

APPENDIX 4

STATEMENT OF AFFAIRS

INTRODUCTION

Purpose and Goals

As recommended in the Fitzgerald Report, the CJC is permanently charged with monitoring, reviewing, coordinating and initiating reform of the administration of criminal justice and fulfilling those criminal justice functions not appropriately carried out by Queensland Police Service (QPS) or other agencies.

This purpose is clearly reflected in our mission: to promote justice and integrity in Queensland.

Functions and Responsibilities

The CJC's functions and responsibilities are a matter of law.

As stated in s. 21(1) of the Act, the *functions* of the Commission are to:

- (a) continually monitor, review, co-ordinate and, if the Commission considers it necessary, initiate reform of the administration of criminal justice;
- (b) discharge such functions in the administration of criminal justice as, in the Commission's opinion, are not appropriate to be discharged, or cannot be effectively discharged, by the Police Service or other agencies of the State.

The Commission's *responsibilities* as enunciated in s. 23 of the Act are listed as follows:

- (a) the acquisition and maintenance of the resources, skills, training and leadership necessary for the efficient administration of criminal justice;
- (b) monitoring and reporting on the use and effectiveness of investigative

powers in relation to the administration of criminal justice generally;

- (c) monitoring and reporting on the suitability, sufficiency and use of law enforcement resources and the sufficiency of funding for law enforcement and criminal justice agencies including the office of the Director of Prosecutions and the Legal Aid Commission (so far as its functions related to prescribed criminal proceedings within the meaning of the *Legal Aid Act 1978*);
- (d) overseeing criminal intelligence matters and managing criminal intelligence with specific significance to major crime, organised crime and official misconduct;
- (e) researching, generating and reporting on proposals for reform of the criminal law and the law and practice relating to enforcement of, or administration of, criminal justice, including assessment of relevant initiatives and systems outside the State;
- (f) in discharge of such functions in the administration of criminal justice as, in the Commission's opinion, are not appropriate to be discharged, or cannot be effectively discharged, by the Police Service or other agencies of the State, undertaking –
 - (i) research and co-ordination of the processes of criminal law reform;
 - (ii) matters of witness protection;
 - (iii) investigation of official misconduct in units of public administration; and
 - (iv) investigation of organised or major crime.
- (g) monitoring the performance of the Police Service with a view to ensuring that the most appropriate policing methods are being used, consistently with trends in the nature and

incidence of crime and to ensuring the ability of the Police Service to respond to those trends;

- (h) providing the Commissioner of the Police Service with policy directives based on the Commission's research, investigation and analysis, including with respect to law enforcement priorities, education and training of police, revised methods of police operation, and the optimum use of law enforcement resources;
- (i) overseeing reform of the Police Service;
- (j) reporting regularly on the effectiveness of the administration of criminal justice, with particular reference to the incidence and prevention of crime (in particular, organised crime) and the efficiency of law enforcement by the Police Service;
- (k) reporting, with a view to advising the Legislative Assembly, on the implementation of the recommendations in the Report of the Commission of Inquiry relating to the administration of criminal justice, and to the Police Service;
- (l) taking such action as the Commission considers to be necessary or desirable in respect of such matters as, in the Commission's opinion, are pertinent to the administration of criminal justice.

Corporate Plan

Our Corporate Plan describes what we do and how we go about achieving our goals. Copies are available upon request.

Accountability

The Act makes the CJC free of Executive control, but still closely accountable to Parliament, the community and the Courts. This accountability is exercised through:

Parliamentary Criminal Justice Committee

The PCJC has members representing the major political parties in the Queensland Legislative Assembly. It is our direct link to Parliament and, ultimately, the people of Queensland. Established under the Act to monitor and review the work of the CJC, the PCJC can refer matters to us for investigation and can require us to report to it on any matter.

Judicial Review and Supervision

The CJC is also subject to the scrutiny of the Courts and other entities, and:

- must apply to a Judge of the Supreme Court for approval to exercise a number of its statutory powers
- is subject to the Courts in relation to the fairness of its procedures and the extent of its powers
- is subject to the *Judicial Review Act 1992*.

Complainants

The Act requires us to respond to people who complain to our Complaints Section as follows:

- what action has been taken, including the reason for, and the result of, the action, if known when we responded
- if no action has been taken, the reason why.

We notify all complainants in writing. When possible, we debrief complainants, usually by telephone.

Certain complainants need “whistleblower” support; therefore we have established a Whistleblower Support Program.

The Public

Aside from being accountable to Parliament and the Courts, we keep the public informed of and involved in our work whenever possible (see Program 4 for further details).

Internal Accountability

We have taken great pains to develop and follow procedures that meet or exceed accountability measures in the public sector. Some of the more significant are:

- the Chairperson, Commissioners and staff must complete statutory declarations disclosing their personal backgrounds and business and financial interests
- Commissioners must provide summaries of their pecuniary interests and personal and political associations, which are updated annually
- the Chairperson and Commissioners and staff must sign a confidentiality agreement at the outset of their appointment
- internal forms and procedures have been initiated for the exercise of our statutory powers.

Complaints Against the Commission and Commission Officers

Unfortunately some complaints will be made against the CJC and its officers. Those complaints are rigorously and independently investigated by a senior Crown prosecutor (nominated by the Director of Public Prosecutions) and a senior police officer or officers (nominated by the Commissioner of the QPS). They report to the CJC’s Chairperson, the Minister for Justice and Attorney-General and the Minister for Police and Emergency Services.

Organisational Units

Executive Management

The Executive Management Group, which consists of the Chairperson and Divisional Directors, meets weekly to discuss inter-divisional matters and set policies and priorities. This group also approves all major publications we produce.

Official Misconduct Division

This is our largest Division. Its principal functions are to:

- further the investigative work begun by the Fitzgerald Inquiry
- investigate the incidence of official misconduct in the State, especially in units of public administration
- investigates alleged misconduct by police officers or official misconduct by officers in units of public administration in Queensland
- conduct investigations of organised or major crime when, in the CJC’s opinion, such investigations are not appropriate to be discharged, or cannot be effectively discharged, by the QPS or other agencies of the State
- provide assistance, by way of education or liaison, to law enforcement agencies, units of public administration and others on the detection and prevention of official misconduct.

Organisational elements include:

- a Directorate
- a Complaints Section, consisting of a Chief Officer, an Assessment Unit, two Investigative Complaints Teams, a Review Unit, a senior Financial Analyst and support personnel including a Complaints Registry
- four MDTs, which investigate the

more complex complaints and undertake investigations of a proactive nature into major and organised crime

- the JOCTF under the joint management of the QPS and the CJC, consisting of equal numbers of CJC and police investigators, which was established to focus on several organised criminal groups
- a Financial Analysis Group
- a Proceeds of Crime Team
- a Surveillance Section
- a Technical Unit.

Research and Co-ordination Division

This Division:

- researches issues affecting the administration and enforcement of criminal justice and law reform in the State
- reviews the effectiveness of programs and methods of the QPS, including community policing, crime prevention and police recruitment, education and training
- publishes and publicises the results of its research
- helps develop procedures and systems for coordinating the activities of other criminal justice agencies in the State.

The Division's reports have addressed many law reform and criminal justice administration issues, offering findings and recommendations for change in policy and practice. The public reports, in particular, have greatly contributed to public awareness of criminal justice issues, as reflected in numerous public debates.

The Division has completed most of the projects that were given priority by the Fitzgerald Report.

Intelligence Division

This Division provides a specialist intelligence service which enables an integrated approach to major crime, in particular, organised crime and criminal activity transcending the normal scope of local police action.

The Division is required to:

- create a database of intelligence concerning criminal activities and persons concerned therein, from all lawful sources
- secure the Database and records so that only persons who satisfy the Chairperson or Director of the Division that they have a legitimate need for information are able to access it
- oversee the performance of the BCIQ
- control and maintain all data and records of the Fitzgerald Inquiry under the *Commission of Inquiry Continuation Act 1989*
- subject to the CJC's approval, report to the Minister and the Minister of the Crown responsible for the QPS on matters of intelligence pertinent to the Government.

Information-sharing is important in meeting law enforcement objectives, particularly those focusing on organised and major crime, so the Division liaises with other law enforcement and Government agencies.

The Division also provides ongoing tactical support to MDT operations. Intelligence staff are routinely included as members of specialist groups investigating organised and major crime activities.

Witness Protection Division

Witness protection programs are now internationally recognised as vital to the efforts of law enforcement agencies to combat organised and major crime.

Many persons under protection are hardened criminals whose reason for entering the program is fear for their own safety rather than a commitment to social order. To argue that they do not deserve this assistance is to misunderstand the purpose of the Division.

Protected witnesses are often part of the criminal milieu, not model citizens. They are under protection to assist the criminal justice system to bring to justice persons who, because of their ability to intimidate witnesses and associates, have previously been beyond the reach of the law. They are protected in the interests of the community, not their own interest.

Confidentiality is essential in a successful protection program, so operational procedures must not become public knowledge.

Corruption Prevention Division

This Division focuses on anti-corruption activities by means of:

- public sector liaison
- official misconduct risk management reviews
- education and training
- whistleblower support.

The Division liaises with agencies and persons concerned with the detection and prevention of official misconduct and to increase ethical awareness and promote proactive prevention methods such as risk assessment and strategic management. This is important because corruption thrives in organisations with poorly developed

corruption prevention strategies or lax management practices.

Official misconduct risk management reviews analyse what management systems are in place to control corrupt behaviour, identify weak-points and loopholes and make recommendations on ways of improving systems.

The Division also trains and informs public sector employees about what is involved in official misconduct, how to report suspect behaviour and how to carry out risk assessments.

Through whistleblowers support, the Division offers advice, support and referral to people who are experiencing harassment or added stress as a result of having made a complaint to the CJC.

Corporate Services Division

This Division provides administrative and logistical support for CJC's operations through:

- finance and administration
- personnel services
- information management
- executive support
- security
- media liaison.

The CJC's accountability is achieved through compliance with the *Financial Administration and Audit Act 1977*, and the Public Finance Standards.

Office of General Counsel

The Office provides legal advice to the CJC and liaises with other agencies and the legal profession on legal issues. It coordinates CJC submissions on legal issues and proposed legislative changes. The Office also oversees administration of the Misconduct Tribunals.

Misconduct Tribunals

The Misconduct Tribunals were established under the Act. They are independent of the QPS and other units of public administration. Members of the Tribunals must not hold office in any unit of public administration (other than an office held *ex officio*) or in the CJC.

The Misconduct Tribunals review decisions on disciplinary matters within the QPS and make original administrative decisions on allegations of official misconduct by police and other officials.

Following submissions to the Honourable the Minister for Justice and Attorney-General, it has been approved that the Tribunals be removed from the CJC and transferred to the District Court. It is anticipated that this will occur in the near future.

The Commission and the Queensland Police Service

Reform of the Queensland Police Service

The CJC monitors the performance of the QPS to ensure that the most appropriate policing methods are being used. We also propose reforms to QPS practices by participating on committees such as:

- the Police Service Education Advisory Council
- the Police Prosecution Function Review Committee
- Inter-Agency Forum on Law Reform
- Police Service PSMC Recommendation Implementation Teams
- Inter-Departmental Working Group on Watchhouse Detention
- Serious White Collar Crime State Liaison Committee
- the Police Academy Council.

Commissioner for Police Service Reviews

The part-time Commissioners of the CJC are eligible to sit as Commissioners for Police Service Reviews. Each hears appeals under the *Police Service Administration Act 1990* and the *Police Service (Review of Decisions) Regulation 1990* by members of the QPS relating to:

- promotions
- transfers
- stand-downs or suspensions
- dismissals (other than a dismissal pursuant to a finding of misconduct or official misconduct)
- imposition of a disciplinary sanction (other than one imposed pursuant to a finding of misconduct or official misconduct)
- appointment of an officer as a staff member.

The reviews are informal and non-adversarial and legal representation is not permitted.

EFFECTS OF COMMISSION ACTIVITIES ON THE COMMUNITY

While many of our activities are not always visible, they have considerable effects on the community.

Direct effects include:

- giving people a way for their complaints about the conduct of employees of public sector agencies to be investigated
- giving them a voice in decisions on law reform issues by making submissions to us
- providing information on matters of concern to the community.

Our investigative powers can affect individuals. We can:

- require persons to make statements or furnish to us information relevant to our investigations
- authorise our officers to enter public premises to search records.

In addition, police officers seconded to the CJC retain powers which they possess as QPS members. These officers may exercise those powers when carrying out investigations for the CJC.

In the public interest the CJC takes care to ensure the proper and effective use of its powers.

Indirect effects include:

- ongoing investigations of organised and major crime
- confiscating criminal assets and seizing drugs, etc
- carrying out of strategic, proactive anti-corruption operations
- cooperating with the QPS and other agencies to meet law enforcement objectives.

The CJC cannot prosecute. Where an investigation reveals evidence of a criminal offence, the Director, OMD reports to the Chairperson who may authorise reports to the DPP, the Commissioner of the QPS or another appropriate prosecuting authority for such proceedings as that authority considers warranted.

COMMUNITY PARTICIPATION

In the Formulation of Policy

Though individuals have no way to formally participate in the formulation of CJC policies, they may write to us or the PCJC, or publicly express their views. The CJC may consider these views, or correspond with individuals

about our policies, but we are not obliged to do so.

In the Exercise of Functions

Some avenues for community participation in this area are:

Cooperation – You are encouraged to contact us if you have information which may assist us, or if you want information about the CJC.

Submissions – We seek responses from the public to our issues papers, reports and research papers. Members of the community and interest groups have made valuable contributions to our reports and recommendations. For example, the issues paper on 'Police Powers in Queensland', released in September 1991, attracted over 100 submissions from individuals and interest groups, a number of whom were invited to appear before the subsequent public hearing.

The PCJC may also call for public submissions on CJC reports, which are independent of those that we receive.

Hearings – Hearings are a potent reminder of the necessity for and utility of openness by public sector organisations. Our public hearings are published in newspapers' Law Lists; anyone interested may attend. Investigative hearings may also be made open to the public.

Part-time Commissioners

Individuals may seek appointment as a part-time Commissioner and thus directly contribute to the policies and work of the CJC. The Act states that three of the part-time Commissioners *shall be persons who have demonstrated an interest and ability in community affairs, of whom at least one has proven senior management experience in a large organisation.*

Appointments are made by the Governor-in-Council on the recommendation of the responsible Minister.

DOCUMENTS HELD

This section outlines the documents held by the CJC, including our:

- Library Holdings
- General Document Holdings
- Documents Available for Purchase
- Documents Available Free of Charge

People who request access to CJC documents are reminded of the need to provide a clear description of the documents sought so that they can be identified readily.

If you require further information about the documents we hold, please contact the Manager of our Executive Support Unit.

Library Holdings

See the specific listing under Program 4 of this Annual Report.

General Documents

The CJC usually holds documents of the following kinds:

- CJC Annual Reports
- Brochures and posters on subjects such as
 - Freedom of Information
 - Promoting Justice and Integrity in Queensland
 - Reporting Corrupt Conduct in the Queensland Public Sector
 - Whistleblowing
- CJC Corporate Plans
- CJC records relating to investigative hearings, e.g. transcripts, summonses, decisions and correspondence

- documents seized by, or produced to, the CJC during its investigations such as financial records, diaries, business files and correspondence
- exhibits tendered during the Fitzgerald Inquiry, Misconduct Tribunal Hearings and CJC hearings
- files containing documents such as statements, statutory declarations, complaints forms, summonses, notices to produce, photographs, audio tapes, video tapes, correspondence, file notes and telephone attendance notes, compiled during the course of the fulfilment of the CJC's functions and responsibilities listed in the appendix to this Statement
- financial records, including books of account, annual budget papers etc.
- human resources records such as contracts of employment, personal interest declarations, pay or leave records and work appraisal records relating to CJC staff
- information held in the library and on various CJC databases
- information papers or issues papers on matters researched and reviewed by the Research and Co-ordination Division
- minutes and records of CJC internal meetings and procedures
- Misconduct Tribunal records, e.g. transcripts, summonses, decisions and correspondence relating to Misconduct Tribunal hearings
- Police Complaints Tribunal records and files
- submissions received by the Commission.

These documents may be originals or copies, written, printed, on audio or video tape, or in electronic forms.

Access is available to only some of these documents. Where access is available it will be under the *Freedom of Information Act 1992*, under the *Criminal Justice Act 1989*, or, informally. If you want to know how to request access, refer to the section below or telephone or write to our Executive Support Unit.

DOCUMENTS PUBLISHED

Copies of the documents below that are still in stock are attainable upon request from us. You may also be able to find them at libraries throughout the State.

Date of Issue	Title	Availability
May 1990	Reforms in Laws Relating to Homosexuality – An Information Paper	Out of print
May 1990	Report on Gaming Machine Concerns and Regulations	In stock as at time of printing of this report
September 1990	Criminal Justice Commission Queensland Annual Report 1989-1990	Out of print
November 1990	SP Bookmaking and Other Aspects of Criminal Activity in the Racing Industry – An Issues Paper	In stock as at time of printing of this report
November 1990	Corporate Plan	Out of print
February 1991	Directory of Researchers of Crime and Criminal Justice – Prepared in conjunction with the Australian Institute of Criminology	Out of print
March 1991	Review of Prostitution – Related Laws in Queensland – An Information and Issues Paper	Out of print
March 1991	The Jury System in Criminal Trials in Queensland – An Issues Paper	Out of print
March 1991	Report of an Investigative Hearing into Alleged Jury Interference	Out of print
April 1991	Submission on Monitoring of the Functions of the Criminal Justice Commission	Out of print
May 1991	Report on the Investigation into the Complaints of James Gerrard Soorley Against the Brisbane City Council	Out of print
May 1991	Attitudes Toward Queensland Police Service – A Report (Survey by REARK)	Out of print
June 1991	The Police and the Community, Conference Proceedings – Prepared in conjunction with the Australian Institute of Criminology following the conference held 23–25 October 1990 in Brisbane	Out of print
July 1991	Report on a Public Inquiry into Certain Allegations Against Employees of the Queensland Prison Service and its Successor, the Queensland Corrective Services Commission	Out of print
July 1991	Complaints Against Local Government Authorities in Queensland – Six Case Studies	Out of print
July 1991	Report on the Investigation into the Complaint of Mr. T R Cooper, MLA, Leader of the Opposition Against the Hon T M Mackenroth, MLA, Minister for Police and Emergency Services	In stock as at time of printing of this report
August 1991	Crime and Justice in Queensland	In stock as at time of printing of this report

Date of Issue	Title	Availability
September 1991	Regulating Morality? An Inquiry into Prostitution in Queensland	In stock as at time of printing of this report
September 1991	Police Powers – An Issues Paper	In stock as at time of printing of this report
September 1991	Criminal Justice Commission Annual Report 1990/91	In stock as at time of printing of this report
November 1991	Report on a Public Inquiry into Payments Made by Land Developers to Aldermen and Candidates for Election to the Council of the City of Gold Coast	In stock as at time of printing of this report
November 1991	Report on an Inquiry into Allegations of Police Misconduct at Inala in November 1990	In stock as at time of printing of this report
November 1991	Corporate Plan 1991–1993	In stock as at time of printing of this report
December 1991	Report on an Investigation into Possible Misuse of Parliamentary Travel Entitlements by Members of the 1986–1989 Queensland Legislative Assembly	Out of print
January 1992	Report of the Committee to Review the Queensland Police Service Information Bureau	Out of print
February 1992	Queensland Police Recruit Study, Summary Report #1	In stock as at time of printing of this report
March 1992	Report on an Inquiry into Allegations Made by Terrance Michael Mackenroth MLA the Former Minister for Police and Emergency Services; and Associated Matters	Out of print
March 1992	Youth, Crime and Justice in Queensland – An Information and Issues Paper	Out of print
March 1992	Crime Victims Survey – Queensland 1991 <i>A Joint Publication Produced by Government Statistician's Office, Queensland and the Criminal Justice Commission</i>	In stock as at time of printing of this report
June 1992	Forensic Science Services Register	Out of print
September 1992	Criminal Justice Commission Annual Report 1991/1992	In stock as at time of printing of this report
September 1992	Beat Area Patrol – A Proposal for a Community Policing Project in Toowoomba	Out of print
October 1992	Pre-Evaluation Assessment of Police Recruit Certificate Course	In stock as at time of printing of this report
November 1992	Report on S.P. Bookmaking and Related Criminal Activities in Queensland (<i>Originally Produced as a Confidential Briefing Paper to Government in August 1991</i>)	In stock as at time of printing of this report
November 1992	Report on an Investigation into the Complaints of Kelvin Ronald Condren and Others	Out of print
November 1992	Criminal Justice Commission Corporate Plan 1992–1995	Out of print
January 1993	First Year Constable Study Summary Report #2	Out of print
April 1993	Submission to the Parliamentary Criminal Justice Committee on the Use of the Commission's Powers Under Section 3.1 of the Criminal Justice Act 1989	Out of print
May 1993	Report on a Review of Police Powers in Queensland Volume I: An Overview	In stock as at time of printing of this report
May 1993	Report on a Review of Police Powers in Queensland Volume II: Entry Search & Seizure	In stock as at time of printing of this report
July 1993	Cannabis and the Law in Queensland A Discussion Paper	Out of print
August 1993	Report by the Honourable W J Carter QC on his Inquiry into the Selection of the Jury for the Trial of Sir Johannes Bjelke-Petersen	In stock as at time of printing of this report

Date of Issue	Title	Availability
August 1993	Statement of Affairs	In stock as at time of printing of this report
September 1993	Report on the Implementation of the Fitzgerald Recommendations Relating to the Criminal Justice Commission	In stock as at time of printing of this report
September 1993	Criminal Justice Commission Annual Report 1992/93	In stock as at time of printing of this report
September 1993	Selling Your Secrets – Proceedings of a Conference on the Unlawful Release of Government Information	In stock as at time of printing of this report
October 1993	Attitudes Towards Queensland Police Service – Second Survey (Survey by REARK)	Out of print
November 1993	Corruption Prevention Manual	In stock as at time of printing of this report
November 1993	Report on a Review of Police Powers in Queensland Volume III: Arrest Without Warrant, Demand Name and Address and Move-On Powers	In stock as at time of printing of this report
November 1993	Whistleblowers – Concerned Citizens or Disloyal Mates?	Out of print
December 1993	Recruitment and Education in the Queensland Police Service: A Review	In stock as at time of printing of this report
December 1993	Corporate Plan 1993–1996	In stock as at time of printing of this report
February 1994	Murder in Queensland: A Research Paper	Out of print
March 1994	Police Recruit Survey Summary Report #3	Out of print
March 1994	A Report of an Investigation into the Arrest and Death of Daniel Alfred Yock	Out of print
April 1994	Report by the Honourable R H Matthews QC on his Investigation into the Allegations of Lorrelle Anne Saunders Concerning the Circumstances Surrounding her being Charged with Criminal Offences in 1982, and Related Matters: Volume I and Volume II	In stock as at time of printing of this report
May 1994	Report on a Review of Police Powers in Queensland Volume IV: Suspects' Rights, Police Questioning and Pre-Charge Detention	In stock as at time of printing of this report
June 1994	Report on an Investigation into Complaints Against Six Aboriginal and Island Councils	In stock as at time of printing of this report
June 1994	Report on Cannabis and the Law in Queensland	In stock as at time of printing of this report
June 1994	Selling your Secrets: Who's Selling What? – Issues Paper	In stock as at time of printing of this report
July 1994	Report by the Criminal Justice Commission on its Public Hearings Conducted by the Honourable R H Matthews QC into the Improper Disposal of Liquid Waste in South-East Queensland Volume 1: Report Regarding Evidence Received on Mining Issues	In stock as at time of printing of this report
July 1994	Submission to the Parliamentary Criminal Justice Committee on its Review of the Criminal Justice Commission's Activities	In stock as at time of printing of this report
August 1994	Implementation of Reform Within the Queensland Police Service, the Response of the Queensland Police Service to the Fitzgerald Inquiry Recommendations	In stock as at time of printing of this report
August 1994	Statement of Affairs	In stock as at time of printing of this report
September 1994	A Report of an Investigation into the Cape Melville Incident	In stock as at time of printing of this report
October 1994	Criminal Justice Commission Annual Report 1993/94	In stock as at time of printing of this report
October 1994	Report on a Review of Police Powers in Queensland Volume V: Electronic Surveillance and Other Investigative Procedures	In stock as at time of printing of this report

Date of Issue	Title	Availability
October 1994	Report on an Investigation Conducted by the Honourable R H Matthews QC into the Improper Disposal of Liquid Waste in South-East Queensland Volume II: Transportation & Disposal	In stock as at time of printing of this report
November 1994	Report on an Investigation into the Tow Truck and Smash Repair Industries	In stock as at time of printing of this report
November 1994	Informal Complaint Resolution in the Queensland Police Service: An Evaluation	In stock as at time of printing of this report
December 1994	A Report into Allegations that the Private Telephone of Lorrelle Anne Saunders was "Bugged" in 1982 by Persons Unknown, and Related Matters	In stock as at time of printing of this report
December 1994	Fear of Crime: A Research Paper	In stock as at time of printing of this report
December 1994	Aboriginal and Islander Councils Investigations – Issues Paper	In stock as at time of printing of this report
January 1995	Telecommunications Interception and Criminal Investigation in Queensland: A Report	In stock as at time of printing of this report
February 1995	Beat Policing Resource Kit	In stock as at time of printing of this report
March 1995	Report on an Inquiry Conducted by the Honourable D G Stewart into Allegations of Official Misconduct at the Basil Stafford Centre	In stock as at time of printing of this report
April 1995	Corporate Plan 1994–97	In stock as at time of printing of this report
April 1995	Report on the Sufficiency of Funding of the Legal Aid Commission of Queensland and the Office of the Director of Public Prosecutions, Queensland	In stock as at time of printing of this report
May 1995	Toowoomba Beat Policing Pilot Project: Main Evaluation Report	In stock as at time of printing of this report
June 1995	The Inala Community and Police Network: An Evaluation	In stock as at time of printing of this report
Brochures		
1992	Reporting Corrupt Conduct in the Queensland Public Sector – 13 Questions –	Currently Available
1993	Freedom of Information – Your Right to Know	Currently Available
1993	Promoting Justice and Integrity in Queensland	Currently Available
1995	Whistleblower Support Program	Currently Available
Posters		
1992	You are Invited to Help Combat Public Sector Corruption	Currently Available
1995	Whistleblower Support Program	Currently Available

SUBSCRIPTIONS OR FREE MAILING LISTS

While we do not offer subscription services and free mailing lists, we can arrange to send our publications to you upon request. If you are interested in receiving any of the publications still listed as available in the above list, please contact us with the details.

BODIES ESTABLISHED TO ADVISE THE CJC

There are no such boards, councils, committees and other bodies whose meetings are open to the public or the minutes of whose meetings are available for public inspection.

ACCESSING CJC DOCUMENTS

In general, CJC documents may be made available to members of the community where such action does not endanger the integrity and confidentiality of our operations and sources of information.

An application under the FOI Act is not always required for access. The options are:

Informal access

Certain documents are held at public libraries and at the CJC. If you want access to research reports or issues or information papers held at the CJC, contact the Research and Co-ordination Division. If you have any doubt about how to seek access, contact our Executive Support Unit.

Access under the Freedom of Information Act

If you have queries about FOI applications, please contact the Manager, Executive Support Unit, who coordinates action regarding FOI requests.

Applications

Applications under the FOI Act must be in writing. No particular forms of applications are required but we prefer you to use the following forms:

- Request for Access to Documents
- Request to Amend Personal Documents
- Request for Internal Review.

Requests for Access

Even if you do not use the preferred forms, your application should:

- identify the information or document/s sought
- provide as much detail as possible about the information or document/s
- indicate the type of access required, e.g. supply of copies or personal inspection
- provide proof of identity where personal affairs documents are involved
- include a written authority for a person or organisation requesting access to documents on your behalf.

Request to Change Personal Documents

Requests to have amendments made to information about a person which is contained in a document held by the Commission should specify:

- the identification of the document in which the information is contained
- the information to be changed and whether it is inaccurate, incomplete, out-of-date or misleading
- the amendments that are required to be made.

Any evidence which exists in support of the amendment requested should be provided. Proof of identity may also be required.

Request for Internal Review

If you are denied access in full or in part to a document, or not allowed to amend a document containing personal information about you, you may apply for an internal review of the decision. You will be advised of your rights in this regard when you are advised of the decision denying access.

Charges

Charges for access to documents are prescribed by the Freedom of Information Regulation 1992 and are set out below. Charges depend on whether the document concerns your personal affairs and on the type of access you seek. You will be advised of any charges that apply.

Application Fee

Personal Affairs	Nil
Non-personal Affairs	\$30 payable when the application is made

Access Charges

Personal Affairs	Nil
Non-personal Affairs	a charge of 50 cents for each page for a photocopy of a document in A4 size
	a reasonable charge to cover the production of a copy (other than A4 size photocopy) of a document
	a reasonable charge to arrange to hear or view a document which is an article or material from which sounds or visual images are capable of being produced

A deposit of 20 per cent may be required if the total of charges is expected to exceed \$25.

Inspection of Documents

If we grant you access to documents, they will be made available at the CJC, 557 Coronation Drive, Toowong. We provide a reading room for viewing documents.

When we decide to grant you access, one of our officers will contact you to discuss the arrangements. If you cannot come to the CJC, the officer will discuss other arrangements with you.