



PRIVACY POLICY – PERSONAL INFORMATION COLLECTED AND HELD BY JUSTICE AND COMMUNITY SAFETY PORTFOLIO FUNCTIONS

ANNEXURE A

JUSTICE AND COMMUNITY SAFETY DIRECTORATE

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1. PURPOSE

- 1.1 This document identifies the various business units within the Justice and Community Safety (JACS) Directorate, summarises their functions and activities, and describes the types of personal information they are likely to collect and hold.
- 1.2 Unless specified otherwise, the personal information described below is collected, used, disclosed, and stored in accordance with the procedures outlined in the [JACS Privacy Policy](#).

2. ACT COURTS AND TRIBUNAL

- 2.1 The ACT Courts and Tribunal deliver justice to the community through sentencing in criminal cases and rulings in civil cases. The judiciary includes all judges and magistrates and is the third, independent arm of government. The Directorate supports the judiciary by providing administrative services and resources.
- 2.2 More information on the ACT Courts and Tribunal can be found at the [ACT Courts and Tribunal](#) website.

2.3 ACT SUPREME COURT

- 2.3.1 The ACT Supreme Court holds personal information where it enables the Court to make judgements as required under the *Supreme Court Act 1933*, the *Court Procedures Rules 2006* and other relevant legislation.
- 2.3.2 Personal information may include names, address, and date of birth, gender, occupation, financial information, education, relationship details and other personal history details relevant to the matter being heard.
- 2.3.3 Sensitive personal information may include criminal record, biometric information, racial or ethnic origin, and religious beliefs.

2.4 ACT MAGISTRATES COURT

- 2.4.1 The ACT Magistrates Court holds personal information where it enables the Court to make judgements as required by the *Magistrates Court Act 1930*, the *Court Procedures Rules 2006* and other relevant legislation.
- 2.4.2 Personal information may include names, contact details, date of birth, gender, occupation, education, financial information, relationship details and other personal history details relevant to the matter being heard.
- 2.4.3 Sensitive personal information may include criminal records, biometric information, racial or ethnic origin, and religious beliefs.

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2.5 ACT CHILDRENS COURT

- 2.5.1 The ACT Children's Court holds personal information where it is relevant to proceedings under the *Children and Young People Act 1999* and the *Children and Young People Act 2008*. The information held may relate to children and the families of children (close and extended) involved in matters before the Court.
- 2.5.2 Personal information may include names, contact details, date of birth, gender, occupation, education, financial information, and relationship details and personal history details, including those contained in written reports from various ACT Government agencies.
- 2.5.3 Sensitive personal information may include criminal records, racial or ethnic origin, and religious beliefs.

2.6 ACT CORONER'S COURT

- 2.6.1 The Coroner's Court holds personal information in relation to the manner and cause of death reported to the coroner under s13 of the *Coroners Act 1997* and the cause and origin of a fire reported to the coroner under s18 of the *Coroners Act 1997*.
- 2.6.2 Personal information may include name, contact details, date of birth, gender of the deceased, name and address of next-of-kin and witnesses who have provided information to the coroner.
- 2.6.3 Sensitive personal information may include details of racial or ethnic origin.

2.7 ACT CIVIL AND ADMINISTRATIVE TRIBUNAL (ACAT)

- 2.7.1 The ACT Civil and Administrative Tribunal may collect personal information where it is relevant to matters heard under applicable legislation.
- 2.7.2 Personal information may include names, contact details, date of birth, gender, occupation, education, financial information, relationship details and other personal history details relevant to the matter being heard.
- 2.7.3 Sensitive personal information may include criminal records, biometric information, racial or ethnic origin, and religious beliefs.

3. ACT PARLIAMENTARY COUNSEL'S OFFICE

- 3.1 The Parliamentary Counsel's Office (PCO) provides legislative drafting and publishing services for the ACT Government, individual members of the ACT Legislative Assembly and ACT courts. The Office also maintains the [ACT Legislation Register](#).

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- 3.2 In providing legislative drafting services, the Office:
- analyses legislative proposals and provides advice on their policy, legal and constitutional implications and on alternative ways of achieving policy objectives
 - ensures that the *Legislation Act 2001* remains a high-quality, easily understood source of law
 - manages the technical amendments program for ACT legislation to ensure that it forms a cohesive statute book of the highest standard.
- 3.3 More information on the PCO can be found on the [PCO website](#).
- 3.4 PCO may collect or hold personal information in relation to email enquiries about the Legislation Register website or for the purposes of the website subscription service. This may include name and contact details (including email address). Personal information for website subscription purposes is held in Mailchimp (for more information see the [Mailchimp Privacy Policy](#)). Website users can unsubscribe at any time.

4. ACT GOVERNMENT SOLICITOR

- 4.1 The ACT Government Solicitor (ACTGS) is established as a body corporate to act as legal practitioner for the Territory, its Ministers and agencies (including most statutory authorities) with governing provisions detailed in the *Law Officers Act 2011*. The *Law Officers (General) Legal Services Directions 2012* (Legal Services Directions) establish the ACT Government Solicitor (ACTGS) as the primary provider of legal services to the Territory.
- 4.2 More information on the ACTGS can be found at the [ACTGS website](#).
- 4.3 Services provided by the ACTGS includes legal advice and representation of directorates and employees in litigation involving the Territory. The types of information collected for the purposes of this activity includes name, contact details, date of birth, gender, occupation, financial information, relationships and associations, and where relevant personal history details, criminal history, employment and records.

5. ACT CORRECTIVE SERVICES

- 5.1 ACT Corrective Services (ACTCS) delivers adult correctional services that encourage and promote the rehabilitation, reintegration and through care of offenders. They also provide safe, humane, and secure management of offenders and detainees. The ACTCS also has administrative responsibility for the Sentence Administration Board (SAB) secretariat.
- 5.2 More information on ACTCS can be found via the [ACTCS](#) portion of the ACT Government website.
- 5.3 Personal information is held by ACTCS in undertaking the following functions:

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5.4 COMMUNITY OPERATIONS

- 5.4.1 The Community Operations function of ACTCS holds personal information where it is relevant to the management of individuals subject to community based orders such as Parole Orders, Bail Undertakings and Good Behaviour Orders (including those with a community service work condition).
- 5.4.2 Personal information may include names, contact details, date of birth, gender, occupation, relationship status and associations, education, financial information, and other details of personal history relevant to the administration of community based orders. Personal information may also be held in CCTV footage captured at the community corrections offices at Level 1 of 249 London Circuit, Canberra City.
- 5.4.3 Sensitive information may include criminal and correctional records, racial or ethnic origin, biometric information, religious beliefs and information pertaining to associations who are at risk of disruption to the safety and security of individuals or the agency.

5.5 CUSTODIAL OPERATIONS

- 5.5.1 ACTCS collects and holds personal information necessary for the safe, secure and lawful operation of custodial facilities administered under s17 of the *Corrections Management Act 2007*. This includes information relating to detainees, staff, visitors, and contractors within correctional environments.
- 5.5.2 Personal information held by ACTCS may include identifiers and background details such as names, photographs, contact information, date and country of birth, citizenship, gender, occupation, relationship status and associations, education, financial information, and other personal history relevant to custodial operations.
- 5.5.3 Sensitive information may include criminal and correctional records, biometric data (e.g., fingerprints, facial recognition), racial or ethnic origin, religious beliefs, sexual orientation, and health related information where relevant to detainee-care, safety or operational risk management.
- 5.5.4 ACTCS holds personal information where it is relevant to intelligence gathering, investigation and in risk assessments and threat management across the agency. Personal information may also be held in CCTV footage captured at 249 London Circuit, Canberra City or the Alexander Maconochie Centre.
- 5.5.5 ACTCS also retains visual and audio surveillance data, including CCTV footage and audio records captured within custodial environments. This data is used for safety, security, incident investigation, and operational oversight.
- 5.5.6 Personal information may be collected directly from individuals or obtained through other agencies such as ACT Policing, Justice Health and the courts. It is used to support detainee management, rehabilitation, reintegration, and throughcare, and to ensure compliance with legal and operational obligations.

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6. ACT EMERGENCY SERVICES AGENCY

- 6.1 The ACT Emergency Service Agency (ESA) is charged with providing emergency management services to the Canberra community.
- 6.2 The ESA comprises the ACT Ambulance Service, ACT Fire & Rescue, the ACT Rural Fire Service, and the ACT State Emergency Service.
- 6.3 More information on the ESA can be found at the [ESA website](#).

6.4 ACT AMBULANCE SERVICES

- 6.4.1 The ACT Ambulance Service (ACTAS) is responsible for providing emergency and non-emergency ambulance and aero medical ambulance services to the ACT and surrounding south east NSW region.
- 6.4.2 Records created as a result of providing ambulance services are subject to the *Health Records (Privacy and Access) Act 1997* and are held and managed in accordance with that Act. Personal information contained on these records may include names, contact details, date of birth, gender, relationship details and comprehensive health and medical information.

6.5 ACT FIRE & RESCUE

- 6.5.1 ACT Fire & Rescue (ACTF&R) is responsible for fire response in built up areas, rescue (road accident, vertical, confined space, trench, urban search and rescue), emergency medical response in support of ACTAS and responding to chemical, biological, radiological, and hazardous material incidents. ACTF&R also has responsibilities for fire safety of the built environment and investigation of fire causes.
- 6.5.2 In undertaking these responsibilities, ACTF&R may collect personal information including names, contact details, date of birth, gender, relationship details, occupation professional details and information on a person's housing status.

6.6 ACT RURAL FIRE SERVICE

- 6.6.1 The main function of the ACT Rural Fire Service (ACTRFS) is to protect and preserve life, property, and the environment from fire in rural areas in the ACT, as well as supporting neighbouring regions where requested.
- 6.6.2 Personal information held by the ACTRFS may include names, contact details, date of birth, gender, relationship status and associations, financial information, business details and other personal information relating to a person's ability to undertake a designated volunteer role.
- 6.6.3 Personal information held relates to volunteers and members of the public.

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6.6.4 The Farm Fire Wise program is administered by the ACTRFS in conjunction with the City and Environment Directorate (CED). Personal information collected for the purposes of this program will be shared with CED where appropriate.

6.7 ACT STATE EMERGENCY SERVICES

6.7.1 The ACT State Emergency Service (ACTSES) undertakes planning and response operations for storms and floods.

6.7.2 Personal information held by the ACTSES may include names, contact details, date of birth, gender, relationship status and associations, financial information, business details and other personal information relating to a person's ability to undertake a designated volunteer role. Personal information held relates to volunteers and members of the public.

7. LEGISLATION, POLICY AND PROGRAMS

7.1 Legislation, Policy and Programs (LPP) is responsible for developing policy and legislation across the portfolio's area of responsibility and provides advice on human rights, civil law, and criminal law. LPP's objectives include the:

- management of legislative projects for the Directorate
- development of policies and programs in response to crime and safety concerns
- establishment and maintenance of a human rights culture
- delivery of restorative justice processes to offenders, victims of crime and their supporters.

7.2 More information about the functions of LPP can be found on the [Directorate's website](#).

7.3 LPP may receive or collect personal information where it is relevant to the development, implementation or evaluation of legislation, policies, or programs. This may occur as part of public consultations and in the management of boards and committees.

7.4 Personal information may include names, contact details, date of birth, gender, and occupation.

7.5 LPP will not request sensitive personal information, however this may be provided to the Branch within the context of a community consultation or in correspondence received. Sensitive personal information received may include political opinions, religious beliefs, criminal records, sexual orientation, racial or ethnic origin, and membership of organisations.

7.6 RESTORATIVE JUSTICE

7.6.1 The Restorative Justice Unit within the LPP Branch provides community based responses to crime under the *Crimes (Restorative Justice) Act 2004*.

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7.6.2 Personal information held on case management files may include names, contact details, date and place of birth, gender, occupation, relationships and associations, financial information, education, and other personal history details relevant to the matter being heard.

7.6.3 Sensitive personal information may include criminal records and racial or ethnic origin.

8. FIRST NATIONS JUSTICE BRANCH

8.1 The First Nations Justice Branch (FNJB) provides a central team for community consultation in the development and contract management of many of the justice support programs delivered in the ACT for the Aboriginal and Torres Strait Islander community. By partnering with our community in developing and designing programs and supporting those community organisations delivering them, FNJB seeks to:

- address the overrepresentation of Aboriginal and Torres Strait Islander people in the ACT justice system
- reduce the incarceration rate of First Nations people in the ACT and the rate at which they come into contact with the justice system
- strengthen Aboriginal Community Controlled Organisations and facilitate self-determination
- improve the ACT Government's ability to hear and respond to justice related concerns of the community
- provide positive cultural influence within JACS.

8.2 Personal information may be held by FNJB through service provider reports. While most of these reports are anonymised, these reports may include program participant names. Contact details, date of birth, gender, occupation, education, financial information, medical arrangements, family plans and other personal history details relevant to reporting requirements.

9. COMMUNITY SAFETY POLICY AND PROGRAMS

9.1 The Community Safety Policy and Programs (CSPP) Division (formally known as Security and Emergency Management Division) provides whole of Government coordination on issues relating to community safety, security, emergency management and related policy across the ACT. CSPP works closely with all Government directorates, ACT Policing/Australian Federal Police (AFP) and relevant interstate and federal agencies.

9.2 CSPP is responsible for:

- whole-of-government protective and national security policy, including critical infrastructure protection and strategic CCTV policy.

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- all-hazards emergency management and disaster recovery strategic policy for the ACT.
- strategic community safety reforms, including justice system improvements, oversight of key inquiries, and managing ACT Policing governance arrangements.
- ACT's National Firearms Register Program, including coordination of workstreams and support to governance bodies.

9.3 More information on CSPP can be found at the [ACT Government website](#).

9.4 CSPP may receive or collect personal information where it is relevant to the development, implementation or evaluation of policies, or programs. This may occur as part of public consultations and in the management of boards and committees.

9.5 Personal information may include names, contact details, date of birth, gender, and occupation.

9.6 CSPP will not request sensitive personal information, however this may be provided to the Branch within the context of a community consultation or in correspondence received. Sensitive personal information received may include political opinions, religious beliefs, criminal records, sexual orientation, racial or ethnic origin, and membership of organisations.

9.7 SECURITY CLEARANCES

9.7.1 CSPP holds the personal information of ACT Government personnel who are seeking, or have been granted, a Commonwealth security clearance. These personnel are classified as in a Designated Security Assessment Position¹, a Position of Trust² or have been approved to transfer an existing security clearance on gaining employment with the ACT Public Service.

9.7.2 The purpose of the collection, use and disclosure of these records is to facilitate the security clearances of personnel across the ACT Public Service. SEMD is the responsible authority to coordinate Commonwealth security clearances for the ACT Public Service with the Australian Government Security Vetting Agency (AGSVA).

9.7.3 Personal information held may include names, gender, contact details, date and place of birth, occupation history, education, personal history details, relationships and associations, passport details, social media, information on

¹ A position in an ACT Government directorate where the Director-General determines the duties are likely to involve access to national security information classified as SECRET or TOP SECRET (as defined as designated position in the [Crimes Act 1914 \(Cth\)](#) spent convictions scheme exclusions). This may include all clearance holders at the Negative Vetting Level 1 or above. (ACT Government *Protective Security Vetting Policy 2016*).

² A position whose duties require a higher level of assurance than normal agency employment screening provides and to which additional screening is specified. (ACT Government *Protective Security Vetting Policy 2016*).

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family members, and financial information. Files may also contain the results of criminal history checks.

9.7.4 ACT Public Service personnel security clearance files are routinely provided to, and held by, the AGSVA as a requirement to obtain or maintain a Commonwealth security clearance.

9.7.5 Access to these files is restricted to staff within CSPP on a 'need to know' basis only, given the confidential and personal nature of the information.

9.7.6 CSPP may provide access to security clearance information about a person to a directorate where the person's role is within that directorate and there is the appropriate authorisation and 'need to know'.

9.8 CCTV

9.8.1 CSPP manages the ACT Government Public Safety CCTV Network (the CCTV Network) and uses CCTV systems to monitor and record activity in various public venues and open spaces across the ACT.

9.8.2 The purpose of the CCTV Network is to support public safety monitoring, resource management, emergency response and for criminal investigation and prosecution purposes.

9.8.3 CCTV cameras connected to the CCTV Network are located at:

- Libraries ACT branches
- Canberra City shopping precinct
- Glebe Park
- Braddon
- Haig Park
- Henry Rolland Park
- GIO Stadium
- Manuka Oval
- Exhibition Park in Canberra (EPIC)
- Manuka shopping precinct
- Kingston shopping precinct
- Jolimont Bus Station
- Woden bus interchange

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- Tuggeranong bus interchange
- Gungahlin bus interchange
- Dickson bus interchange
- Belconnen bus interchange
- Pedestrian arcade, Anketell Street, Tuggeranong

9.8.4 The CCTV Network also includes temporary solar powered CCTV camera installations. These cameras are located at:

- Mount Taylor carparks
- Jerrabomberra Wetlands
- the National Rock Garden
- National Arboretum Canberra
- Belconnen Owl artwork
- Throsby
- rural roads leading to the Southern and Western entrances to Canberra.

9.8.5 The information recorded may contain identifiable images of people. Information contained in corresponding files may include:

- name and contact information
- details of events captured on CCTV recordings
- details of witnesses to matters on CCTV recordings.

9.8.6 In accordance with the [ACT Government Closed-Circuit Television Policy](#), signage is clearly displayed in areas where CCTV Network cameras are located.

9.8.7 CCTV recordings, including continuous live footage, is provided to ACT Policing as the end user of the CCTV Network. ACT Policing actively monitor the CCTV Network on Thursday, Friday and Saturday nights and use it at other times to support incident response and investigations.

9.8.8 SEMD provides CCTV recordings and information to ACT Policing to support incident response and investigations. SEMD may provide recordings and files to ACT Public Service personnel to action requests or investigate complaints on request and with the appropriate authorisation and 'need to know'.

9.8.9 Access to CCTV recordings and corresponding files is restricted in SEMD to those with a 'need to know', including CCTV officers, managers and supervisors.

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9.8.10 Where the information is used to produce statistics, it is anonymised and not disclosed in a manner that would identify any person.

9.8.11 CCTV recorders are located in an 'Activity Based Working' environment.

10. CORPORATE SERVICES

10.1 Corporate Services consists of the following branches:

- Capital Works and Infrastructure
- Chief Information Officer
- Communications and Engagement
- Governance and Business Improvement
- People and Workplace Strategy
- Strategic Finance
- Office of the Chief Operating Officer

10.2 Corporate Services provide enabling and administrative support to all JACS business units.

11. STATUTORY OFFICE HOLDERS

11.1 ACT DIRECTOR OF PUBLIC PROSECUTIONS

11.1.1 The Office of the ACT Director of Public Prosecutions (DPP) was established under the *Director of Public Prosecutions Act 1990* to institute, conduct and supervise prosecutions and related proceedings in the ACT. The DPP acts independently of the Government in decision-making on criminal prosecutions.

11.1.2 The DPP has its own Privacy Policy, which can be found at the [DPP website](#).

11.2 HUMAN RIGHTS COMMISSION

11.2.1 The Human Rights Commission (HRC) is an independent agency established under the *Human Rights Commission Act 2005*. The role of the HRC is to resolve complaints and promote rights by:

- independently handling complaints about discrimination, health services, disability, and community services
- promoting understanding of human rights in the ACT

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- encouraging ways of improving services in the ACT for all people and increasing awareness of people's rights and responsibilities when using those services
- giving advice to government and others about their human rights obligations
- giving a voice to children, young people, and adults in vulnerable situations; and
- delivering services to people who have been victims of crime and promoting their interests.

11.2.2 The HRC has its own Privacy Policy, which can be found at the [HRC website](#).

11.3 PUBLIC TRUSTEE AND GUARDIAN

11.3.1 The operations and functions of the Public Trustee and Guardian (PTG) are established by the *Public Trustee and Guardian Act 1985*. The PTG provides permanent and secure trustee, guardianship, and administration services to the ACT community.

11.3.2 The PTG has its own Privacy Policy, which can be found at the [PTG website](#).

11.4 OFFICE OF THE ABORIGINAL AND TORRES STRAIT ISLANDER CHILDREN & YOUNG PEOPLE COMMISSIONER

11.4.1 The ACT Aboriginal and Torres Strait Islander Children & Young People Commissioner's Office is established under the *Aboriginal and Torres Strait Islander Children and Young People Commissioner Act 2022* as an independent office that advocates for the rights, interest and protections of Aboriginal and Torres Strait Islander children and young people in the ACT.

11.5 OFFICE OF THE ACT INSPECTOR OF CUSTODIAL SERVICES

11.5.1 The role of ACT Inspector of Custodial Services was established in 2017 with the passage of the *Custodial Inspector Act 2017* to provide independent oversight of ACT correctional and youth justice facilities, focusing on continual improvement and prevention of ill treatment. The Inspector of Custodial Services does not handle individual complaints, but works cooperatively with oversight entities that do, in order to identify systemic issues and propose constructive recommendations to address these issues.

11.5.2 More information on the ACT Inspector of Custodial Services can be found on their [website](#).

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11.6 SENTENCE ADMINISTRATION BOARD

- 11.6.1 The SAB is established under s171 of the *Crimes (Sentence Administration) Act 2005* which provides the framework for board operations and the legislative power for the board to make decisions.
- 11.6.2 The SAB holds personal information to enable Board members to make decisions about parole and the management of intensive correction orders as required under the *Crimes (Sentence Administration) Act 2005*. This includes records relating to the calculation and verification of each offender's sentence and the maintenance of the ACT Victims Register.
- 11.6.3 Personal content may include names, contact details, date of birth, occupation, gender, and relationship status and associations, financial information, and other personal history details.
- 11.6.4 Sensitive personal content may include criminal and correctional records, details of racial or ethnic origin, and religious beliefs.

12. INDEPENDENT OFFICES

12.1 ACT POLICING

- 12.1.1 ACT Policing is the community policing arm of the Australian Federal Police (AFP). ACT Policing is responsible for providing policing services to the people of the ACT. These services are provided under the auspices of a five-year arrangement between the Commonwealth and ACT Government.
- 12.1.2 The AFP is subject to the Commonwealth *Privacy Act 1988*. A copy of their Privacy Policy under the *Privacy Act 1988* can be found at the [AFP website](#).

12.2 LEGAL AID COMMISSION ACT

- 12.2.1 The Legal Aid Commission was established by the *Legal Aid Act 1977*. The primary purpose of the Commission is to provide vulnerable and disadvantaged Australians with access to justice through a range of legal aid services.
- 12.2.2 The Legal Aid Commission has its own Privacy Policy, which can be found at the [Legal Aid website](#).

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DETAILS

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AMENDMENT HISTORY

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1.0	13 April 2026	Establishing version control – Minor Review.	JACS, GCR	Director-General