

# Justice and Community Safety Directorate

## Submissions

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Consulting with the community on issues that affect them, particularly relating to law reform, is very important. The ACT Government endeavours to provide processes that are as open and consultative as possible.

The Justice and Community Safety Directorate consults with relevant experts and meets with members of the judicial and legal professions, public officials, academics, community organisations and special interest groups. The Directorate also seeks out the views and experience of the ACT community and the public generally.

## How to make submissions (terms and conditions)

Any public contribution to a Review (or inquiry or other law reform process) is called a submission. Submissions are important to consultation and inform law reform processes.

Each Review (or discussion/issues/consultation paper) will have specific information about how to make submissions. Generally persons wishing to make a submission should attempt to be familiar with all material relating to the Review prior to making a submission.

Submissions are usually written. While no set format is specified, it is helpful if comments in the submission address specific questions or paragraphs in a particular Review. Submissions may address any or all of the issues for discussion raised by a Review.

While there is no limit on the number of submissions a person can make, there is usually a fixed time period during which submissions will be received. To be sure that a late submission is taken into account during a review process, any extension of time for making a submission should be agreed with the contact officer for the Review before the advertised time for submissions expires.

Where possible, submissions in electronic format are preferred. See below for the various ways to send a submission.

## Publishing submissions

The ACT Government provides open access to information. As submissions provide important evidence to inquiries, it is common for contents and quotes from submissions to be referred to in Review reports or publications.

Each Review may have specific information about how submissions will be treated. Generally submissions will be made public, for example by publication on the Department's website during or after a consultation period. Persons providing submissions will be required to clearly indicate if any or all of their submission is confidential. In the absence of a clear indication that a submission is intended to be confidential, the Department will treat the submission as **non-confidential**.

**Non-confidential submissions** may be made available to any person or organisation upon request during or following the completion of a Review.

**Confidential submissions** may include personal or sensitive information where privacy is required. Any request for access to a confidential submission is determined in accordance with the [Freedom of Information Act 1989](#), which has provisions designed to protect sensitive information given in confidence.

**Anonymous submissions** may be accepted, but the Directorate reserves the right not to publish or refer to a submission whose author is not reliably identified.

## **Sending submissions**

Unless a Review paper provides different instructions...

**Electronic submissions** can be lodged:

- By email: the email address for the submission will be provided in the Review paper or direct to [JACSLPB@act.gov.au](mailto:JACSLPB@act.gov.au).
- Fax: (02) 6205 0937

*NOTE:* An email acknowledgment of a submission will usually be sent to the email address from which the submission is sent within one business day after receipt. If this confirmation is not received, please contact the Directorate to ensure the submission has been received.

**Hard copy submissions** can be sent to:

Manager  
Ministerial Services Unit  
Justice and Community Safety Directorate  
GPO Box 158  
Canberra ACT 2601

### **Oral submissions**

To make a submission orally, contact the officer named in the Review paper to make a convenient time to make a submission by telephone or in person.

If no contact office details are specified, use these [contact details](#) for the area responsible for the submission.