section of the Victorian State Library. For further information, contact Corporate Policy, Corporate Strategy and Operational Improvement Department on (03) 9247 6131 or (03) 9247 6931.
<i>Workforce Data</i>	<ul style="list-style-type: none"> • Victoria Police Website – Annual Report http://www.police.vic.gov.au/content.asp?Document_ID=49 • Victoria Police Website – Statistics http://www.police.vic.gov.au/content.asp?Document_ID=781
<i>Victoria Police’s Mission</i>	<ul style="list-style-type: none"> • Victoria Police Website - About Victoria Police http://www.police.vic.gov.au/content.asp?Document_ID=3
<i>Victoria Police’s Organisational Values</i>	<ul style="list-style-type: none"> • Victoria Police Website - About Victoria Police http://www.police.vic.gov.au/content.asp?Document_ID=3

<i>Victoria Police Annual Report</i>	<ul style="list-style-type: none"> • Victoria Police Website – Annual Report http://www.police.vic.gov.au/content.asp?Document_ID=49 •
<i>Victoria Police Blue Paper</i>	<ul style="list-style-type: none"> • Victoria Police Website – Blue Paper http://www.police.vic.gov.au/content.asp?Document_ID=42063 •
<i>Victoria Police Capability Plan</i>	<ul style="list-style-type: none"> • Victoria Police Website – Capability Plan http://www.police.vic.gov.au/content.asp?Document_ID=48 •
<i>Victoria Police career information</i>	<ul style="list-style-type: none"> • Victoria Police Career Website http://www.policecareer.vic.gov.au
<i>Victoria Police media releases</i>	<ul style="list-style-type: none"> • Victoria Police News Website http://www.vicpolicenews.com.au
<i>Victoria Police historical information</i>	<ul style="list-style-type: none"> • Victoria Police Museum Website http://www.policemuseum.vic.gov.au

STATEMENT 2: CATEGORIES OF DOCUMENTS

Victoria Police creates a large number of documents and records in the course of its work. Victoria Police uses an electronic document and records management system to classify, store, access and manage a broad range of electronic and hard copy documents.

The resource locations and content presented within the Freedom of Information Part II Statements provide a snapshot of the information that is available and are not an exhaustive representation.

DOCUMENT TYPES

The Victoria Police holds the following information:

- policy, procedures and standards
- briefings and reports
- case files
- registers
- correspondence
- applications and licences
- meeting records
- financial records
- Memorandums of Understanding
- audio-visual material.

DOCUMENT CATEGORIES

Victoria Police has the following document categories:

- strategy
- corporate and regulatory
- infrastructure
- regional operations
- specialist operations.

To find a specific topic, conduct a full search of the Victoria Police site or search the site map at http://www.police.vic.gov.au/content.asp?Document_ID=18

STATEMENT 3: FREEDOM OF INFORMATION ARRANGEMENTS

The *Freedom of Information Act 1982* gives members of the community a legally enforceable right to information held by the government.

Victoria Police supports this right by:

- making information about Victoria Police operations available to the public.
- making all rules and information about practices readily available to those affected by them
- facilitating a general right of access to documents held by Victoria Police (this access is limited only by the proper application of exceptions and exemptions provided for under the *Freedom of Information Act 1982*).
- delivering an efficient, timely and reasonably-costed process for disclosing information.

HOW TO MAKE A REQUEST

MAIL

You may make a request by sending a letter or application form (see links below) requesting access to documents. Your letter should set out clearly the document(s) you require from Victoria Police, as well as providing sufficient detail to enable the document(s) you are seeking to be identified.

FOI application form (WORD)

http://www.police.vic.gov.au/retrievemedias.asp?media_id=70020

FOI application form (PDF)

http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media_ID=110492

You must also send a money order or cheque for the statutory application fee of \$28.40. If payment of the application fee would cause hardship, then please provide evidence that you qualify to have this fee waived (e.g. a Centrelink Healthcare card).

You will also need to provide proof of identification (e.g. driver's licence). If you are a solicitor submitting a request on your client's behalf, you will need to provide a signed authority from your client.

Your request should be sent to the FOI Officer at:

Freedom of Information Office
Victoria Police
GPO Box 913
Melbourne 3001

Telephone: (61 3) 9247 6801

Email: foi@police.vic.gov.au

Please note that this office does not have a customer service counter and accordingly any contact must be made via telephone or in writing.

ONLINE

Alternatively, requests may be made online by accessing the Freedom of Information Online website at www.foi.vic.gov.au by clicking on the link <https://online.foi.vic.gov.au/foi/request.doj>

NEED MORE INFORMATION?

Further information regarding Freedom of Information can be obtained from the Freedom of Information Commissioner website at www.foicommissioner.vic.gov.au or the Freedom of Information Online website at www.foi.vic.gov.au

CATEGORY/TOPIC	RESOURCE LOCATION
Information on how to make a freedom of information request and how Victoria Police is complying with freedom of information obligations	<ul style="list-style-type: none">• Victoria Police Website – Freedom of Information http://www.police.vic.gov.au/content.asp?Document_ID=669• Victoria Police Annual Report (Appendix) http://www.police.vic.gov.au/content.asp?Document_ID=49
General information and assistance with freedom of information specific to Victoria Police	<ul style="list-style-type: none">• Victoria Police Website – Freedom of Information http://www.police.vic.gov.au/content.asp?Document_ID=669
Lodge an online freedom of information request and find general information on lodging requests. Whole of Victorian Government freedom of information web resource	<ul style="list-style-type: none">• Freedom of Information Website http://www.foi.vic.gov.au/

To find a specific topic, conduct a full search of the Victoria Police site or search the site map at http://www.police.vic.gov.au/content.asp?Document_ID=18

STATEMENT 4: PUBLICATIONS

Victoria Police produces a wide range of publications, in some cases these publications are produced in print or online formats. Translations of some publications are available on www.police.vic.gov.au.

Statement of Availability of Other Information Financial Reporting Direction (FRD) 22F of the *Financial Management Act 1994* requires that certain categories of information not contained in the Annual Report be available on request.

Further information may be obtained by writing to:

Chief Commissioner
GPO Box 913
Melbourne, VIC, 3001

The resource locations and content presented within the Freedom of Information Part II Statements provide a snapshot of the information that is available and are not an exhaustive representation.

CATEGORY/ TOPIC	RESOURCE LOCATION
<i>Publications produced by Victoria Police about Victoria Police</i>	<ul style="list-style-type: none">Victoria Police Annual Report - Additional Information (Section C) http://www.police.vic.gov.au/content.asp?Document_ID=49
<i>Official Reports or Reviews</i>	<ul style="list-style-type: none">Victoria Police website – Official Reports http://www.police.vic.gov.au/content.asp?Document_ID=31234

To find a specific topic, conduct a full search of the Victoria Police site or search the site map at http://www.police.vic.gov.au/content.asp?Document_ID=18

STATEMENT 5: RULES, POLICIES AND PROCEDURES

Each year police have contact with the community in a wide range of situations. In upholding the rights of the community, police have the power to take away a person's liberty; with that comes significant responsibility. Regardless of our role in this organisation, we need to be professional, show integrity and comply with the legislative and policy requirements set for us.

VICTORIA POLICE MANUAL

The Victoria Police Manual (VPM) and other corporate policy and procedure documents are issued under my authority in s.60, [Victoria Police Act 2013](#) and provide the rules, procedures and guidance to help us meet those obligations.

The VPM sets the behavioural, operational and administrative standards for the organisation. It applies to Victoria Police employees of all ranks and employment types. The VPM is an electronic document and is available on disc for purchase by the public. You can purchase a single copy or an annual subscription by submitting the order form available from the Downloads section to the right. Alternatively, you can access the VPM for free from the Serial Section of the Victorian State Library.

For further information, contact Corporate Policy, Corporate Strategy and Operational Improvement Department on (03) 9247 6131 or (03) 9247 6931.

VICTORIA POLICE WEBSITE

Victoria Police also maintains a website, which includes information such as:

- manuals of procedure
- interpretations of governing statutes
- statements of policies and documents concerning methods of enforcing acts or schemes.

CATEGORY/TOPIC	RESOURCE LOCATION
<i>Acts administered by or relevant to Victoria Police</i>	<ul style="list-style-type: none">• Victoria Police Annual Report http://www.police.vic.gov.au/content.asp?Document_ID=49
<i>Legislative Oversight</i>	<ul style="list-style-type: none">• Victoria Police Annual Report http://www.police.vic.gov.au/content.asp?Document_ID=49
<i>Information Privacy Policy</i>	<ul style="list-style-type: none">• Victoria Police Website – Internet Website Privacy Policy http://www.police.vic.gov.au/content.asp?Document_ID=20
<i>Protected Disclosures</i>	<ul style="list-style-type: none">• Victoria Police Website – Compliments and Complaints http://www.police.vic.gov.au/content.asp?Document_ID=11933

<p><i>Details of changes in prices, fees, charges, rates and levies charged by Victoria Police</i></p>	<ul style="list-style-type: none">• Victoria Police (Fees and Charges) Regulations 2014 http://www5.austlii.edu.au/au/legis/vic/consol_reg/vpacr2014374/• Victoria Police Website – Service Fees and Penalties http://www.police.vic.gov.au/content.asp?Document_ID=4075
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To find a specific topic, conduct a full search of the Victoria Police site or search the site map at http://www.police.vic.gov.au/content.asp?Document_ID=18

STATEMENT 6: REPORT LITERATURE

This section illustrates examples of where Victoria Police publishes final reports and records of decisions relating to policy.

Further information may be obtained by writing to:

Chief Commissioner
GPO Box 913
Melbourne, VIC, 3001

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To find a specific topic, conduct a full search of the Victoria Police site or search the site map at http://www.police.vic.gov.au/content.asp?Document_ID=18

CATEGORY/ TOPIC	RESOURCE LOCATION
Details of any major external reviews carried out on Victoria Police	<ul style="list-style-type: none"> • Victoria Police Annual Report - Additional Information (Section E) https://www.police.vic.gov.au/content.asp?Document_ID=49
Details of major research and development activities undertaken by Victoria Police	<ul style="list-style-type: none"> • Victoria Police Annual Report – Additional Information (Section F) https://www.police.vic.gov.au/content.asp?Document_ID=49 • Victoria Police Website – Research http://www.police.vic.gov.au/content.asp?Document_ID=16549
Details of planned procurements for Victoria Police	<ul style="list-style-type: none"> • Victoria Police Website – Procurement http://www.police.vic.gov.au/content.asp?Document_ID=40778
Official Reports or Reviews	<ul style="list-style-type: none"> • Victoria police website – Official Reports http://www.police.vic.gov.au/content.asp?Document_ID=31234
Corporate Statistics	<ul style="list-style-type: none"> • Victoria Police Website – Statistics http://www.police.vic.gov.au/content.asp?Document_ID=781
Road Policing Statistics	<ul style="list-style-type: none"> • Victoria Police Website – Road Policing Statistics http://www.police.vic.gov.au/content.asp?Document_ID=1246

Sex Offender Register Statistics	<ul style="list-style-type: none"> • Victoria Police Website - Sex Offenders Register Statistics http://www.police.vic.gov.au/content.asp?Document_ID=34609
Police Numbers	<ul style="list-style-type: none"> • Victoria Police Website - Police Numbers - Employees by Location http://www.police.vic.gov.au/content.asp?Document_ID=42259
Crime Statistics	<ul style="list-style-type: none"> • Crime Statistics Agency (CSA) http://www.crimestatistics.vic.gov.au/home/
Public Notices	<ul style="list-style-type: none"> • Public Notices that are published for specific time periods including: <ul style="list-style-type: none"> ○ Disposal of vehicles impounded / seized ○ Control of Weapons – Declaration of designated area <p>http://www.police.vic.gov.au/content.asp?Document_ID=47217</p>