



**ACT**  
Government

Territory and Municipal Services

Dear

### **Freedom of Information Request**

I refer to your application made under the *Freedom of Information Act 1989* (the FOI Act) received on 14 April 2014, in which you sought access to the Libraries current policy and procedures for the admittance and the protection of unsupervised children on the premises.

### **Decision**

I am an officer authorised under section 22 of the FOI Act to make a decision in relation to your request.

One document has been located within the scope of your request titled 'Young People in the Library'.

I have decided to release the document to you in full and have included a copy with this letter.

### **Fees and charges**

Freedom of information requests attract fees and charges for time spent searching and retrieving documents, decision-making time and photocopying. In relation to your request, no fee is payable as the time spent processing your request, and the number of documents released were within the fee-free threshold.

### **Right of review**

If you are dissatisfied with my decision, you have the right to seek an internal review. If you wish to seek an internal review you should write to:

The Director-General  
Territory and Municipal Services Directorate  
C/- Freedom of Information Officer  
GPO Box 158  
CANBERRA ACT 2601

You have 28 days from the date of the decision letter to seek a review of the outcome or such other period as the Director-General permits.

### **ACT Civil and Administrative Tribunal**

If you are still dissatisfied after the directorate has conducted an internal review, you can seek an independent review of the decision by the ACT Civil and Administrative Tribunal.

You have 28 days from the date of the internal review decision to seek a review from the Tribunal.

The Tribunal is an independent body. It can agree with, change or reject the original decision, substitute its own decision or send the matter back to the decision maker for reconsideration in accordance with Tribunal recommendations. To apply to the Tribunal for a review you can obtain an application form from the Tribunal ([www.acat.act.gov.au](http://www.acat.act.gov.au)). The postal address of the Tribunal is:

ACT Civil and Administrative Tribunal  
GPO Box 370  
CANBERRA ACT 2601

**Ombudsman**

You also have the right to contact the Ombudsman regarding the processing of your request. You may contact the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

**Further information**

If you have any questions in relation to your request please contact the Directorate's FOI Coordinator on 6205 5408 or [tamsfoi@act.gov.au](mailto:tamsfoi@act.gov.au).

Yours sincerely



Fay Steward  
Executive Director  
Business Enterprises Division

7 May 2014