



Australian Government

**Australian Commission for
Law Enforcement Integrity**

DOCUMENTS AVAILABLE FOR INSPECTION AND PURCHASE

FREEDOM OF INFORMATION ACT 1982

SECTION 9 STATEMENT

This statement is correct to January 2010, and is published in accordance with section 9 of the *Freedom of Information Act 1982*. The attached list of unpublished manuals and other documents used by Commission officers as a guide to procedures and practices are to be followed when making decisions or recommendations that affect the public.

The documents listed can be made available for inspection and purchase by members of the public during office hours following prior arrangement with the FOI Coordinator. Purchase price of documents is 10 cents per page. Inquiries should be made to:

FOI Coordinator
Australian Commission for Law Enforcement Integrity
GPO Box 305
Canberra ACT 2601
(02) 6229 9333
Email contact@aclei.gov.au

Investigation files

The Australian Commission for Law Enforcement Integrity (ACLEI) keeps files of documents relating to each potential corruption issue referred to ACLEI, under the provisions of the *Law Enforcement Integrity Commissioner Act 2006* (of the LEIC Act). The files are indexed in several ways, including the name of the person who has referred the issue, the agency to which the corruption issue relates to, the subject of the corruption allegation, the corrupt issue raised, and action taken in response to it.

The Commission maintains a computer-based register of all corruption issues received. The Commission also keeps records on special forms for some oral notifications received.

FOI request files

The Commission keeps files relating to requests under the *Freedom of Information Act 1982* for access to documents in the possession of ACLEI.

Legal opinions

The Commission maintains a copy of legal opinions created in the process of investigating a corruption issue. These opinions cover issues arising during the investigation and matters involving the Integrity Commissioner's functions and powers.

Manuals and guidelines

- **FOI Manual:** The Manual provides ACLEI officers with guidance on dealing with FOI requests.
- **Practice Note:*** This Practice Note provides information for persons and legal practitioners who may appear in a hearing conducted the Integrity Commissioner. This Practice Note canvasses issues such as jurisdiction, the nature of a hearing, right of appearance, and confidentiality provisions.
- **Production Guideline*** This Production Guideline provides information to persons, organisations, law enforcement agencies and their legal representative who have been served with a request (notice to produce) under section 75 or 76 of the LEIC Act.
- **Corruption investigation reports:** Reports concerning corruption investigation conducted by the Integrity Commissioner. The Integrity Commissioner may release corruption investigation reports publicly.*
- **Reports published by the Integrity Commissioner:** Relating to review of anti-corruption reviews, administrative issues etc.
- **Internal guidelines concerning hearings:** These documents provide guidance to ACLEI personnel on issues and activities associated with Integrity Commissioner's hearing process.
- **Agency's Corporate Polices and Chief Executive Instructions:**
- **Assessment of matters referred:** The document provides guidance for ACLEI officers on the exercise of their discretion not to investigate a corruption issue under the LEIC Act.
- **Operational guides:**
 - Templates and samples
 - Internal procedures
 - Court processes and case management
 - Investigation procedures and methodologies

Note:

- Documents marked with an asterisk ['*'] are available on the ACLEI website at www.aclei.gov.au.
- Documents that are not available on the ACLEI website may contain exempt material under the provisions of the *Freedom of Information Act 1982* and therefore may only be available for inspection and/or purchase with deletions made to the exempt material; or alternatively where a document is considered to be an exempt document, access may be refused.