

Justice and Community Safety Directorate

Freedom of Information

Updated: Tue, 29 Aug 2017 12:12:28 +1000

Printed: Mon, 18 Dec 2017 12:13:29 +1100

Revision: 31

The [Freedom of Information Act 1989](#) provides the legal right for individuals to view personal and non-personal information held by ACT Ministers, their directorates and some statutory authorities.

You may request that information concerning you be changed if it is incomplete, out of date, incorrect or misleading. You may also appeal against any decision not to grant access to a document or amend or notate a personal record.

The Act requires ACT directorates and agencies to make available detailed information about:

- the way they are organised
- their functions and the decisions they make
- arrangements they have for public involvement in their work
- documents they hold and how you can see them, and
- rules and practices which are used in making decisions which affect you.

Freedom of Information requests

For FOI requests, please ensure your application provides all the details required for us to assist you. In general:

1. Identify the documents you need and which government agency is most likely to hold them.
2. Write out the request giving as much information as you can about the documents you want (for example, give a file number, a reference to a newspaper report or describe the subject matter in which you are interested).
3. Provide a postal address in Australia where correspondence can be sent to you.
4. Post or email your request to the FOI Information Officer.

Freedom of Information Officer

Justice and Community Safety Directorate
GPO Box 158
Canberra 2601

JACSFOI@act.gov.au

[Freedom of Information Application Form](#) [.DOC 56 KB]

Remission of Fees in the Public Interest - Guidelines

These guidelines are used by the Justice and Community Safety Directorate to assess whether to waive the fees normally payable for a freedom of information request. Applicants who believe that fees should be waived on public interest grounds should review the guidelines for information on when an exemption may or may not be available

[FOI Public Interest Guidelines](#)

Freedom of Information Act 1989 - Section 7 and 8 Statement

The Justice and Community Safety Directorate (the Directorate) comprises many business units and agencies and is responsible for a wide range of activities and services in the areas of justice, the law, and emergencies.

This statement has been compiled for the Directorate in accordance with Section 7 and Section 8 of the *Freedom of Information Act 1989* (FOI Act).

Section 7 of the FOI Act requires the Directorate to prepare and publish a statement outlining the Directorate's organisation, functions and decision-making powers, the categories of documents available, and facilities available to the public for accessing documents.

Section 8 of the FOI Act requires the Directorate to prepare and make available each year a statement that specifies the documents that are provided by the Directorate or used by the Directorate or its officers in making decisions or recommendations for the purpose of an enactment or scheme administered by the Directorate.

This statement and document list is correct as at 16 August 2017 unless otherwise specified.

Requests for access to documents or questions about the statement should be sent to:

The Senior Information Officer

Justice and Community Safety Directorate

GPO Box 158

CANBERRA ACT 2601

Email: JACSFOI@act.gov.au