



**ACT FREEDOM OF INFORMATION ACT  
1989 (FOI Act)  
ACT Department of Treasury  
Information Pamphlet**

The ACT [Freedom of Information Act 1989](#) gives individuals the legal right to:

- access documents, including those relating to personal affairs, held by ACT Ministers, their Departments and some statutory authorities;
- ask for personal information to be changed if it is incomplete, out of date, incorrect or misleading; and
- appeal against a decision not to grant access to a document or amend or annotate a personal record.

The FOI Act also requires agencies to make available information about the:

- way they are organised;
- functions they administer;
- types of decisions they make;
- arrangements they have for public involvement in their functions;
- documents they hold and how they can be accessed; and

- policies and procedures which are used in making decisions which affect members of the public.

For more information on how you can access this information contact the Department's FOI Coordinator.

**The FOI Coordinator  
ACT Department of Treasury  
Phone: (02) 6205 0623**

***FOI Requests***

Those seeking information are encouraged to seek access by contacting the Department before resorting to the more formal FOI procedure. A request under the FOI Act should be made in writing (by letter or by using the FOI Application Form) requesting documents under the FOI Act.

The request should:

- clearly identify exactly what information is required;
- provide as much information as possible about the document/s requested to assist in processing the request; and
- supply a contact telephone number and address.

All requests should be directed to:

**The FOI Coordinator  
ACT Department of Treasury  
GPO Box 158  
Canberra ACT 2601  
Phone: (02) 6205 0623  
Fax: (02) 6207 0304**

***Exemptions***

The FOI Act sets out certain types of documents which may not be accessible (called exempt documents). Exemptions are generally used to protect essential public interests, confidential matters or the private or business affairs of others.

If the Department decides not to grant access to the documents requested, they will provide written reasons for the decision and advise the applicant of their rights of appeal.

***Costs***

There is no application fee associated with making a request under the FOI Act. Processing charges may be applicable but can be waived in a number of circumstances. To avoid unnecessary charges please consult with the FOI Coordinator to be sure that you are requesting only the documents you really need.

***Related documents***

[Application Form](#)

[Section 7 and 8 Statement](#)

[Guidelines](#)