

Agency Information Guide

Government Information (Public Access) Act 2009 (NSW)

June 2025

Acknowledgement of Country

The NSW Department of Communities and Justice acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this document.

We advise this resource may contain images or names of deceased persons in photographs or historical content.

Agency Information Guide

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More information

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Disclaimer

Information contained in this publication is based on knowledge and understanding at the time of writing, June 2025, and is subject to change.

This document is updated periodically. The accuracy of printed versions cannot be guaranteed.

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1 Introduction

The NSW Department of Communities and Justice ('DCJ') has adopted this Agency Information Guide ('AIG') under Pt 3 Div 2 of the [Government Information \(Public Access\) Act 2009 \(NSW\)](#) ('GIPA Act').

The AIG informs members of the public about:

- the structure and functions of DCJ and its subsidiary agencies.
- the way in which DCJ's functions (in particular, its decision-making functions) affect members of the public.
- arrangements for members of the public to participate in the formulation of DCJ policy and the exercise of its functions.
- the kinds of government information DCJ holds.
- the kinds of government information DCJ makes, or will make, available to the public.
- how government information held by DCJ is, or will be, made available to the public.
- the kinds of government information DCJ makes, or will make, available free of charge.
- the kinds of information for which a charge is, or will be, imposed.

A web-based version of the AIG is available online at [Agency Information Guide](#).

2 About DCJ

DCJ was created on 1 July 2019 to replace the Department of Family and Community Services and the Department of Justice. It is the Principal Department in the Communities and Justice Agency Portfolio.

DCJ consolidates services that aim to achieve safe, just, inclusive, and resilient communities under a single agency, meaning there is a greater focus on prevention and early intervention, faster responses, more seamless operations, less duplication of work, and better outcomes overall. We are committed to improving outcomes for:

- children and young persons
- First Nations persons
- persons at high risk of reoffending
- persons experiencing or at risk of homelessness
- persons from culturally and linguistically diverse backgrounds
- persons with disability
- senior citizens
- victims of crime
- victim-survivors of domestic, family, and sexual violence
- young persons who have come into contact with the criminal justice system, or who are at risk of coming into contact with the criminal justice system.

Visit [About DCJ](#) for information about our work and values.

3 Structure and functions of DCJ

The Secretary is the principal officer of DCJ.

DCJ consists of eight (8) divisions led by senior executives who report to the Secretary:

- Deputy Secretary, **Child Protection and Permanency**
- Deputy Secretary, **Corporate Services**
- Deputy Secretary, **Courts, Tribunals and Service Delivery**
- Chief Executive Officer, **Homes NSW**
- Deputy Secretary, **Law Reform and Legal Services**
- Deputy Secretary, **Strategy, Policy and Commissioning**
- Deputy Secretary, **System Reform**
- Executive Director, **Transforming Aboriginal Outcomes**

DCJ also supports several independent statutory office holders.

Visit [About DCJ](#) to download organisational charts outlining the executive structure of DCJ and the structure of the Communities and Justice Agency Portfolio.

Further information about DCJ's divisions is provided below.

Child Protection and Permanency

Child Protection and Permanency ('CPP') provides services relating to the care and protection of children and young persons in NSW.

Child protection casework

Child protection functions exercised by DCJ are primarily governed by the [Children and Young Persons \(Care and Protection\) Act 1998 \(NSW\)](#). These functions include:

- receiving and investigating [reports of children and young persons at risk of significant harm](#).
- working directly with children, families, carers, other government agencies, and non-government organisations to identify, investigate, and mitigate risks to the welfare and wellbeing of children and young persons.
- facilitating pathways to ensure [permanent and stable accommodation](#) for children and young persons at risk.

Most child protection casework is undertaken by [Community Services Centres](#) across 16 geographic districts in seven (7) groups. A map of the districts and groups is available [online](#).

Office of the Senior Practitioner

The Senior Practitioner drives positive practice change within DCJ. Partnering with child protection practitioners and practice leaders, the Senior Practitioner develops, supports, and promotes best practice to achieve positive outcomes for families.

Community Services Statewide Services

Community Services Statewide Services provides specialised operational support to child protection districts across NSW. It provides the following services:

- [ChildStory](#): DCJ's electronic child protection information management system.
- [Child Protection Helpline](#): 24-hour contact centre dedicated to receiving information from reporters and undertaking preliminary assessments of concerns for the safety and welfare of children and young persons.
- [Domestic Violence Line](#): 24-hour contact centre that provides support and assistance to women seeking help with matters related to domestic violence.
- Information Access and Exchange: co-ordinates exchanges of information between DCJ and other government agencies or non-government organisations involved in the care and protection of a child or young person.
- [Joint Child Protection Response Program](#): delivers a joint, multi-disciplinary response by DCJ, NSW Police Force, and NSW Health to cases of alleged serious child abuse.
- Intensive Support Services: delivers intensive and specialist casework to children and young persons in out-of-home care who have complex needs.
- Assisting persons who were adopted and families of persons who were adopted to [access information relating to past adoptions](#).
- Assisting persons who are leaving or have left out-of-home care to [access information relating to their time in care](#).

CPP's functions ensure that children and young persons receive the care, support, opportunities, and stability they need to reach their full potential. Decision-making involving children is undertaken in a [structured way](#) to ensure that the unique circumstances of children and their families are considered and that consistent outcomes are achieved in the best interests of the child.

Visit [Children and Families](#) for more information.

Corporate Services

Corporate Services provides integrated support to other divisions to facilitate service delivery and business functions across DCJ. It includes the following:

Communications

Communications delivers communications strategy, media and social media services, marketing, campaigns, events, corporate branding, and digital experience for DCJ websites and intranets.

Finance and Procurement

Finance and Procurement provides financial management, financial reporting, procurement and financial strategy support, and accounting and internal control policy advice across DCJ. It monitors Departmental activities to ensure DCJ meets financial integrity standards, certification frameworks, and continuous improvement strategies.

Governance, Risk, Audit and Compliance

Governance, Risk, Audit and Compliance manages organisational risk, supports DCJ's Executive, oversees compliance with government policy, and provides divisional support to achieve strategy, planning, governance, reporting, and change management outcomes.

Information and Digital Services

Information and Digital Services provides information technology ('IT') and related services to support service delivery and business functions across DCJ, including:

- IT support and technology solutions for staff.
- cyber security and cyber security compliance.
- maintaining and operating IT infrastructure and systems.

Infrastructure and Assets

Infrastructure and Assets manages infrastructure and non-financial assets, including accommodation and properties owned or leased by DCJ. This directorate supports the transformation of DCJ's asset management capabilities in accordance with the [NSW Government Asset Management Policy](#).

People

People manages human resources, workplace health and safety, workplace inclusion and diversity, conduct and professional standards, and talent acquisition.

Shared Services and Customer Experience

Shared Services and Customer Experience co-ordinates shared services and solutions across all transactional activities such as payroll, accounts payable, revenue and debt management, mail and courier services, and the development and management of customer experience and design.

Corporate Services' functions aim to enhance the public's interactions with DCJ and ensure public accountability by:

- improving the efficiency of transactional activities and customer experience.
- communicating information to the public through websites, media, and social media.
- ensuring ethical procurement processes, financial reporting, and effective management of DCJ's infrastructure and assets.
- providing robust governance frameworks to ensure adherence to standards of ethical conduct and the management of organisational risk.

Courts, Tribunals and Service Delivery

Courts, Tribunals and Service Delivery ('CTSD') provides services relating to the NSW justice system. It manages and supports the largest network of courts and tribunals in Australia.

Services include the following:

Court and tribunal support

CTSD provides court registry and administrative support services for courts and tribunals in NSW. Additionally, it provides operational support to facilitate court and tribunal service delivery, such as data analytics and insights, digital customer experience and online services, and court recording and transcription services.

These functions assist the public to access court and tribunal services in NSW and provide integral administrative and operational support to courts and tribunals, allowing them to operate as efficiently and effectively as possible.

Office of the Sheriff of NSW

The [Sheriff of NSW](#) exercises functions under the [Sheriff Act 2005 \(NSW\)](#) or any other Act or law that gives functions to the Sheriff. These include:

- ensuring the safety and security of courts, tribunals, judicial officers, legal professionals, and the public in accordance with the [Court Security Act 2005 \(NSW\)](#)
- administering the jury system under the [Jury Act 1977 \(NSW\)](#)
- civil law enforcement functions such as:
 - serving warrants, summons, and other orders issued by NSW courts and tribunals
 - enforcing writs or warrants for the possession of land or seizing personal assets and property
 - executing certain arrest warrants
- preparing courtrooms for proceedings, calling and swearing in witnesses, and handling exhibits.

The Sheriff may delegate their functions to Sheriff's officers or any person employed by DCJ.

The functions of the Sheriff facilitate the responsible and effective administration of justice in NSW. These functions give effect to court and tribunal orders, ensure that courts and tribunals are safe and secure for the public, staff, and judicial officers, and assist in the effective administration of court and tribunal processes.

Victims Services

The Commissioner of Victims Rights exercises functions under the [Victims Rights and Support Act 2013 \(NSW\)](#) and any other law that confers or imposes functions on the Commissioner. These functions may be delegated by the Commissioner to staff employed for the purposes of the Act.

The Commissioner's functions include:

- administering the [Victims Support Scheme](#) by providing support (including access to counselling and financial assistance) to victims of violent crime and modern slavery, and family members of persons who have died as a result of homicide or a road crime
- supporting the [National Redress Scheme for Institutional Child Sexual Abuse](#)
- managing the [Specialist Victims Support Service](#) and [Specialist Victims Register](#) for victims of crime where the accused is, or may become, a forensic patient
- providing support to [families and friends of missing persons](#)
- promoting the [Charter of Victims Rights](#).

Victims Services seeks to recognise, promote, and give effect to the rights of victims of crime in NSW.

Homes NSW

[Homes NSW](#) was established in February 2024 to consolidate housing services previously provided across DCJ, the Aboriginal Housing Office, and the NSW Land and Housing Corporation. It includes the following:

Aboriginal Housing Office

The [Aboriginal Housing Office](#) ('AHO') is a statutory body established under the [Aboriginal Housing Act 1998 \(NSW\)](#). It plans, develops, delivers, and evaluates programs and services aimed at meeting the housing needs of First Nations persons in NSW.

The AHO seeks to:

- ensure that First Nations persons have access to quality, affordable housing
- increase the range of housing choices for First Nations persons
- ensure that housing is socially and culturally appropriate to the First Nations persons to whom housing is provided
- enhance the role of First Nations persons in determining, developing, and delivering policies and programs for Aboriginal housing
- prioritise First Nations' housing needs and equitably share the housing supply among First Nations persons who need it most
- ensure the accountability and effectiveness of registered Aboriginal housing organisations
- encourage the sustainable employment of First Nations persons in delivering Aboriginal housing assistance.

Disaster Welfare and Business Continuity

Disaster Welfare and Business Continuity co-ordinates evacuation centres and provides welfare services for people affected by natural disasters. It aims to relieve hardship and distress among disaster-affected individuals, families, and communities.

Housing Portfolio

Housing Portfolio manages Australia's largest social housing portfolio, with over 125,000 properties across NSW. Its functions include:

- [maintenance](#) and asset management of social housing properties
- delivering on [government social housing objectives](#) such as:
 - transforming the social housing system to deliver better quality housing
 - increasing the supply of social housing in NSW and addressing social housing waitlists
 - ensuring better experiences for those living in social housing.

Housing Services

Housing Services delivers a range of [housing and homelessness assistance products](#). This includes:

- managing [social housing tenancies](#)
- supporting access to the private rental market through rental subsidies and other services
- facilitating [emergency temporary accommodation](#).

Strategy, Policy and Regulation

Strategy, Policy and Regulation develops and informs Housing Services' policy by:

- engaging directly with key stakeholders and relying on public feedback to guide future directions for housing in NSW
- managing contracts between DCJ and [private sector community housing providers](#) who deliver tenancy management, maintenance, and other support to their tenants
- engaging specialist homelessness services to support people experiencing homelessness.

The functions exercised by Homes NSW assist those in the community who may be experiencing financial and personal hardship or face barriers in accessing affordable housing. These functions are essential to ensuring that the supply of housing in NSW is accessible, adequate, affordable, and responsive to the needs of the community.

Visit [Housing and homelessness](#) for further information.

Law Reform and Legal Services

Law Reform and Legal Services ('LRLS') provides a range of legal and policy services.

LRLS supports the following independent statutory offices which are addressed in Part 4 of the AIG:

- Anti-Discrimination NSW.
- Crown Advocate.
- Inspector of Custodial Services.

- NSW Law Reform Commission.
- NSW Sentencing Council.
- Office of the Legal Services Commissioner.
- Public Defender's Office.
- Solicitor General.

LRLS consists of the following:

Divisional Support and Public Accountability

Divisional Support and Public Accountability ('DSPA'):

- manages, supports, and improves end-to-end workflow of briefings, ministerial correspondence, and requests from ministers' offices and the Office of the Secretary
- supports processes for the appointment of certain office holders, including judicial officers and [justices of the peace](#)
- provides support and resources for justices of the peace
- reports on performance to the Secretary, ministers, and other divisions and agencies.

Legal

[Legal](#) is led by DCJ's General Counsel and consists of the following practice areas:

- Advisings and Community Protection
- Child Law
- Civil Litigation and Dispute Resolution
- Commercial and Property
- Inquests, Inquiries and Representation
- Legal Operations
- Open Government, Information and Privacy
- Surveillance Devices Commissioner

Legal does not provide legal advice or representation to members of the public. It provides in-house legal services to DCJ and to the Attorney General, including but not limited to:

- legal advice and representation to DCJ across various areas of legal practice
- instructing the Crown Solicitor or external legal providers to act for DCJ in legal proceedings
- instructing the Crown Solicitor to provide legal advice and representation in matters involving core legal work of government
- assisting coronial inquiries into deaths in custody or deaths of children

- advising the Attorney General in relation to a range of matters such as:
 - petitions to the Governor for the exercise of the Royal Prerogative of Mercy
 - applications for [ex gratia payments](#)
 - approvals of [ex gratia legal assistance](#).

While most services are provided internally or to the Attorney General, some services are provided to members of the public. These include:

- facilitating [applications for costs in criminal cases](#)
- responding to applications and requests for [access to information](#) held by DCJ under the GIPA Act
- conducting internal reviews under the [Privacy and Personal Information Protection Act 1998 \(NSW\)](#).

Legal's functions have direct and indirect effects on members of the public by:

- facilitating the lawful exercise of the common law and statutory powers of the Attorney General and other ministers
- assisting coroners to exercise their powers and functions
- advising other business areas of DCJ to ensure the lawful exercise of Departmental functions and compliance with relevant legislation
- facilitating public access to information held by DCJ and conducting internal reviews into alleged breaches of privacy.

Surveillance Devices Commissioner

The [Surveillance Devices Commissioner](#) is appointed under the [Surveillance Devices Act 2007 \(NSW\)](#) ('**SD Act**') by DCJ's Secretary in consultation with the Attorney General. The Commissioner is supported by the General Counsel, DCJ Legal.

The Attorney General may delegate any functions of the Attorney under Pts 3 or 5 of the SD Act to the Commissioner. The functions exercised by the Commissioner include:

- receiving notices of pending applications for warrants under the SD Act
- making submissions to eligible judges in relation to the issue of warrants under the SD Act
- receiving and considering reports on the use of surveillance devices under the authority of the SD Act.

These functions aim to ensure the responsible and lawful use of surveillance devices by balancing the rights of individuals against the need for community safety, law enforcement, and the administration of justice.

Ministerial and Parliamentary Services

Ministerial and Parliamentary Services ('**MaPS**):

- co-ordinates ministerial and parliamentary products and budget estimates to support ministers within the Communities and Justice Agency Portfolio

- supports the Portfolio with Cabinet and Cabinet Committee-related matters
- provides Department Liaison Officers to facilitate communications between DCJ and ministers' offices within the Portfolio.

Policy Reform and Legislation

[Policy Reform and Legislation](#) ('PRL') aims to ensure that the legal and policy framework for DCJ is consistent with the NSW Government's current priorities. Its services include:

- providing policy advice to ministers within the Communities and Justice Agency Portfolio
- reviewing and formulating changes to the law or legal system
- producing discussion and consultation papers on law reform and policy proposals
- seeking submissions from the public on policy matters and law reform
- secretariat support for the NSW Law Reform Commission and NSW Sentencing Council.

Strategy Unit

The Strategy Unit supports strategic development within the organisation and assists the Executive to make effective strategic decisions. It aims to:

- identify opportunities for collaboration across DCJ
- ensure that DCJ strategies align with its goals, assist staff to understand how their work contributes to DCJ's strategic goals
- assist divisions and business areas with strategic and business planning.

These functions assist DCJ in building its strategic capabilities and ensures the cohesion and strategic alignment of service delivery across the organisation.

Strategy, Policy and Commissioning

Strategy, Policy and Commissioning ('SPC') provides policy and strategic support and data analytics across many of DCJ's functions. It includes the following:

Bureau of Crime Statistics and Research

The [Bureau of Crime Statistics and Research](#) ('BOCSAR') provides statistics and conducts research on crime and criminal justice in NSW. It aims to:

- identify factors that affect the distribution and frequency of crime
- identify factors that affect the effectiveness, efficiency or equity of the criminal justice system
- ensure the availability and accessibility of information on these factors to clients
- monitor trends in crime and criminal justice.

These functions assist policy makers and administrators in the criminal justice system to develop and implement evidence-based strategies for reducing crime and provide for a more efficient, effective, and equitable justice system.

Commissioning and Planning

Commissioning and Planning centralises DCJ's commissioning and planning activities to promote a uniform approach to our work with non-government organisations and provide support to the human services sector in NSW.

Disability, Inclusion and Early Intervention

Disability, Inclusion and Early Intervention supports the implementation of policies and programs relating to seniors, persons with disability, carers, and young people. This includes:

- monitoring and reporting on the progress of seniors and disability inclusion across the NSW state and local government sectors
- supporting the design, implementation, and reform of disability policy
- managing programs and initiatives for targeted early intervention
- co-ordinating funding and programs relating to carers of seniors and persons with disability.

Partnerships

Partnerships builds and maintains relationships between DCJ and contracted service partners in the delivery of human services. This includes:

- advising on the commissioning and recommissioning of human services programs
- supporting contract management
- overseeing contract performance to minimise risk and ensure the accountability of contracted human services providers
- developing policies, resources, and training to enhance the capability of DCJ contract managers and contracted human services providers.

Partnerships assists contract managers across DCJ to effectively manage contracts between DCJ and contracted service providers. It supports non-government organisations that provide human services under a contract with DCJ, ensuring that clients receive quality human services regardless of whether these services are provided by DCJ or through a contracted service provider.

Family and Community Services Insights, Analysis and Research

[Family and Community Services Insights, Analysis and Research](#) ('FACSIAR') conducts research, analysis, and evaluation of human services within DCJ. It works with other government agencies and non-government organisations on specific projects, data linkage, and research and evaluation.

These functions guide evidence-based improvements to human services and outcomes for individuals and communities, particularly in relation to child protection and out-of-home care, domestic and family violence, social housing, homelessness, disability, ageing, and the human services sector's resourcing and business operations.

Office of the Women's Safety Commissioner

The [Women's Safety Commissioner](#) provides leadership and oversight across the NSW Government to strengthen responses to domestic, family, and sexual violence. The role provides collaboration and co-ordination across the public sector, the private sector, and the community.

The Commissioner's role seeks to give victim-survivors of domestic, family, and sexual violence a greater voice in the development of policies and programs, raise awareness, and engage with the public to deliver improved women's safety outcomes.

Women, Family and Community Safety

Women, Family and Community Safety leads strategic reform, policy development, and program delivery to address systemic challenges in domestic, family, and sexual violence. It also manages a range of justice-related programs including the [Justice Advocacy Service](#), [Magistrates Early Referral Into Treatment Program](#), and [Traffic Offender Intervention Program](#).

These services support prevention, intervention, and long-term safety outcomes for individuals, families, and the community.

System Reform

System Reform is leading reforms to services and support delivered to at-risk families, children, and young people. Its functions aim to improve service delivery and programs delivered in key focus areas to achieve better outcomes for individuals, families, and communities.

System Reform includes the following:

Child and Family

Child and Family is responsible for policies and programs relating to early intervention, volunteering, carers, and youth participation. It is responsible for policy and program management relating to the delivery of out-of-home care by DCJ and contracted service providers.

Child and Family dually reports to the Deputy Secretary, Strategy, Policy and Commissioning.

High-Cost Emergency Arrangements

High-Cost Emergency Arrangements works with DCJ caseworkers to reduce the number of children and young persons in high-cost emergency accommodation. This includes working with emergency foster carers and non-government organisations to facilitate more stable, lower cost accommodation for children and young persons in out-of-home care.

Youth Justice

Youth Justice ('YJ') exercises functions in relation to young persons aged 10 to 18 who have come, or who are at risk of coming, into contact with the criminal justice system. It primarily exercises functions under the [Children \(Detention Centres\) Act 1987 \(NSW\)](#) and the [Young Offenders Act 1997 \(NSW\)](#).

YJ operates six (6) [youth justice centres](#) ('YJCs') across NSW which accommodate young offenders on remand or who are subject to a control order under the [Children \(Criminal Proceedings\) Act 1987 \(NSW\)](#). YJCs offer a range of services such as psychology services to support young offenders in custody, while external agencies provide detainees with education and health services to support wellbeing, development, and reintegration into the community on release.

[Youth Justice Community Offices](#) supervise young people subject to a community-based legal order and provide intervention programs to young people at risk of coming into contact with the criminal justice system.

These functions seek to ensure the safety of the community against criminal behaviour, support young offenders and their families to appropriately address offending and criminogenic risk factors, and reduce the risk of reoffending or continuing to offend into adult life.

Transforming Aboriginal Outcomes

Transforming Aboriginal Outcomes provides a range of services leading to improved outcomes for First Nations persons in areas such as criminal justice, child protection, and housing. This division supports other divisions of DCJ to educate staff and improve service delivery to achieve meaningful and permanent outcomes for First Nations.

Transforming Aboriginal Outcomes aims to address systemic causes of disadvantage and meet the National Agreement on Closing the Gap targets relating to child protection, criminal justice, housing, and domestic violence prevention.

4 Structure and functions of subsidiary agencies

Some government agencies are not treated as separate agencies for the purposes of the GIPA Act. These agencies (**‘subsidiary agencies’**) are declared to be part of and included in another agency (**‘parent agency’**) in relation to matters arising under the Act.

DCJ also supports a number of other statutory agencies, office holders, and independent bodies.

Below is an outline of the structure and functions of the statutory agencies, office holders, and independent bodies which are supported by DCJ, or which are otherwise subsidiary agencies of DCJ for the purposes of the GIPA Act.

DCJ is responsible for exercising most of the functions of the below agencies under the GIPA Act. Requests or applications under the Act for government information held by the agencies outlined below must be made to DCJ.

Anti-Discrimination Board

[Anti-Discrimination NSW](#) (**‘ADNSW’**) is an independent statutory body established under the [Anti-Discrimination Act 1977 \(NSW\)](#) (**‘Act’**). It is supported by DCJ’s Law Reform and Legal Services Division.

The [ADNSW Board](#) consists of up to five (5) members appointed by the Governor. The President is the senior member of the Board and provides strategic direction to ADNSW.

Day-to-day management is provided by the Executive Manager who oversees four (4) teams:

- Enquiries and Conciliation
- Communications and Engagement
- Governance and Advice
- Strategic Operations

Visit [Organisational structure](#) for further information.

ADNSW’s functions include:

- receiving, investigating, and resolving complaints of alleged discrimination
- conducting investigations, research, and inquiries into discrimination
- reviewing relevant laws of NSW
- raising awareness about discrimination and its impacts and consulting with key stakeholders
- promoting the elimination of discrimination and the achievement of equal rights.

These functions aim to eliminate discrimination, ensure that the people of NSW are treated equally, and educate the public about the impacts of discrimination.

Anti-Slavery Commissioner

The [Anti-Slavery Commissioner](#) is an independent statutory office holder appointed by the Governor under the [Modern Slavery Act 2018 \(NSW\)](#). The Office of the Anti-Slavery Commissioner within DCJ supports the Commissioner's work.

The Commissioner's functions include:

- advocating for and promoting action to combat modern slavery
- identifying and providing support for victims of modern slavery
- making recommendations and providing information, advice, education, and training about the prevention, detection, investigation, and prosecution of offences involving modern slavery
- working with other persons and organisations to combat modern slavery and providing support to victims of modern slavery
- monitoring risks of modern slavery occurring in government agency supply chains
- monitoring the effectiveness of legislation and government policy in combatting modern slavery.

The Commissioner does not investigate or directly deal with complaints or concerns about individual cases of modern slavery or suspected modern slavery, although the Commissioner may take individual cases into account for the purpose of considering general issues within the Commissioner's remit.

The Commissioner's role seeks to:

- promote public awareness of modern slavery and its effects
- encourage the reporting of suspected modern slavery to the appropriate authorities
- provide advice and assistance to children and others who are, or may be, victims of modern slavery.

Carers Advisory Council

The Carers Advisory Council is established under the [Carers \(Recognition\) Act 2010 \(NSW\)](#).

The Minister for Seniors appoints members to the Council who, in the minister's opinion, have relevant knowledge and experience in matters relevant to carers. One (1) member is appointed as Chair of the Council and one (1) is appointed as Deputy Chair. The majority of members must be ["carers"](#).

The Council aims to advance the interests of carers of persons with disability, medical conditions or mental illness, or frail and aged persons. It reviews and makes recommendations on legislative or policy proposals affecting carers and carries out any other functions relating to carers as may be directed by the minister.

These functions increase awareness of the valuable contribution that carers make in the community and seek to advance the interests of carers.

DCJ provides secretariat support for the Council.

Visit [NSW Carers Advisory Council](#) for further information.

Children's Court Advisory Committee

The Children's Court Advisory Committee is established under the [Children's Court Act 1987 \(NSW\)](#).

The Committee consists of the following:

- President of the Children's Court, who acts as Chairperson of the Committee.
- Director of the Children's Court Clinic.
- The following persons appointed by the Attorney General:
 - One (1) or more Children's Magistrates.
 - A Children's Registrar nominated by DCJ's Secretary.
 - A person nominated by the Chief Executive Officer of the Legal Aid Commission.
 - A person with qualifications or experience in youth justice, nominated by DCJ's Secretary.
 - A person with qualifications or experience in law reform, nominated by DCJ's Secretary.
 - A person with qualifications or experience in child protection, nominated by DCJ's Secretary.
 - A person nominated by the Commissioner of Police.
 - A person nominated by the Law Society of NSW.
 - A person nominated by the Bar Association of NSW.
 - A person who is under the age of 25 years at the time of appointment selected by the Attorney in consultation with the Minister for Families and Communities.
 - Two (2) community representatives selected by the Attorney, in consultation with the Minister for Families and Communities, who have qualifications or experience in a ["relevant field"](#).
 - A person nominated by the Secretary of the NSW Department of Education.
 - Two (2) persons nominated by the Chief Executive Officer of the Aboriginal Legal Service.

The Committee's functions include:

- consultation with persons using Children's Court services
- providing advice to the Attorney General and the Minister for Families and Communities
- advising the Children's Court on the rules, practice directions, and procedures of the Court
- any other functions conferred or imposed on the Committee by the rules of the Court or by under any other Act.

The Committee seeks to provide a cross-section of individuals (including community representatives) with relevant skills, knowledge, and experience in matters affecting children and young persons. This assists the Children's Court to operate in a responsible manner in the best interests of the children and families that come into contact with the Court.

Children’s Court Clinic

The [Children’s Court Clinic](#) is part of the Sydney Children’s Hospitals Network. It is established by the Minister for Health under the [Children’s Court Act 1987 \(NSW\)](#).

The Clinic consists of the Director of the Children’s Court Clinic and any other persons appointed by the Minister for Health who, in the minister’s opinion, are suitable persons to prepare and submit assessment reports.

The Clinic employs Authorised Clinicians — professionals with psychiatry, psychology, and social work experience and qualifications — who give expert clinical assessments and recommendations to assist the Children’s Court, lawyers, and parents to plan for the care of a child or young person. These functions ensure that the Children’s Court can make the most appropriate decisions for the safety, welfare, and wellbeing of children who come into contact with the Court.

Children’s Court of NSW

The [Children’s Court of NSW](#) is established by the [Children’s Court Act 1987 \(NSW\)](#) and exercises jurisdiction conferred by that Act and other legislation in relation to matters involving children and young persons.

The Court consists of a President appointed by the Governor (who must hold office as a Judge of the District Court of NSW) and 15 specialist Children’s Magistrates selected from the pool of Magistrates appointed under the [Local Court Act 2007 \(NSW\)](#). Children’s Court cases are otherwise dealt with by Local Court Magistrates in locations where a specialist Children’s Magistrate is not available.

Matters heard by the Children’s Court include:

- proceedings relating to the care, protection, and schooling of children and young people under the age of 18
- criminal proceedings in which the defendant was under 18 at the time of the alleged offence, unless the alleged offence is so serious that the processes and penalties available to the Court are inadequate
- committal proceedings for serious offences where the defendant was under 18 at the time of the alleged offence.

The Children’s Court aims to provide an efficient, fair, and effective court service for children, families, and the community.

Commissioners of the Land and Environment Court

[Commissioners of the Land and Environment Court](#) are appointed by the Governor under the [Land and Environment Court Act 1979 \(NSW\)](#).

Commissioners adjudicate, conciliate, or mediate merits review appeals within Classes 1, 2, and 3 of the Land and Environment Court’s jurisdiction. Commissioners who are Australian lawyers may also hear and determine proceedings within Class 8 of the Court’s jurisdiction. Visit [Types of cases](#) for further information.

Commissioners bring specialised knowledge and experience in matters concerning the environment that assist in fulfilling the Court’s purpose, that is, to provide a centralised specialty court service to the people of NSW.

Contract of Carriage Tribunal

The Contract of Carriage Tribunal is established under the [Industrial Relations Act 1996 \(NSW\)](#). It is constituted by a Presidential Member of the Industrial Relations Commission sitting alone; however, in arbitration proceedings, it is constituted by a Presidential Member and two (2) part-time members nominated by the Presidential Member (one (1) from each of the Commission’s arbitration panels).

The Tribunal exercises conciliation and arbitration functions relating to the termination of [“contracts of carriage”](#). Its procedures and powers are the same as those of the Industrial Relations Commission as set out in [Pt 5 of Ch 4](#) of the *Industrial Relations Act 1996* (NSW) (except those that apply to the Commission in Court Session). Appeals against decisions of the Tribunal are referred to the Full Bench of the Industrial Relations Commission.

The Tribunal aims to ensure the just settlement of disputes arising in relation to contracts of carriage.

Coroners (including State Coroner and Deputy State Coroner)

The [Coroners Act 2009 \(NSW\)](#) provides for the provision of coronial services in NSW.

State Coroner

The Governor may appoint a Magistrate to be the State Coroner. The State Coroner’s functions include:

- overseeing and co-ordinating coronial services across NSW
- ensuring the proper investigation of all deaths, suspected deaths, fires, and explosions over which a coroner has jurisdiction to hold an inquest or inquiry
- ensuring that an inquest or inquiry is held:
 - whenever required by the *Coroners Act 2009* (NSW), or
 - if they are of the opinion that it is desirable to hold an inquest or inquiry
- issuing guidelines to coroners to assist them in performing their functions
- any other functions conferred or imposed by the *Coroners Act 2009* (NSW) or any other Act.

The State Coroner is subject to the control and direction of the Chief Magistrate of NSW in the exercise of the above functions.

The State Coroner also has all the functions of a coroner and, together with Deputy State Coroners, supports the [Domestic Violence Death Review Team](#).

The State Coroner’s functions assist in ensuring the effective exercise of the jurisdiction of coroners and the delivery of coronial services across NSW.

Deputy State Coroners

The Governor may appoint a magistrate to be a Deputy State Coroner. There are currently nine (9) Deputy State Coroners.

Deputy State Coroners exercise functions delegated to them by the State Coroner and any other functions conferred or imposed by the *Coroners Act 2009* (NSW) or any other Act.

Coroners and assistant coroners

The State Coroner and Deputy State Coroners are supported by a network of coroners and assistant coroners across NSW.

Coroners are appointed by the Governor and must be an Australian lawyer to be eligible for office. Magistrates also have the jurisdiction of a coroner by virtue of their office as a magistrate, even if they are not specifically appointed as a coroner.

The functions of coroners include examining sudden, unexpected, unnatural, and suspicious deaths, suspected deaths (in the case of missing persons), and fires and explosions causing serious injury or damage to property.

Coroners cannot find people guilty of crimes; however, if a coroner forms the view that a known person has committed an indictable offence in relation to a death, the coroner must suspend the inquest and refer the matter to the Director of Public Prosecutions to determine whether charges should be brought in the appropriate criminal court.

Assistant coroners may be appointed by the Attorney General. A person must be employed by DCJ to be eligible for appointment.

Assistant coroners are responsible for:

- providing administrative assistance to coroners at the control and direction of the coroner
- exercising functions delegated to an assistant coroner by the State Coroner, which may include:
 - ordering the disposal of the remains of a deceased person
 - issuing post-mortem investigation directions
 - dispensing with an inquest if a death is a result of natural cases.

The findings of inquiries conducted by the Coroners Court have direct impacts upon deceased persons and their families by seeking to substantiate causes of death and provide closure. A coroner's findings may assist in protecting the lives and wellbeing of members of the community by informing relevant authorities about practices, policies, or laws which could be reformed to prevent future deaths, fires, and explosions.

Visit [Coroners Court of NSW](#) for further information.

Corrective Services NSW

[Corrective Services NSW](#) ('CSNSW') was formerly a division of DCJ. It commenced operating as an independent executive agency on 1 October 2024.

The Commissioner of Corrective Services is the head of the agency. The Commissioner reports directly to the Minister for Corrections.

CSNSW has three (3) branches led by senior executives who report to the Commissioner:

- Deputy Commissioner, **Community, Industry and Capacity**
- Deputy Commissioner, **Security and Custody**
- Deputy Commissioner, **Strategy and Governance**

Further information about CSNSW's branches is provided below.

Strategy and Governance

Strategy and Governance provides the following services:

- research, evaluation, and statistics.
- oversight of strategy, program delivery, and implementation of government policy.
- management of executive, ministerial, and parliamentary correspondence.
- management of complaints and inquiries received from inmates through the Corrective Services Support Line.
- secretariat support for the Serious Offenders Review Council.
- media and communications.
- management of sentences and the administration of court orders affecting individuals in the custody of CSNSW, including processing the initial lodgement of all new offenders.

Security and Custody

Security and Custody manages the operation of correctional centres in NSW in accordance with the [Crimes \(Administration of Sentences\) Act 1999 \(NSW\)](#). Its functions include:

- day-to-day administration of correctional centre procedures and secure custodial operations
- facilitating court escorts, medical escorts, and movements of inmates
- rostering and scheduling of staff resources in correctional facilities.

Community, Industry and Capacity

Community, Industry and Capacity executes a range of functions aimed at rehabilitating, reintegrating, and building the capacity of offenders. This includes:

- supervising offenders in the community through [Community Corrections](#) offices
- overseeing education and employment programs for individuals in custody
- providing internal services such as buy ups, food services, and laundry
- operating [residential centres](#).

CSNSW's functions seek to contribute to reduced rates of reoffending, rehabilitation of offenders, and enhance community safety. The effects of these functions are not limited to persons in direct contact with CSNSW, but are wide-reaching and impact the community by seeking to responsibly manage correctional centres, supervise offenders in the community, [support members of the community](#) affected by criminal behaviour, and support offenders and their families to reintegrate into lawful community life.

Costs assessors

Costs assessors are appointed by the Chief Justice of NSW under the [Legal Profession Uniform Law Application Act 2014 \(NSW\)](#). Costs assessors are independent of the Supreme Court of NSW and they are not officers of the Court.

Costs assessments conducted by a costs assessor are used to quantify amounts payable under a costs order made by a NSW court or tribunal ("party/party costs" or "ordered costs"), or to determine costs between lawyers and their clients ("solicitor/client costs") where a dispute arises.

Costs assessors' functions assist members of the public involved in legal proceedings and or who retain a lawyer by:

- determining a fair and reasonable amount to be paid under a costs order
 - ensuring that bills issued by lawyers to their clients give effect to any applicable costs agreement and legislation, or otherwise quantify a fair and reasonable amount for solicitor/client costs.
-

Crown Solicitor's Office

The [Crown Solicitor's Office](#) ('CSO') is the largest provider of legal services to NSW Government agencies.

The head of the agency is the Crown Solicitor.

The CSO has three (3) divisions each headed by an Assistant Crown Solicitor:

- Civil Law and Commercial Strategy
- Inquiries and Criminal Law
- Public Law

If issues arising in a civil or other dispute, or a criminal law matter, are considered [core legal work of government](#) or arise under certain legislation, agencies must instruct the Crown Solicitor to act on their behalf. The CSO also provides legal services to NSW Government agencies on request.

While the CSO does not provide legal services to the public, its functions have broader impacts upon members of the public by assisting agencies to exercise their functions and deliver government policies, programs, and projects in a lawful, effective and efficient manner.

Disability Council NSW

The [Disability Council NSW](#) is an advisory body to the NSW Government on matters relating to people with disability and disability inclusion. It was established under the *Community Welfare Act 1987* (NSW) and is continued in existence by the [Disability Inclusion Act 2014 \(NSW\)](#).

The Council must consist of between eight (8) and 12 members, the majority of whom must be people with a disability. Members must be a member or employee of an organisation concerned especially with the interests of people with disability, or other persons with appropriate skills and experience in relevant matters. The Council includes a chairperson (who must be a person with disability) and a deputy chairperson.

DCJ provides secretariat support for the Council.

The Council's functions include monitoring the implementation of government policy, advising the Minister for Disability Inclusion and public authorities, promoting the inclusion of people with disability, consultation with similar bodies and people with disability, and conducting research. It ensures that the voices of persons with disability are heard in relevant forums and government policy proposals.

Visit [About the Disability Council](#) for further information.

District Court of NSW

The [District Court of NSW](#) is the intermediate court of record in the NSW court hierarchy. It was established by the [District Court Act 1973 \(NSW\)](#).

The Court is comprised of a Chief Judge and more than 80 judges who exercise the Court's jurisdiction. It is supported by registrars (including the Judicial Registrar and Principal Registrar) who deal with certain case management, administrative, and ceremonial matters. Visit [Chief Judge and Judicial Officers](#) for further information.

The Court has jurisdiction to hear:

- proceedings for all criminal offences except murder, treason, and piracy
- civil claims for motor accident cases for any claimed amount
- other civil claims for amounts up to \$1,250,000 (or higher if the parties consent)

The Court also hears appeals from decisions of the Local Court and the Children's Court.

Historically, the District Court's functions aimed to simplify legal proceedings in civil claims for lesser amounts and relieve pressure on the Supreme Court. Its jurisdiction has been expanded over time and it is now the largest trial court in Australia; however, the Court continues to provide the public with intermediate and appellate court services with the ultimate aim of ensuring the efficient and effective administration of the justice system in NSW.

Visit [About us](#) for more information about the Court.

Drug Court of NSW

The [Drug Court of NSW](#) is a specialist criminal court with locations in Dubbo, Parramatta, Sydney, and Toronto. It is established as a court of record under the [Drug Court Act 1998 \(NSW\)](#).

The Court is comprised of a Senior Judge and several Judges who hear and determine matters brought before the Court.

The Drug Court has Local and District Court criminal jurisdiction.

The Drug Court Program is a joint justice and health intervention for eligible offenders that seeks to reduce drug dependency, reduce offending, and promote reintegration into the community. It provides community-based rehabilitation for eligible offenders with drug dependencies as an alternative to a full-time sentence of imprisonment, which is closely monitored by the Court to ensure compliance.

The Court aims to reform the criminal law's traditional approach to offending, providing long-term solutions that address drug dependency as a significant contributing factor in criminal behaviour.

Visit [About us](#) for further information.

Dust Diseases Tribunal

The [Dust Diseases Tribunal](#) is established as a court of record under the [Dust Diseases Tribunal Act 1989 \(NSW\)](#). It has exclusive jurisdiction to hear and determine claims by persons who suffer from [dust-related diseases](#) or dependents of persons who have died from a dust-related disease.

The Tribunal is composed of a principal judicial officer called the President, three (3) Judges, and two (2) Acting Judges. A registrar and registry staff deliver registry services.

The Tribunal was established to ensure early hearings of claims and to provide efficient access to justice for seriously ill plaintiffs and their families.

Visit [How the Tribunal works](#) for further information.

Industrial Committees

[Industrial Committees](#) are established under the [Industrial Relations Act 1996 \(NSW\)](#) to exercise the functions of the Industrial Relations Commission in respect of the industry or part of an industry for which the Committee is established. The extent of their functions depends on the purpose for which the Committee was established. Committees exist for three (3) years unless dissolved sooner or extended for a further period.

Committees consist of a member of the Industrial Relations Commission who acts as the Chairperson and equal numbers of employer and employee representatives.

A list of current and past Industrial Committees is available online at [List of Industrial Committees](#). Orders of the Industrial Relations Commission establishing the Committees available at the above link set out the scope and structure of each Committee.

Industrial Registrar

The [Industrial Registrar](#) exercises functions under the [Industrial Relations Act 1996 \(NSW\)](#) and other legislation conferring or imposing functions on the Registrar. These functions include providing administrative and case management support to the Industrial Relations Commission and delivering client services directly to members of the public.

The Registrar's functions assist the public with industrial disputes within the Commission's jurisdiction to achieve justice through access to the Commission's services and by exercising decision-making powers vested in the Registrar under relevant legislation.

Industrial Relations Commission

The [Industrial Relations Commission of NSW](#) is established by the [Industrial Relations Commission Act 1996 \(NSW\)](#).

The Commission is constituted by [three \(3\) Presidential Members and several Commissioners](#) who exercise its functions.

The Commission's functions include:

- resolving industrial disputes and unfair dismissal claims
- fixing wage rates and setting the terms and conditions of employment through industrial awards, approving enterprise agreements, inquiring into, and reporting on, industrial or other matters referred by the Minister for Industrial Relations
- any other functions conferred or imposed on the Commission by any Act or law.

These functions are limited to NSW-based industrial relations legislation and do not extend to matters arising under the *Fair Work Act 2009* (Cth). Such matters are dealt with in the federal jurisdiction by the [Fair Work Commission](#).

Inspector of Custodial Services

The [Inspector of Custodial Services](#) ('ICS') is appointed by the Governor under the [Inspector of Custodial Services Act 2012 \(NSW\)](#).

The ICS's main functions are to:

- inspect each adult custodial facility in NSW at least once every five (5) years
- inspect each youth justice centre or juvenile correctional centre in NSW at least once every three (3) years
- examine and review custodial services at any time
- report to Parliament on the findings of inspections, examinations, or reviews conducted
- report to Parliament on any issues or general matters related to the ICS's functions if requested by the Minister for Corrections, or if it is in the interest of any person or the public to do so.

The ICS provides advice and recommendations in their reports to Parliament and oversees the [Official Visitor Program](#) conducted in correctional facilities and youth justice centres.

The ICS has powers associated with the exercise of their functions, including an entitlement to full access to a custodial facility's records, visiting and examining a custodial facility at any time, or requiring the production of documents.

These functions are integral to ensuring higher standards of conditions, treatment, and outcomes for adults and young persons in custody, ensuring the ethical operation of custodial facilities in NSW, and ensuring the accountability of the correctional system to the people of NSW.

Land and Environment Court of NSW

The [Land and Environment Court of NSW](#) was established on 1 September 1980 as a superior court in the NSW court hierarchy. It was established under the [Land and Environment Court Act 1979 \(NSW\)](#) ('LEC Act') and is the first specialist environmental superior court in the world.

The Court is comprised of a Chief Judge and Judges who hold the same rank and status as Judges of the Supreme Court. The Chief Judge and Judges of the Court are appointed by the Governor.

The Court has the jurisdiction afforded under the LEC Act or any other Act, such as the [Environmental Planning and Assessment Act 1979 \(NSW\)](#). Its functions include hearing environmental planning and protection appeals, local government appeals, land tenure, valuation, rating, and compensation matters, appeals against convictions for environmental offences, and mining matters.

Appeals against decisions of the Court are heard by the Court of Appeal (civil matters) or the Court of Criminal Appeal (criminal matters).

The establishment of the Court has consolidated the jurisdiction formerly exercised by several courts and tribunals by giving the Court exclusive jurisdiction over certain environmental matters. This provides the public with a specialised and centralised court service for civil and criminal matters concerning the environment, development, building, and planning.

Legal Profession Admission Board

The [Legal Profession Admission Board](#) ('LPAB') is a statutory corporation constituted under the [Legal Profession Uniform Law Application Act 2014 \(NSW\)](#).

The LPAB consists of 11 members:

- Chief Justice of NSW.
- Three (3) Judges of the Supreme Court nominated by the Chief Justice of NSW.
- Attorney General or another person nominated by the Attorney General.
- Two (2) persons nominated by the Council of Australian Law Deans, being members of the Council from NSW.
- Two (2) barristers nominated by the Bar Council.
- Two (2) solicitors nominated by the Law Society Council.

The Board's functions include:

- determining the eligibility and suitability of persons seeking admission as a lawyer in NSW
- appointing public notaries in NSW
- accrediting academic law courses and practical legal training courses in NSW
- registering, enrolling, and examining students in its Diploma in Law course
- maintaining the Roll of Lawyers and the Roll of Public Notaries in NSW.

The Board may delegate its functions to a committee (which may in turn subdelegate its functions to a subcommittee), a member of the Board, a member of staff of the Board, or any person or class of persons prescribed by applicable regulations. Visit [Instruments of delegation](#) and [About LPAB](#) for further information about the Board's delegations and committee structure..

The LPAB's functions ensure the integrity of the legal profession, giving confidence to the public that persons admitted to the profession attain their qualifications through accredited courses and meet the requirements for admission.

Local Court of NSW

The [Local Court of NSW](#) is established as a court of records by the [Local Court Act 2007 \(NSW\)](#). It is the lowest court in the NSW court hierarchy.

The Court is composed of the Chief Magistrate, Deputy Chief Magistrates, and Magistrates who exercise the judicial power of the Court. Judicial officers of the Court are appointed by the Governor.

The Chief Magistrate is the principal judicial officer of the Court. They are supported by three (3) Deputy Chief Magistrates and an executive office which monitors the Court's caseload, co-ordinates judicial resources and court sittings, publishes circulars and practice directions, manages listings at the Downing Centre Local Court, and provides statewide administrative support to Magistrates.

There are 140 Magistrates across NSW who independently exercise the judicial power of the Court. The Chief Magistrate does not have supervisory authority over Magistrates' exercise of judicial power.

Registrars and deputy registrars provide administrative support to the Local Court and may exercise any functions conferred by the *Local Court Act 2007 (NSW)* or any other law.

The Court has jurisdiction to hear:

- criminal proceedings for less serious offences
- committals for serious criminal offences before the matter progresses to a superior court
- civil proceedings for claims up to \$100,000
- apprehended violence order applications
- limited family law applications relating to property settlements and residence orders.

The Court provides the public with a lower court service with the aim of ensuring the efficient and effective administration of justice.

Visit [About the Court](#) for further information.

NSW Civil and Administrative Tribunal

The [NSW Civil and Administrative Tribunal](#) ('NCAT') commenced operating on 1 January 2014, consolidating the work of 22 former tribunals in NSW into a single specialist tribunal service. It is constituted under the [Civil and Administrative Tribunal Act 2013 \(NSW\)](#) ('CAT Act').

The NCAT is composed of [members](#) appointed by the Governor or Attorney General. Membership of the NCAT consists of the President, Deputy Presidents, principal members, senior members, and general members.

The President oversees business and administrative practices, makes directions in relation to practice and procedure, manages Tribunal members, advises the Attorney General on the appointment, reappointment, or removal of Tribunal members, and exercises any other functions conferred or imposed on the President by any Act or law.

NCAT has the following divisions:

- [Administrative and Equal Opportunity Division](#)
- [Consumer and Commercial Division](#)
- [Guardianship Division](#)
- [Occupational Division](#)

The President or a Deputy President may be appointed as a Division Head. A Division Head directs the business of a division and may exercise any other functions conferred or imposed on a Division Head by legislation.

The NCAT may be constituted as an [Appeal Panel](#) to hear internal appeals against certain decisions made by a division.

Members are the decision-makers of the NCAT who hear and determine cases in accordance with applicable law and based on the evidence presented by the parties.

The NCAT has such jurisdiction and functions as may be conferred or imposed on it by the CAT Act or any other legislation (“enabling legislation”). A list of legislation that confers jurisdiction on the NCAT is available at [Legislation](#).

Functions under enabling legislation are allocated to NCAT’s divisions in accordance with Schs 3-6 of the CAT Act. These functions include hearing external appeals against decisions made by an external decision-maker, if legislation provides that such an appeal may be made to the NCAT.

Registry functions are exercised by DCJ’s Courts, Tribunals and Service Delivery Division, under the supervision of the Principal Registrar and Executive Director of the NCAT. A registrar exercises such functions as may be conferred or imposed by the CAT Act or any other legislation.

The NCAT provides a single point of access to most tribunal services in NSW. This provides the public with a more informal, efficient, and accessible way of settling disputes compared to traditional courts.

Visit [About NCAT](#) for further information.

Housing Appeals Committee

The [Housing Appeals Committee](#) (‘HAC’) is an independent body that deals with [second-tier appeals](#) from people who are aggrieved by social housing decisions made by DCJ or registered community housing providers.

The HAC consists of members who have knowledge and expertise in a range of areas, such as housing, community services, health, merits review, law, psychology, welfare, or social housing policies. Members are appointed by the Minister for Housing. Presiding Chairs are experienced members who chair appeal hearings and prepare appeal reports following a hearing.

The Manager is the executive head of the HAC, accountable to the minister. The Manager administers the Secretariat which provides corporate and operational support to the HAC (including responding to enquiries from the public). The Secretariat is part of DCJ's Homes NSW Division.

The HAC operates to ensure that decisions of social housing providers are fair, reasonable and consistent with policy. It undertakes merits review, makes recommendations to social housing providers on whether to maintain a decision or vary it in whole or in part, and provides advice on systemic issues. This provides members of the public who are aggrieved by a decision with a way to seek an independent review, ensuring that social housing processes are fair and accountable.

NSW Law Reform Commission

The [NSW Law Reform Commission](#) is an independent statutory agency established under the [Law Reform Commission Act 1967 \(NSW\)](#). It consists of a [Chairperson and two \(2\) part-time Commissioners](#) appointed by the Governor.

The Commission receives referrals from the Attorney General ("references") on law reform issues, prepares reports analysing the issues identified in the reference, and makes recommendations to the NSW Government on law reform. Visit [What we do](#) for further information.

The Commission [engages the public](#) in the law reform process by:

- releasing consultation papers and receiving submissions from members of the public
- consulting stakeholders including interest groups, legal and industry experts, non-government organisations, and government agencies
- engaging with members of the community affected by the law under review
- maintaining a [mailing list](#) to provide updates to subscribers.

The Commission's functions are supported by the Law Reform Commission and Sentencing Council Secretariat within DCJ's Law Reform and Legal Services Division.

The Commission's functions aim to address emerging issues, improve, modernise, and simplify the law, identify and remove inefficiencies and defects in the law, repeal obsolete laws, and improve access to justice.

NSW Sentencing Council

The [NSW Sentencing Council](#) is an independent advisory body established in 2003 under the [Crimes \(Sentencing Procedure\) Act 1999 \(NSW\)](#).

The Council consists of [16 members](#) appointed by the Attorney General as follows:

- One (1) retired judicial officer (other than a retired Magistrate).
- One (1) retired Magistrate.
- One (1) with expertise or experience in law enforcement.
- Four (4) with expertise or experience in criminal law or sentencing, of whom one (1) must have expertise or experience in the area of prosecution and one (1) must have expertise or experience in the area of defence.

- One (1) with expertise or experience in Aboriginal justice matters.
- Four (4) general community representatives, two (2) of whom must have expertise or experience in matters relating to victims of crime.
- One (1) with expertise or experience in corrective services.
- One (1) with expertise or experience in juvenile justice.
- One (1) representative of DCJ.
- One (1) with academic or research expertise or experience of relevance to the Council's functions.

The retired judicial officer member is Chairperson of the Council. The Attorney may appoint another member to be Deputy Chairperson.

The Council's functions include:

- advising and consulting the Attorney General on criminal sentencing issues
- researching and reporting on criminal sentencing issues at the request of the Attorney General
- monitoring and reporting on sentencing trends and practices
- educating the public about criminal sentencing.

The Council is supported by the Law Reform Commission and Sentencing Council Secretariat within DCJ's Law Reform and Legal Services Division.

The Council's functions aim to ensure that criminal sentencing practices are responsive to trends in criminal behaviour and the needs of the community.

Office of the NSW Legal Services Commissioner

The [Office of the NSW Legal Services Commissioner](#) ('OLSC') is an independent statutory body that supports the NSW Legal Services Commissioner in the exercise of their functions. DCJ's Law Reform and Legal Services Division provides support to the OLSC.

The NSW Legal Services Commissioner is appointed by the Governor under the [Legal Profession Uniform Law Application Act 2014 \(NSW\)](#). The Commissioner provides strategic direction to the OLSC and is supported in the day-to-day management of operations by the Assistant Commissioner (Legal) and the Deputy Commissioner (Resolutions).

There are (5) teams within the OLSC staffed by employees who advise and assist the Commissioner in the exercise of their functions and powers. Visit [OLSC Structure](#) for further information.

The Commissioner functions include receiving and investigating complaints about lawyers in NSW, resolving consumer disputes between lawyers and clients, taking disciplinary action against lawyers, or commencing disciplinary proceedings in the NCAT.

The Commissioner's role seeks to improve the professionalism of lawyers in NSW and ensures that lawyers abide by ethical and professional obligations when providing legal services. The OLSC aims to improve standards in the legal services industry and improve the public's satisfaction with the services delivered to the community by solicitors and barristers.

Office of the NSW Advocate for Children and Young People

The [Advocate for Children and Young People](#) is an independent statutory office established under the [Advocate for Children and Young People Act 2014 \(NSW\)](#). The Advocate is appointed by the Governor.

The Advocate's functions include:

- promoting the safety, welfare, and wellbeing of children and young people
- conducting special inquiries into issues affecting children and young people
- making recommendations to government agencies and non-government organisations on legislation, policies, practices, procedures, and services affecting children and young people
- promoting participation by children and young persons in decision-making about issues that affect their lives and encouraging government agencies and non-government organisations to seek participation from children and young persons
- providing information to help children and young people
- preparing a 3-year strategic plan for children and young people in NSW, in consultation with the Minister for Youth.

These functions aim to address systemic issues affecting children and young people, prioritise the interests and needs of children with complex needs, and work with other organisations to represent the interests of children and young people.

Office of the Solicitor General and Crown Advocate

The Solicitor General is the second law officer of NSW appointed by the Governor under the [Solicitor General Act 1969 \(NSW\)](#). The Solicitor may:

- act as Counsel for the Crown, typically by advising on constitutional matters or representing the State of NSW in legal proceedings before the High Court of Australia
- exercise the Attorney General's powers, authorities, duties, and functions if the Attorney is absent from the state, on leave, ill, or if the office of Attorney General is vacant.

The Attorney General may delegate powers, authorities, duties, and functions exercisable by the Attorney to the Solicitor General.

The Crown Advocate is appointed by the Governor under the [Crown Advocate Act 1979 \(NSW\)](#). The Crown Advocate's role includes:

- assisting the Solicitor General in the exercise of the Solicitor's functions
- advising on and conducting criminal proceedings on behalf of the Director of Public Prosecutions with the Attorney General's consent and at the request of the Director
- at the direction of the Attorney General – acting as Counsel for the Crown, for the Attorney, or for any other person, in any criminal or civil proceedings, inquiry, or commission
- advising the Attorney General in respect of any matter referred by the Attorney

- exercising any functions of the Attorney General delegated to the Advocate by the Attorney.

Together with the Attorney General and Crown Solicitor, the Solicitor General and Crown Advocate act as legal and constitutional advisors to the Crown and the NSW Government. Their role ensures that the interests of the people of NSW are protected within Australia's federal system of government.

Public Defenders

[Public Defenders](#) are appointed by the Governor under the [Public Defenders Act 1995 \(NSW\)](#).

The Senior Public Defender supervises the work of Public Defenders, consults Legal Aid NSW and community legal centres about the provision of legal assistance, and advises the Attorney General on reform of the law relevant to the work of Public Defenders. The Senior Public Defender may also exercise the functions of a Public Defender.

Deputy Senior Public Defenders assist the Senior Public Defender to perform their functions as the Senior Public Defender may require. Deputy Senior Public Defenders may also exercise the functions of a Public Defender.

Public Defenders provide legal advice and representation to legally assisted persons charged with serious criminal offences, often briefed by Legal Aid NSW, the Aboriginal Legal Service (NSW/ACT), private solicitors, or community legal services where a client has been granted legal aid. They typically appear in District and Supreme Court criminal proceedings, murder committals before the Local Court, and criminal appeals to the Court of Criminal Appeal or the High Court of Australia.

The Public Defender's Office is supported by DCJ's Law Reform and Legal Services Division.

Public Defenders ensure that persons charged with serious offences, regardless of financial status, have access to legal representation and achieve just and fair outcomes in accordance with the law. They may also provide education through lectures and seminars, provide advice and education to criminal law practitioners, and contribute to law reform by making submissions to the Attorney or participating in committees.

Registrar of Community Housing

The [Registrar of Community Housing](#) is an independent statutory office holder under the [Community Housing Providers \(Adoption of National Law\) Act 2012 \(NSW\)](#).

The Registrar is responsible for registering, monitoring, and regulating non-government community housing providers in NSW under the [National Regulatory System for Community Housing](#) and the [NSW Local Scheme](#). These functions include assessing the suitability of an entity to be registered as a community housing provider and investigating complaints about the compliance of providers with relevant legislation.

The Registrar's functions are essential to growing and developing the community housing sector and providing the public (particularly persons on very low, low or moderate incomes) with a well-regulated community housing sector that meets the needs of tenants in a responsible and lawful manner.

Serious Offenders Review Council

The [Serious Offenders Review Council](#) ('SORC') is an independent statutory body established under the [Crimes \(Administration of Sentences\) Act 1999 \(NSW\)](#) ('CAS Act').

It must consist of between eight (8) and 14 members as follows:

- Three (3) members must be [“judicially qualified persons”](#) appointed by the Governor.
- Two (2) members must be officers of Corrective Services NSW appointed by the Commissioner of Corrective Services.
- The remainder must be community members appointed by the Governor who reflect as closely as possible the composition of the community at large.

The three (3) judicial members are respectively appointed as Chairperson, Alternate Chairperson, and Deputy Chairperson of the Council.

The SORC exercises functions in relation to “serious offenders”, including those who are:

- serving a sentence for murder
- serving a life sentence
- serving a sentence under which the offender will not be eligible for release until they have served at least 12 years in custody
- deemed by the sentencing court, the State Parole Authority, or the Commissioner of Corrective Services as requiring management as a serious offender.

Its functions include:

- advising and making recommendations to the Commissioner of Corrective Services on the security classification, placement, and case management of serious offenders
- providing reports and advice to the State Parole Authority concerning the release of serious offenders on parole
- submitting reports to the Supreme Court of NSW with respect to applications under [Sch 1](#) to the [Crimes \(Sentencing Procedure\) Act 1999 \(NSW\)](#).
- reviewing segregated and protective custody directions under [Pt 2 Div 2](#) of the CAS Act.

The SORC includes committees which provide recommendations pertaining to the management of high security inmates, reclassification of inmates classified as an escape-risk (medium security) to lower classifications, and pre-release leave for public interest inmates.

These functions affect members of the public by ensuring that serious offenders are appropriately managed in custody with the necessary classification, placement, and case management to maintain the security, good order, and discipline of correctional centres and facilitate the rehabilitation of serious offenders.

State Parole Authority

The [State Parole Authority](#) (“SPA”) is an independent statutory agency which makes decisions on the parole of offenders. It is established under the [Crimes \(Administration of Sentences\) Act 1999 \(NSW\)](#). It must consist of:

- at least four (4) [“judicially qualified persons”](#) appointed by the Governor

- at least one (1) police officer appointed by the Commissioner of Police and one (1) officer of Community Corrections appointed by the Commissioner of Corrective Services
- at least 10 community members appointed by the Governor who reflect as closely as possible to composition of the community at large.

Visit [Members](#) for information about current membership.

The SPA is supported by a [Secretariat](#) staffed by Corrective Services NSW officers.

The SPA makes decisions in relation to inmates serving a prison sentence of more than three (3) years. Inmates sentenced to less than three (3) years imprisonment are released on parole by the sentencing court at the end of their non-parole period.

Its functions include:

- deciding whether to grant parole (including setting parole conditions, if parole is granted)
- deciding whether to grant a reintegration home detention order (including the conditions on which such an order is to be granted)
- revoking or reinstating a parole order or an Intensive Correction Order
- declining parole for offenders convicted of terrorism offences unless satisfied that the offender will not engage in, incite, or assist others to engage in terrorist acts or violent extremism.

The SPA must not direct the release of an offender unless satisfied that it is in the interests of the safety of the community. Its decisions balance risks to the community and the underlying importance of reducing rates of reoffending, rehabilitation, and reintegration into lawful community life.

Supreme Court of NSW

The [Supreme Court of NSW](#) is a superior court of record in the NSW court hierarchy. It was established in 1824 and its existence is continued by the [Supreme Court Act 1970 \(NSW\)](#).

The Court is composed of the following [judicial officers](#) appointed by the Governor:

- Chief Justice of NSW.
- President of the Court of Appeal.
- Judges of Appeal.
- Chief Judge at Common Law.
- Chief Judge in Equity.
- Judges.
- Associate Judges.

The Court has statutory jurisdiction and an inherent jurisdiction to exercise such powers as may be necessary for the administration of justice in NSW. This includes:

- unlimited jurisdiction in civil claims, although in practice it hears civil claims that fall outside the jurisdiction of lower courts.

- jurisdiction to hear the most serious criminal charges, for example, murder, attempted murder, manslaughter, and Commonwealth prosecutions for serious breaches of corporations law.
- administrative law jurisdiction over challenges to the legality of decisions made by government ministers, government officials, and government agencies.
- jurisdiction to hear appeals from decisions of lower courts and tribunals.

The Court's jurisdiction is exercised across the following divisions:

- **[Common Law Division](#)**: Hears civil, criminal, and administrative law matters. It is administered by the Chief Judge at Common Law.
- **[Equity Division](#)**: Hears civil matters in specialty areas (such as admiralty, succession and probate, real property, and adoption matters). It is administered by the Chief Judge in Equity.
- **[Court of Appeal](#)**: Final court of appeal for civil proceedings in NSW. Hears civil law appeals against decisions of a single judge of the Supreme Court or, subject to applicable law, appeals from lower courts or tribunals.
- **[Court of Criminal Appeal](#)**: Final court of appeal for criminal matters in NSW, established by the [Criminal Appeal Act 1912 \(NSW\)](#). Hears appeals against decisions in criminal matters heard by the Supreme Court, District Court, and Land and Environment Court sitting in its criminal jurisdiction.

The [High Court of Australia](#) hears appeals from the Court of Appeal or the Court of Criminal Appeal. It is a federal court and the highest court in all Australian jurisdictions. A person may only appeal if the High Court grants special leave (permission).

Trustees of the Anzac Memorial Building

The [Anzac Memorial Building](#), located at the southern end of Hyde Park in Sydney's CBD, is controlled and managed by a Board of Trustees in accordance with the [Anzac Memorial \(Building\) Act 1923 \(NSW\)](#). The Trustees are a statutory body corporate named "The Trustees of the Anzac Memorial Building".

The Board of Trustees consists of the following:

- Premier.
- Leader of the Opposition.
- Lord Mayor of Sydney.
- President of the Returned and Services League of Australia (NSW Branch).
- Secretary of the NSW Department of Education.
- NSW Government Architect.
- NSW State Librarian.
- A representative of the Australian Defence Force appointed by the Minister for Veterans in accordance with [s 3C](#) of the *Anzac Memorial (Building) Act 1923 (NSW)*.
- A veterans' representative appointed by the Minister in accordance with [s 3A](#) of the Act.
- A community representative appointed by the Minister in accordance with [s 3B](#) of the Act.

The Trustees' functions include the control and management of all property vested in the body corporate established by the Act and the application of funds to the equipment, upkeep, maintenance, and management of the Anzac Memorial Building.

These functions promote, maintain, and enhance the Memorial as the state's principal commemorative and interpretative monument dedicated to the service and sacrifice of Australians in peace and war.

Victims Advisory Board

The [Victims Advisory Board](#) is established under the [Victims Rights and Support Act 2013 \(NSW\)](#).

The Board consists of the following members:

- Commissioner of Victims Rights, who acts as Chairperson of the Board.
- Six (6) community representatives.
- Government agency representatives from DCJ, Legal Aid NSW, NSW Police Force, and Office of the Director of Public Prosecutions.

The Board's functions are to:

- advise the Attorney General on policies and administrative arrangements for support services and assistance to victims of crime
- consult victims of crime, community support groups, and government agencies on issues and policies concerning victims of crime
- promote legislative, administrative, or other reforms to meet the needs of victims of crime.

The Board recognises and promotes the rights of victims of crime in its capacity as an advisor to the Attorney General and the NSW Government. These functions help to develop and reform services, policies, and legislation affecting the rights of victims of crime.

5 Information held by DCJ

DCJ’s information and record holdings are vast and encompass information relating to the functions of its divisions and the statutory agencies, office holders, and independent bodies outlined in Parts 3 and 4 of the AIG.

DCJ and its subsidiary agencies hold information such as:

- personnel records
- administrative records
- records relating to programs and services delivered by or on behalf of DCJ
- correspondence
- submissions and consultation responses from other agencies and members of the public
- training resources
- complaints and investigative files.

More specific examples of common records and information held by DCJ’s divisions is outlined below at Table 1. The Table is not an exhaustive list of examples.

Table 1: Kinds of information held by DCJ's divisions

Division	Examples of information held by division
Child Protection and Permanency	<p>Child protection, family casework, out-of-home care, and adoption records relating to individuals and families.</p> <p>Reports, assessments, and case plans relating to children and young persons at risk of significant harm.</p> <p>Records about foster carers and out-of-home care arrangements.</p> <p>Visit Child protection, housing and disability records for more details.</p>
Corporate Services	<p>Procurement and contract-related information.</p> <p>Annual reports, including audited financial statements, information relating to funding grants to non-government organisations, former Department of Family and Community Services Annual Reports, and former Department of Justice Annual Reports.</p> <p>Budgeting and financial information.</p> <p>Personnel and human resources records.</p> <p>Information relating to DCJ assets.</p>

	Consolidated data from internal systems, data locations, file shares, legacy stores, and external systems (including personal and health information relating to clients and staff).
Courts, Tribunals and Service Delivery	Case files relating to current and previous proceedings in NSW courts or tribunals. Transcripts and audio recordings of court and tribunal proceedings. Case files relating to victims support services.
Homes NSW	Tenancy Files. Information and records in the Housing Operations Management Extended Services (' HOMES ') database, including information about clients who have received or applied for housing assistance and details of housing assistance products provided. Records of contact between DCJ and housing services clients. Visit Child protection, housing and disability records for more details.
Law Reform and Legal Services	Legal advice, client instructions, and information about proceedings to which DCJ is a party. Litigation files. Ministerial correspondence. Information relating to policy and law reform proposals, including consultations and briefing notes. Subpoenas, summonses, or other orders for production issued to DCJ and related records or correspondence. Access applications and informal requests under the GIPA Act and related information, including internal and external correspondence, notices of decision, and copies of information the subject of such applications and requests.
Strategy, Policy and Commissioning	Submissions and consultation responses. Information relating to the commissioning of human services.
System Reform	Information and records relating to children and young persons in custody or under supervision in the community. Information about the operation of youth justice centres.

Our [Privacy Management Plan](#) also provides information about the kinds of information held by each operational area of DCJ.

6 How to access information held by DCJ

Accessing information under the GIPA Act

Public interest test

The disclosure of information under the GIPA Act is subject to the **public interest test** set out in s 13 of the Act:

There is an **overriding public interest against disclosure** of government information for the purposes of this Act if (and only if) there are public interest considerations against disclosure and, on balance, those considerations outweigh the public interest considerations in favour of disclosure.

Our [Right to Information Policy](#) provides further information about the public interest test.

There are several ways that DCJ releases information under the GIPA Act as set out below.

Mandatory proactive release of open access information

Section 6(1) of the GIPA Act provides that DCJ must make **open access information** it holds publicly available on its website, free of charge, unless there is an overriding public interest against disclosure of the information. This is called “mandatory proactive release of open access information”.

Table 2 below outlines DCJ’s open access information and provides links to access the information, where applicable.

Table 2: Open access information

Category of open access information	How to access the information
Current Agency Information Guide.	This document.
Information about DCJ contained in any document tabled in Parliament by or on behalf of DCJ, other than any document tabled by order of either House of Parliament.	Visit the Parliament of New South Wales website to view a complete list of all documents tabled by DCJ in Parliament.
DCJ policy documents.	Policies Aboriginal Housing Office policies Social housing resources Youth Justice resources and policies

	<p>Subsidiary agencies of DCJ maintain policy documents on their respective websites.</p> <p>Our Resource Centre allows you to search policies across various DCJ and subsidiary agency websites.</p>
Disclosure log.	Disclosure log
Register of government contracts valued at, or likely to have a value of, \$150,000 or more (incl GST).	<p>buy NSW (formerly NSW eTendering)</p> <p>‘Class 3’ contracts</p>
Record of open access information that is not made publicly available, kept in accordance with s 6(5) of the GIPA Act.	Record under s 6(5) of the GIPA Act
A list of DCJ’s major assets (other than land holdings) highlighting major acquisitions during the previous financial year	Refer to Volume 1 of DCJ’s Annual Reports
Total number and total value of properties disposed of by DCJ during the previous financial year.	Refer to Volume 1 of DCJ’s Annual Reports
DCJ’s guarantee of service, if any.	DCJ does not have a guarantee of service.
DCJ code of conduct.	Policies
Any standard, code or other publication that has been applied, adopted or incorporated by reference in any Act or statutory rule administered by DCJ.	Guidelines

Authorised proactive release of information

Section 7 of the GIPA Act provides agencies with a discretionary authorisation to proactively release information unless there is an overriding public interest against disclosure. Information may be released in any manner considered appropriate, free of charge or at the lowest reasonable cost.

Open Government, Information and Privacy, DCJ Legal, Law Reform and Legal Services, coordinates an annual review of DCJ’s authorised proactive release program, by sending targeted correspondence to DCJ divisions and subsidiary agencies. Relevant staff are provided with a [fact sheet](#) designed to encourage senior executives to actively review and update their information holdings to proactively disclose information to the public.

The below information may be of interest to the public:

- [Data.NSW](#)

Data.NSW brings together over 16,500 NSW Government datasets and opens these datasets to the public in a centralised searchable website. The NSW Government aims to make data more accessible to the public to stimulate innovative approaches to service delivery. DCJ publishes an array of information that can be accessed at Data.NSW. The [NSW Government Open Data Policy](#) provides further information.

- [Family and Community Services Insights, Analysis and Research](#) ('FACSIAR')—links to human services-related publications, resources, statistics and data, and past research.
- [NSW Bureau of Crime Statistics and Research](#) ('BOCSAR')—links to statistics, publications, and evaluations relating to crime, policing, courts, criminal sentencing, and custody in NSW.
- [Resource centre](#)—connects you with policies, forms, fact sheets, reports, research, and other information across the whole of DCJ.
- [Social housing waiting list data](#)
- [Working with us](#)—provides news, policies, resources, tools and other information for contracted human services providers.
- [Youth Justice resources and policies](#)

Informal requests

Section 8 of the GIPA Act authorises the release of government information in response to an informal request from a member of the public unless there is an overriding public interest against disclosure. An informal request is a request that is **not** a formal access application.

DCJ is not obligated to disclose information in response to an informal request or otherwise consider such a request. A person who lodges an informal request may be requested to instead lodge a formal access application for the information.

If DCJ decides to disclose information in response to an informal request:

- access may be made subject to reasonable conditions.
- the format in which access is provided is at the discretion of DCJ.
- DCJ may delete information from copies of a record to facilitate the informal release of information if including the information would otherwise result in there being an overriding public interest against disclosure.

Our [Right to Information Policy](#) provides further information about the kinds of information that may be considered for informal release.

All DCJ staff are authorised by the Secretary to disclose information in response to an informal request under the GIPA Act.

Access applications

A person who lodges an access application (also known as a “formal access application”) has a legally enforceable right to access the requested information unless there is an overriding public interest against disclosure. A formal access application will be required if:

- the requested information is complex, voluminous, sensitive, and or requires a significant amount of processing time.
- the applicant seeks personal information about another individual.
- consultation with third parties will be required to determine whether there is an overriding public interest against disclosure.

Formal requirements

A valid access application must:

- be in writing.
- be posted to or lodged at an office of DCJ, or lodged in another way approved by DCJ (e.g., by email to infoandprivacy@dcj.nsw.gov.au or using our [online form](#)).
- be accompanied by a fee of \$30.00.
- state the applicant’s name and a postal or email address for written correspondence in relation to the application.
- include such information as is reasonably necessary to enable the information requested by the applicant to be identified.

If any of the above requirements are not met, an application will be invalid.

Our [Right to Information Policy](#) provides further information about how to lodge an access application, including applicable fees and charges.

Excluded information

An application is not a valid access application to the extent that it seeks “excluded information” of the agency to which the application is made.

Schedule 2 to the GIPA Act sets out the categories of excluded information for particular agencies. Examples of excluded information relevant to DCJ include:

- information relating to the judicial functions of a court.
- information relating to the complaint handling, investigative, review, and reporting functions of the Office of the Legal Services Commissioner.
- information relating to the operational auditing, review, inspection, investigative, and reporting functions of the Office of the Inspector of Custodial Services.
- information relating to the complaint handling, investigative, and reporting functions of the President of the Anti-Discrimination Board (in relation to a complaint that is in the course of being dealt with by the President).

- information pertaining to the Commissioner of Victims Rights' functions relating to dealing with confidential information about victims contained in applications for victims support under the [Victims Rights and Support Act 2013 \(NSW\)](#), and functions relating to dealing with confidential information concerning victims contained in the Victims Register established under the [Mental Health and Cognitive Impairment Forensic Provisions Act 2020 \(NSW\)](#).

Authorisation to exercise functions under the GIPA Act

Functions relating to the authorised proactive release or informal release of government information, and the function of making of a reviewable decision in relation to a formal access application, may only be exercised by DCJ's Secretary or staff with the authority of the Secretary.

A copy of the authorisation applicable to DCJ staff in the exercise of functions under the GIPA Act may be viewed [here](#).

Alternative ways to access information held by DCJ

There are several ways of accessing certain kinds of information held by DCJ outside of the GIPA Act, including the following:

Accessing your care records

If you lived in out-of-home care as a child or young person, you can request a copy of records about your care history, free of charge, through the Care Leaver Records Access Unit pursuant to s 168 of the [Children and Young Persons \(Care and Protection\) Act 1998 \(NSW\)](#).

Visit [Accessing your care records](#) for further information.

Adoption records

For people who want to apply for past adoption information or who are considering making contact with an adopted person, birth parent, or family member, visit [Finding information on past adoptions](#).

Court and tribunal files and documents

Requests for access to court and tribunal files and documents should be made by contacting the relevant [court or tribunal registry](#).

Access to court and tribunal files and documents is at the discretion of the relevant court or tribunal in accordance with applicable legislation, procedural rules, or practice notes. The court or tribunal may refuse a request for access if appropriate to do so in the circumstances.

Access may be subject to fees and charges as prescribed by relevant legislation or policies and procedures of the court or tribunal.

Court and tribunal transcripts

Parties to court or tribunal proceedings or their legal representative, or other persons as the court or tribunal may allow, may apply for transcripts or sound recordings of proceedings.

Applications for court transcripts or sound recordings are subject to such fees and charges as the court or tribunal may impose.

Visit [Transcripts](#) for further information.

Personal information

If you seek access to your own personal information held by DCJ, you may make a request under s 14 of the [Privacy and Personal Information Protection Act 1998 \(NSW\)](#). Such a request is limited to your own personal information. You cannot request a third party's personal information or any information that does not constitute your personal information.

Visit our [Privacy Management Plan](#) for further information.

7 Public participation

DCJ is committed to consultation with clients and other members of the public, contracted service providers, non-government organisations, philanthropists, the private sector, and other government agencies at local, state and federal levels.

DCJ implements arrangements for members of the public to inform the exercise of DCJ's functions and the development and implementation of policy. This allows members of the public to comment on and inform DCJ's strategic direction, current and future projects, services, policies, and law reform. Examples of these arrangements include, but are not limited to:

- Community engagement initiatives such as the NSW Government [Have Your Say](#) portal.
- Direct contact with members of the public by receiving and dealing with [complaints and feedback](#) about DCJ services and contracted service providers.
- Consultation with internal and external stakeholders, including non-government organisations and other government agencies at local, state and federal levels.
- Consultative committees and advisory councils, often composed of cross-disciplinary government agency representatives, non-government organisation personnel, and representatives from the community with relevant skills, education and or lived experiences. This includes:
 - Aboriginal Community Consultative Committees
 - Youth Justice Advisory Committee
 - [NSW Carers Advisory Council](#)
 - [Disability Council NSW](#)
 - [Community Housing Industry Council](#)
 - [NSW Ministerial Advisory Council on Ageing](#)
 - [NSW Domestic, Family and Sexual Violence Council](#)
- Engaging current and former clients of DCJ with lived experiences in systems within DCJ's remit, for example, through the Youth Justice Child Safe Framework.

Any member of the public may write to the Secretary with suggestions or to raise issues that concern them or the community.

Past and current public consultations on various projects, services, policies, and law reform may be viewed at [Policy Reform and Legislation](#).

Members of the public may [contact us](#) to make general enquiries, access crisis support and helplines or provide feedback.

DCJ maintains a presence on social media through which information about initiatives and DCJ's work in the community is communicated to the public. Links are provided below:



facebook.com/nswdcj



x.com/nswdcj (formerly known as Twitter)



youtube.com/user/JusticeNSW



linkedin.com/company/nsw-department-of-communities-and-justice



instagram.com/nswdcj/

8 Further information

If you have any enquiries regarding this document or requesting access to government information held by DCJ under the GIPA Act, please contact:

Open Government, Information and Privacy

Legal

Department of Communities and Justice

Locked Bag 5000

PARRAMATTA NSW 2124

Ph: 02 9716 2662

E: infoandprivacy@dcj.nsw.gov.au

W: dcj.nsw.gov.au/about-us/gipa.html

Communities and Justice

Locked Bag 5000
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