



# Information Statement

The following information statement for the Department for Child Protection (DCP) is published pursuant to Section 9 of the [Freedom of Information Act 1991](#) ("FOI Act").

The FOI Act provides members of the public with a legally enforceable right of access to documents held by the SA Government, subject only to such restrictions as are reasonably necessary for the proper administration of the Government. It also enables people to apply for the amendment of records concerning their personal affairs if they consider them to be incomplete, incorrect, out-of-date or misleading.

## Structure and functions of the Department for Child Protection

DCP's vision is for all children and young people to grow up well cared for, connected and empowered to reach their full potential. The department works to care and protect children and young people by working together with our partners to address abuse and neglect and to keep them safe from further harm.

DCP has 6 strategic objectives to support families and carers and to improve outcomes for children and young people:

- supporting families and carers
- addressing the overrepresentation of Aboriginal children in care
- improving care experiences
- working together
- building leadership and learning
- delivering a better system.

See our [current vision and priorities](#)

The most recent [Annual Report](#) contains further information on the department's functions and performance. The department is structured as follows:

- Service Delivery and Practice
  - Out of Home Care
  - Central Region
  - Northern Region
  - Southern Region
  - Far North and Far West Region
  - Quality and Practice
  - Aboriginal Practice
- Commissioning, Performance and Disability
- HR
- Finance
- ICT and Information Management
- Legal Services

An organisation chart is available on the department's [website](#).



## Department's functions affecting the public

The department works with at-risk families to investigate notifications of child abuse and neglect, support families to keep the child(ren) in their care, or intervene to remove children and/or young people when they are at risk and unable to stay with their family.

## Public participation in agency policy development

Public consultation is undertaken in the development of policy when appropriate to do so. Target consultation is often undertaken with key stakeholders, peak groups and service providers in the development of policy that impacts them and their members.

## Types of documents held by the Department for Child Protection

Documents held by the department fall broadly into the categories described below:

- Corporate files containing correspondence, memoranda and minutes
- Policies, procedures, guidelines and frameworks
- Employee records
- Finance, expenditure, procurement and contracts
- Annual reports and plans
- Statistical data
- Personal information relating to children and young people in the care of the Chief Executive, and their families
- Adoption information

The listing of these documents by the department does not necessarily mean all documents are accessible under the FOI Act.

## Documents available free of charge

The following types of document are available on the [department's website](#) or upon request via email to [DCP Enquiries](#):

- [Annual reports](#)
- [Reporting and statistics](#)
- Flyers
- Information sheets
- Charters
- [Nyland Royal Commission progress reports](#)
- Policies
- [Office locations](#)
- Application forms
- [Royal Commissions and reviews](#)
- [FOI disclosure log](#)
- Carer brochures and pamphlets



## Documents available for inspection

Records open to the public for inspection may be available through [State Records](#).

## Policy documents

The department's policy documents can be broadly classified in the following subject areas:

- Service Delivery
  - Aboriginal services
  - Assessment and support
  - Case management
  - Court services
  - Guardianship
  - Kinship and family-based care
  - Residential and commercial care
- Finance
- Human resources
- ICT, FOI and records management
- Legal

A full list of the [department's policy documents can be found here](#).

Members of the public wishing to access internal policy documents can obtain copies, or inspect copies, by sending a request by email to [DCP Enquiries](#), by contacting the department's general enquiries telephone on 08 8124 4185, or by contacting the Supervisor FOI Team, whose details are below. Documents can then be obtained or inspected at one of the department's office locations, including the department head office at 31 Flinders Street, Adelaide 5000, during business hours (Mon – Fri, 9:00am – 5:00pm).

## Making an application for access to documents

In accordance with section 13 of the FOI Act, applications for access to documents held by an agency must:

- be made in writing; and
- specify that the application is made under the *Freedom of Information Act 1991*; and
- be accompanied by the application fee or claim for fee waiver; and
- provide sufficient detail to enable identification of the document(s); and
- specify an address in Australia for the service of notices; and
- specify the preferred form of access.

Further information about the requirements and process for an application for access to documents can be found on the [department's website](#).

## Making an application to amend a document

Applications can be made to amend a record held by the agency concerning personal affairs if they are incomplete, incorrect, out of date, or misleading.



In accordance with section 31 of the FOI Act, applications for amendment of documents held by an agency must:

- be made in writing; and
- specify that the application is made under the *Freedom of Information Act 1991*; and
- provide sufficient detail to enable identification of the record(s) to be amended; and
- contain information showing why it is believed the record(s) is incomplete, incorrect, out-of-date or misleading; and
- must be accompanied by such information as is necessary to complete the agency's records or bring them up to date; and
- specify an address in Australia for the service of notices.

Further information about the requirements and process for an application to amend a document can be found on the [department's website](#).

### Internal review of an FOI determination

The FOI Act allows the applicant to seek an internal review of a decision made by the department to refuse access to a document, or release a document in part, or for any other reason the applicant is aggrieved by the determination.

Further information about the process to apply for an internal review can be found on the [department's website](#).

## Information and documents available outside of FOI

### Provision of information to care leavers

Section 153 of the [Children and Young People \(Safety\) Act 2017](#) implements a recommendation of the [Child Protection Systems Royal Commission](#) report 'The Life They Deserve' enabling care leavers to access, free of charge, original and copy documents relating to them, instead of having to apply to apply for access under the FOI Act.

For information on how to apply for access to departmental records, see the [department's website](#).

### Provision of adoption information

Section 27 of the [Adoption Act 1988](#) enables certain people who are affected by an adoption to access information.



For more information on how to apply see the [department's website](#).

**Where to send applications:**

Supervisor  
Freedom of Information Team  
Department for Child Protection  
GPO Box 1072  
ADELAIDE SA 5001

Email: [DCP.FOI@sa.gov.au](mailto:DCP.FOI@sa.gov.au)

Telephone: (08) 8226 4399 (9.00am – 5.00pm Monday to Friday)

An overview of how freedom of information operates in South Australia is available from the [State Records website](#).