



AUSTRALIAN  
CAPITAL TERRITORY

SPECIAL

# GAZETTE

No. S42, Friday 29 June 1990

A.C.T. GOVERNMENT SERVICE

*A.C.T. FREEDOM OF INFORMATION  
ACT 1989*

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## INTRODUCTION

## INTRODUCTION

This statement is compiled under section 8 of the ACT Freedom of Information Act 1989 which obliges agencies of the ACT Government Service to meet certain requirements about making documented rules and procedures available to the public for inspection. The publishing date is 10 May 1990 but several agencies have indicated completion of their segments before this date.

This edition replaces previous editions published in the Commonwealth of Australia Gazette. It comprises a consolidated index of manuals, and their location, held by the ACT Government Service which comprises the following agencies:

- . ACT Treasury
- . Chief Minister's Department
- . Department of Education
- . Department of Health
- . Department of Urban Services
- . Finance Bureau
- . Government Law Office
- . Housing and Community Services Bureau
- . Interim Territory Planning Authority
- . Office of Industry and Development

Agencies hold their own manuals and have prepared individual listings which are included within this index.

Inquiries regarding the purchase or inspection of manuals should initially be directed to:

ACT FOI Office  
Level 3  
ACT Administration Centre  
corner Constitution Avenue and London Circuit  
CANBERRA CITY 2601.  
Tel: 275 8360

Directions will then be given on the location of the particular agency holding the requested manual.

## A.C.T. TREASURY

**A.C.T. TREASURY**

The manual is held on the fourth floor, FAI House, corner London Circuit and Akuna Street, Canberra 2601.

**Listing:**

ACT Government Municipal Accounts - manual of principles

## CHIEF MINISTER'S DEPARTMENT

CHIEF MINISTER'S DEPARTMENT

Manuals are held in the Operations Section, Public Affairs Branch, level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra 2601.

Listing:

Freedom of Information - office manual

Guidelines for selecting and managing a management consultant  
Information and public relations

Media selection: criteria for placement of departmental  
advertising

Publishing manual



## DEPARTMENT OF EDUCATION

This statement is correct to 31 March 1990.

All documents listed below are available for inspection and/or purchase at:

The Office of the Department of Education  
First Floor  
Macarthur House  
Northbourne Avenue  
LYNEHAM ACT 2602

Accidents

'School Accidents', in 'Excursions Policy Statement, Administrative Procedures & Guidelines for Schools', Schools Bulletin 119, 1983.

Administration of Medications, Injections & Catheters, Circular Minute Nos 8/88 & 35/88.

Ambulance Transport for ACT School Children, Schools Bulletin 329, 1988.

Accommodation

see Buildings

Accounting

see Finance

Accreditation

Certification: High School Education

Making Admission to Higher Education Fairer

High School Assessment Guide 1987

Certification of Students in High Schools & Secondary Colleges - Working Party Report 1988

Guidelines: Year 11 and 12 Courses in the ACT 1990

Developing an E Course in 1990: Guidelines for Teachers and Colleges

Forming a Tertiary Package: an Explanation of Tertiary Entrance Requirements.

Appeals - a Student Guide

Terms of Reference and Membership of the ACT Schools Accrediting Agency and its Committees 1985

Whats ASAT? An Explanation of the Australian Scholastic Aptitude Test.

What's the score? An Explanation of the Tertiary Entrance Score

High School Education Program Checklist and Report Form

Certification: Senior Secondary Education

Accrediting Agency Policy Manual

Guidelines on Relationships Within the Education System

Administration Matters

Alternative Schools

Community Use of Schools

Guidelines for Access to Student Records

Non-Government Schools

Priority Enrolment Areas

Secondary College Placements for 1988/89

Arts

ACT Arts Development Board Policy Statement

ACT Arts Development Board Annual Report 1987 - 1988

ACT Arts Bureau

ACT Community Development Fund

Arts Grants

Information for Applicants 1990

Australian Scholastic Aptitude Test (ASAT)

What's ASAT? An Explanation of the Australian Scholastic Aptitude Test

Bilingual Education

'Bilingual Education Policy', in Sources of Existing Curriculum Policy for Government Schools

'Bilingual Education' and 'Foreign Language Early Start Programs', Schools Bulletin 60, 1981

Teachers for Bilingual Education/Foreign Language Early Start Programs - Schools Bulletin 75, 1982

Boards

see School Boards

Buildings

Fixed Assets - Recording Acquisition, Transfer and Disposal

Self-Help Projects

System Planning Principles and Criteria

Community Use of Schools

Administrative Procedures: Self-Help Projects and/or Acquisition of Equipment from Non-Government Sources

Guidelines on the Management of Space in A.C.T. Government School Buildings

Report on Management of Accommodation in A.C.T. Government Schools

System Plan Reports - Community Schools for Canberra 1989-2000

- Community Schools for Canberra 1989-2000  
(Final Report)

Flexible - Space Schools in the ACT - Information Brochure

Bursaries

1990 Information Paper - ACT Junior Secondary Bursary Scheme

Buses

see School Bus Services

Canteens

see School Canteens

Career Education

'Career Education Revised Policy', Schools Bulletin 209, 1985

Children's Services Ordinance

Procedures for the Notification of Children in Need of Care under the Children's Services Ordinance, Schools Bulletin 330, 1988.

Colleges

see Secondary Colleges

Community Use of Schools

Hire of School Facilities: 1983 Rates and Charges  
Schedule of Categories of School Facilities Available for Hire

Out of School Hours Child Care - Policy and Guidelines, March 1988, Circular Minute 20/88.

Computer Education

'Computer Services', Schools Bulletin 136, 1983

'Computer Services in Schools', Schools Bulletin 149, 1983

'Computer Services in Schools', Schools Bulletin 165, 1984

Counsellors and Counselling

see Guidance and Counselling

Curriculum

Aboriginal Education

Career Education Policy

Career Education and Counselling

Education and the Arts

Interschool Sports

Religious Instruction

Schools Sports: Policy and Procedures

'Curriculum Support Services', Schools Bulletin 159, 1984

'Guidelines for the Role of School Boards/Community in Curriculum Decision-Making', Schools Bulletin 154, 1984

'Responsibilities for Curriculum in A.C.T. Public Schools', Schools Bulletin 152, 1984

Sources of Existing Curriculum Policy for Government Schools

Policy Statement Area Preschool/Primary School Program Approval, Schools Bulletin 315, 1987.

Curriculum Development Projects Scheme

Education Plan 1987/89 - Schools Bulletin 276, 1986.

Custody

Custody Cases, Schools Bulletin 199, 1985.

Discipline

see also Student Management

Discipline Policy - Schools Bulletin 252, 1986.

Corporal Punishment and Detention Guidelines, Schools Bulletin 11, 1979

Suspension and Exclusion of Students, Schools Bulletin 158, 1984.

Policy and Procedures for the Management of Student Behaviour, Schools Bulletin 358, 1988.

Policy and Procedures for Suspension and Exclusion of Students in ACT Public Schools, Schools Bulletin 380, 1989.

Education and the Arts

'Education and the Arts Policy Statement', in Sources of Existing Curriculum Policy for Government Schools

Education Clinics

see Guidance and Counselling

English as a Second Language (ESL)

ESL Provision - Policy Statement in ACT Department of Education Policy Manual

Enrolment

Enrolment of Students from Overseas

Enrolment Policy

Preschool Enrolment Policy

Enrolling at School in the ACT - Information Brochure

Primary School Entry Age Policy to be Varied, Schools Bulletin, 27, 1980

Priority Enrolment Areas

Rural Preschool Policy

Secondary College Placements for 1988/89

'Enrolment Policy Changes', Schools Bulletin 324, 1988

Entry Age Enrolment Policy

Exemption from Attending School in the A.C.T. - Procedural Guidelines

Secondary College Enrolment Procedures

Priority Enrolment Areas 1990, Schools Bulletin 397, 1989

Small Schools and Schools with Declining Enrolments, Schools Bulletin 253, 1986

Equal Employment Opportunity

Equal Employment Opportunity Policy, Schools Bulletin 181, 1984

Equal Employment Opportunity Program 1990 - 1991, Schools Bulletin 409, 1990.

ESL

see English as a Second Language

Excursions

Contracting Coach Services for Excursions

'Excursions: Policy Statement, Administrative Procedures and Guidelines for Schools', Schools Bulletin 119, 1983

'Excursion Policy - Amendment', Schools Bulletin 129, 1983

'Guidelines for the Organisers of Overseas Excursions by Schools', Schools Bulletin 119, 1983 and Schools Bulletin 352, 1988.

Policy Statement and Mandatory Procedures for Outdoor Adventure Activities/Excursions, Schools Bulletin 395, 1989

Outdoor Adventure Activities

Preschool Excursion Procedures

#### Finance

Charity and Fund Raising/Promotions

Financial Arrangements between Parents and Citizens Associations and School Boards

Financial Assistance by Parents for Preschools

Guidelines for the Purchase and Hire of Vehicles

Parental Contribution Policy

Funding - School Policy Statement, Schools Bulletin 279, 1987

Accounting Manual - Schools Authority Act 1986

#### Foreign Languages

see Bilingual Education

#### General

Area Preschool/Primary School Program approval

Education of Gifted and Talented Children

Gender Equity Education Policy

High School Education Program Guidelines

Policy for Services to Students with Special Needs

A Vision of Service: Developing a Total Culture of Service for the ACT Schools Authority, Schools Bulletin 370, 1989.



A Vision of Service - Responses and Progress, Schools Bulletin  
394, 1989.

Quality in Public Schooling

Responsibilities for Curriculum in ACT Public Schools

Review of Students in Special Education

System Philosophy

The Role of School Boards/Community in Curriculum Decision-Making

School Planning and Development Programs Involving Student Free  
Days

### Gifted and Talented Children

'The Education of Gifted and Talented Children', Schools Bulletin  
133, 1983

### Guidance and Counselling

School Counsellors' Handbook

### Health

Administration of Medication, Catheters and Injections to  
Students in ACT Public Schools

AIDS Education and Condoms in Schools

Ambulance Transportation

First-Aid in Schools

Guidelines and Procedures for Infection Control of Communicable  
Diseases Including AIDS

Immunisation Records Procedures

Policy and Procedures for the Treatment and Prevention of Head  
Lice

Recommended Minimum Period of Exclusion from School, Preschool  
and Child Care Centres of Infectious Disease Cases and Contacts  
School Accidents

Policy and Procedures Concerning Pregnant Students in ACT Public  
Schools

High Schools

Cohesion, Coordination and Communication: A Report for the Improvement of Canberra's High Schools, 1989

Industrial

Equal Employment Opportunity Policy

Industrial Action Affecting the Operation of Schools, Schools Bulletin 178, 1984.

Infectious Diseases

see also Health

Policy and Procedures for the Treatment and Prevention of Head Lice, Schools Bulletin 331 of 5 May 1988.

'Exclusion of Students from Schools: Infectious Diseases', Schools Bulletin 56, 1981

Guidelines and Procedures for Infection Control of Communicable Diseases Including Acquired Immune Deficiency Syndrome (AIDS) - Schools Bulletin 298, 1987, Circular Minutes 77/87, 93/87.

Interest Subsidy

Interest Subsidy Scheme - General Information and Conditions

Internal Audit

Internal Audit Charter

Legal

Copyright for Schools

Custody Cases

Procedures for Notification of Children in Need of Care under the Children's Services Ordinance

Guidelines for Resolving Cases of Sexual Harassment of Students in ACT Schools

Non-Government Schools

List of Catholic and Other Non-Government Schools

Guidelines for the Registration of Non-Government Schools in the ACT

Non-Sexist Education

'Gender Equity Education Policy', in Sources of Existing Curriculum Policy in Government Schools

'Gender Equity Education Policy, Schools Bulletin 283, 1987.

Sexism in Education Policy Statement, Schools Bulletin 15, 1980.

Overseas Excursions

see Excursions

Paid Tutors

Paid Tutors: Policy Statement and Implementing Guidelines for ACT Public Schools

Policy Framework

Quality in Public Schooling

System Philosophy

The Guiding Principles and Aims of the ACT Schools Authority

Preschools

Area Preschool/Primary School Program Approval

Preschool Enrolment Policy

Rural Preschool Policy

Preschool Excursions

Financial Assistance by Parents for Preschools

Playgroups

Preschool Handbook 1986

Enrolling at Schools in the ACT

Primary Schools

Public Schools in the ACT

Enrolling at School in the ACT

Priority Enrolment Areas

see Enrolment

Pupil Free Days

Pupil Free Days - School Planning and Development Programs  
Involving Student Free Days, Schools Bulletin 187, 1984.

Safety

Interschool Sports

Policy and Procedures on the Wearing of Bicycle Helmets by  
Students in ACT Public Schools

Safety Procedure for the use of Trampolines

School Sports: Policy and Procedures

School Accidents

see Accidents

School and Related Operations

Policy and Procedures for the Operation of School Canteens

Out-of-School-Hours Child Care Policy

Paid Tutors: Policy Statement and Implementing Guidelines for ACT  
Public Schools

Playgroups

Excursions

Guidelines for Access to Student Records

Policy and Procedures on Student Record Keeping

School Planning and Development Programs Involving Student Free  
Days

School Year

Variation of School Starting/Finishing times

High School Certification

### School Boards

'Guidelines for the Role of School Boards - Community of Curriculum Decision Making', Schools Bulletin 154, 1984

School Boards - Partnership and Participation

'School Boards - Operation of', Schools Bulletin 11, 1979.

Selection of School Principals, Schools Bulletin 208, 1985.

The School Board - at High Schools and Colleges - Information Brochure

### School Buildings

see Buildings

### School Bus Services

'School Bus Services', Schools Bulletin 278, 1987

### School Canteens

Guidelines for Operation of School Canteens Circular Minute 13/87.

Policy and Procedures for the Operation of School Canteens, Schools Bulletin 362, 1989.

### School Fees

see Voluntary Contributions

### School Hours

School Planning and Development Programs Involving Student-free Days - Procedures and Guidelines, Schools Bulletin 187, 1984

Structure of the School Year, Circular Minute 135/87, 1987

Variation of School Starting/Finishing Times, Schools Bulletin 138, 1983, Circular Minute 63/88.

### Schools Reorganisation

Community Schools for Canberra 1989 - 2000; Draft Plan (1987)

Community Schools for Canberra 1989 - 2000 FINAL REPORT (1988)

Secondary Colleges

Secondary College Enrolment Procedures and Placements for 1990.

Student Assessment Project in Secondary Colleges of the Australian Capital Territory (1989).

Sexism in Education

see Non-Sexist Education

Sexual Harassment

'Guidelines for Resolving Cases of Sexual Harassment of Students in A.C.T. Schools', Schools Bulletin 153, 1984.

Sexual Harassment Policy, Schools Bulletins 301, 1987, and 251, 1986 and 321, 1988.

Smoking

Smoking in the Workplace, Schools Bulletin 308, 1987.

Special Education

Learning Assistance Program Manual - Student Identification Procedures and Guidelines for use of the Resource in Schools

Special Education in A.C.T. Government Schools, 1989.

Policy for Services to Students with Special Needs, Schools Bulletin 273, 1986.

Transport for Students with Special Needs.

Review of Students in Special Education

Sport

ACT Primary School Sports Association Constitution 1984

ACT Primary School Sports Association Policy Decisions 1983

ACT Department of Education Sports Policy Guidelines (1989)

A.C.T. Schools Sports Council Constitution 1982

A.C.T. Schools Sports Council Discipline Policy

Selection and Management Policy for A.C.T. Representative Teams

## Sponsorship Policy

### Guidelines for Outdoor Adventure Activities

School Sport: Policy and Procedures, Schools Bulletin 328, 1988

Policy and Procedures on the Wearing of Bicycle Helmets, Schools Bulletin 331, 1988

A.C.T. Secondary Schools Sports Association: Association Policies (1971 - 1982)

A.C.T. Secondary Schools Sports Association Constitution

'Inter-school Sport', Schools Bulletin 119, 1983

## Staff Development

see Professional Development

## Staffing Manual

Section 8: Equal Employment Opportunity (EEO)

Section 19: The Ombudsman

Section 23: Freedom of Information (FOI)

Section 24: Judicial Review: Administrative Decision (Judicial Review) Act

Section 25: The Administrative Appeals Tribunal (AAT)

## Student Management

Policy and Procedures for the Management of Student Behaviour in ACT Public Schools

Detention in Schools

Policy and Procedures for Suspension and Exclusion of Students in ACT Public Schools, Schools Bulletin 380, 1989.

Enrolments

Guidelines for Access to Student Records

Policy and Procedures on Student Record Keeping

Guidelines for Resolving Cases of Sexual Harassment of Students in ACT Schools

Student Records

Policy and Procedures on Student Record Keeping, Schools Bulletin 340, 1988

Guidelines for Access to Student Records, Schools Bulletin 340, 1988.

Supervision

'Supervision of Pupils', Schools Circular 1978/27

System Management

School Boards

System Planning Principles and Criteria

Tertiary Entrance Score (TES)

What's the Score? An Explanation of the Tertiary Entrance Score

Transport

see School Bus Service

Voluntary Contributions

ACT Schools Authority Policy on Parental Involvement in School Funding, Schools Bulletins 105, 1982 and 279, 1987.

Why Public Schools Ask Parents to Make Financial Contributions - Information Brochure

Parent Contribution - Circular Minute 96/87

Welfare

Custody Cases

Exemption from Attending School in the ACT

Guidelines for Resolving Cases of Sexual Harassment of Students in ACT Schools

Policy and Procedures Concerning Pregnant Students in ACT Public Schools

Procedures for the Notification of Children in Need of Care Under the Children's Services Ordinance



Work Experience

A.C.T. Schools Authority - Guidelines and Procedures for Work Experience Programs

A.C.T. Schools Authority Work Experience

A.C.T. Schools Authority Work Experience Scheme - Information for Trade Unions

Work Experience Guidelines for Employers and Supervisors

Youth Services Advisory Committee Terms of Reference

Insurance Cover for the ACT Work Experience Scheme



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A.C.T. Freedom of Information Act 1989 27.

## DEPARTMENT OF HEALTH

In accordance with Section 8 of the ACT Freedom of Information Act, 1989, documents listed below are used by officers of the ACT Department of Health to make decisions or recommendations affecting members of the public. Copies may be inspected and purchased at the Department's central office at the corner of Moore and Alinga Streets Canberra City.

Act Department of Health Crown Leases for Land

ACT Department of Health Policy Manual

ACT Department of Health Tenancy agreement for use  
of facilities

Airport Disaster Manual

Casualty Department Manual

Child Care Centre Manual  
- Royal Canberra Hospital

Child Health Protocol

Chiropractic Board  
- Code of Ethics  
- Guidelines for Advertising  
- Requirements for Registration  
- Secretariat Operating Manual

Dental Board  
- Code of Ethics  
- Guidelines for Permissible Advertising  
- Requirements for Registration  
- Secretariat Operating Manual

Fire and Emergency Manual

Food Handling  
- Code of Practice

Food Premises Code  
- Manual  
- Temporary  
- Constructional Standards

Food Vendors  
- Code for Itinerant Vehicle

Freedom of Information Manual

Health Advancement Services,  
Outline of Administrative Procedures

Health Services Supply Centre

- Administrative Instruction Manual
- Central Sterilised Supply Centre Manual
- Central Linen Service Manual
- Central Supply Manual
- Transport Manual

Hospital Policy/Procedure Manual

Immunisation Policy Manual

Industrial Relations Circulars

Infection Control Manual

Intellectual Disability Policy and Procedure Manual

Mass Casualty Disaster Plan

Medical Board

- Complaints against Medical Practitioners
- Registration in the ACT, notes for foreign-qualified enquirers
- Requirements for Registration
- Secretariat Operating Manual

Mental Health Policy Manual

Nurses Board

- Notes regarding the Nurses Act 1988

Nursing Home

- Admission/Policy Manual

Optometrists Board

- Lodging of Complaints
- Secretariat Operating Manual

Ordinance Delegations Manual

Patient Admittance/Discharge Manual

Pathology Manual

Personnel Policies and Procedures Manual

Pharmacy Board

- Requirements of Registration
- Secretariat Operating Manual

Physiotherapists Board

- Secretariat Operating Manual

Physiotherapy Procedure Manual

Public Service Act Delegations Manual

Radiology Procedure Manual

Recruitment Manual

Registration Boards

- Hearing of Inquiries, Guidelines and Procedures

Veterinary Surgeons Board

- Secretariat Operating Manual

## DEPARTMENT OF URBAN SERVICES

DEPARTMENT OF URBAN AFFAIRS

Copies of manuals are available through the Civic shopfront, ground floor, North Building, London Circuit, Canberra 2601.

Listing:

ACT Fire Brigade administration manual  
ACT Fire Brigade Corporate Strategic Plan  
ACT Fire Brigade emergency procedures and information manual  
ACT Fire Brigade Firefighters' training manual  
ACT Fire Brigade General Orders  
ACT Government noise manual  
ACT requirements for solar control film rear marking plates  
Advice to applicants for issue of ACT drivers licences, heavy  
vehicle licences, taxi licences, hire car licences and bus  
drivers licences  
City Parks and Yarralumla Nursery information manual and  
handbook 1989  
Dishonoured cheques procedure manual  
Federal Interstate Road Transport Scheme manual  
Fire extinguisher requirements  
Guidelines on conversions for left-hand drive vehicles  
Guidelines for erosion and sediment control on building sites  
Guidelines for registering imported vehicles  
Licence counter procedures manual  
Motorcycle Riders' Handbook  
Plate reservation procedures manual  
Registration counter procedures manual  
Road Users' Traffic Handbook  
Tables and fees manual  
Urban erosion and sediment control design manual  
Urban erosion and sediment control field guide  
Urban runoff and erosion/sediment control strategy  
Vehicle Inspection Manual



## FINANCE BUREAU

**FINANCE BUREAU**

**Listing:**

- ACT Revenue Office rates and taxes recovery procedure  
(Location: 5th floor, FAI House, corner London Circuit and Akuna Street, Canberra 2601).
- Land valuation for assessment of general rates  
(Location: 6th floor, FAI House, corner London Circuit and Akuna Street, Canberra 2601)
- Municipal Budget (Canberra) - preparation  
(Location: 7th floor, FAI House, corner London Circuit and Akuna Street, Canberra 2601)
- Rates remission in cases of hardship  
(Location: 6th floor, FAI House, corner London Circuit and Akuna Street, Canberra 2601)

# GOVERNMENT LAW OFFICE

ACT Government Solicitor

Administrative Law and Courts Section

Australian Capital Territory Gaming and Liquor Authority

Gaming and Liquor Section

Legal Aid Commission

Registrar's Office

ACT Consumer Affairs Bureau

GOVERNMENT LAW OFFICE

ACT Government Solicitor

Location: Level 2, Canberra Savings Centre, City Walk, Canberra 2601.

Listing: The only documents which fall into the category of documents available for inspection are those copies of advice given by the ACT Government Solicitor to clients which are viewed as being of value for permanent retention for reference purposes.

Administrative Law and Courts Section

Manuals are held on the second floor, GIO House, 250 City Walk, Canberra 2601.

Listing:

Guidelines for the provision of legal and financial assistance under section 62 of the Administrative Appeal Tribunal Act  
Guidelines and procedure for the appointment of Justices of Peace

Australian Capital Territory Gaming and Liquor Authority

Inquiries as to access of documents

General inquiries concerning access to documents should be directed to:

Director  
ACT Gaming and Liquor Authority  
26 Antill Street  
Dickson ACT 2602

Postal address:  
ACT Gaming and Liquor Authority  
PO Box 42  
Dickson ACT 2602

Telephone: 2456 311

Documents held by the Authority

General administration documents  
Agendas and papers of GALA meetings  
Common Seal Register  
Minutes of GALA meetings

Liquor licensing administration documents

files containing details of licensees, suppliers and permits used for assessments (computerised)  
files for each licensee  
general correspondence files relating to liquor licensing  
transcripts of hearings

Poker machine administration documents

accounting records  
file containing payout percentages, turnover, assessments, etc.

for each poker machine and for each club (computerised)  
general correspondence relating to poker machines  
monthly returns from clubs  
records of all poker machines approved for installation in the  
ACT  
Register of Poker Machine Licences  
Repairman and Collector's Certificate records

Totalisator Operations documents  
accounting records  
computer systems directory (computerised)  
computer systems documentation  
correspondence and application cards relating to telephone  
betting accounts  
general files relating to general administration, property,  
accounting, personnel practice, computers and totalisator  
matters  
internal procedures manuals and instructions  
payrolls  
personnel records  
results and ACT/TAB dividends  
statistical data relating to turnover and other totalisator  
betting details (computerised)  
telephone betting account details (computerised)  
transactions through the totalisator system (computerised)

#### **Gambling and Liquor Section**

Manuals are held on the third floor, GIO House, 250 City Walk, City Centre, 2601.

The office is accessible by wheelchair, but telephone facilities for people with impaired hearing are not available.

Information sheets and forms for lotteries are freely available from the office, by mail or facsimile 274 4357.

Bookmakers' ledgers etc, are also available to licensed bookmakers at the office.

All other material is available for inspection at the office or by mutual agreement at the ACT FOI Office, Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra 2601.

Necessary photocopying of documents will cost the applicant 10c per page.

Listing:

bookmakers' ledgers, return forms and computer stationery  
circulars to licensed clubs and bookmakers  
guidelines to be considered before granting permit for lottery,  
housie and trade promotions  
minutes of administrative meetings  
procedures for processing bookmakers' returns

#### **Legal Aid Commission (ACT)**

The manual is held in Block I, Acton House, Canberra 2601.

Listing:

Rules, procedures and guidelines of Legal Aid Commission (ACT)

**Registrar's Office**

Manuals are held in Basement 1, Allara House, Allara Street, Civic 2601.

**Listing:**

- Deposited plans/unit plans/sub-lease plans
- Land Titles Register book
- Record of Instruments
- Register of Adoptions
- Register of Births
- Register of Deaths
- Register of Deaths Abroad
- Register of Deeds
- Register of Marriages
- Register of Ministers of Religion
- Register of Overseas Marriages
- Register of Parentage Information

# **HOUSING AND COMMUNITY SERVICES BUREAU**

ACT Housing Trust

Community Programs Branch

Community Welfare Branch

Office of Sport, Recreation and Racing

HOUSING AND COMMUNITY SERVICES BUREAU

(The location of manuals accords with the following legend:

- a. ACT Housing Trust counter, ACT Government Shopfront, ground floor, North Building, London Circuit, Canberra 2601
- b. Second floor, ACT Administration Centre, 1 Constitution Ave, Canberra 2601
- c. City District Office, plaza level, Allara House, corner Allara Street and Constitution Avenue, Canberra 2601
- d. Second floor, South Building, London Circuit, Civic
- e. Third floor, Department of Health Building, Moore Street, Civic
- f. Belconnen Remand Centre, corner Rae and Josephson Streets, Belconnen 2617
- g. Adult Corrective Services, Acton House, Acton 2601
- h. Third floor, Department of Health building, Moore Street, Civic
- i. Fourth floor, Department of Health building, Moore Street, Civic
- j. First floor, Centrepoint building, Tuggeranong town centre 2900)

**ACT Housing Trust**

Manuals location: a.

Listing:

- Application for a housing loan
- Application for mortgage relief
- Application for priority housing
- Application for rental housing
- Application for rental rebate
- Application for rent relief
- Application for variation of interest rate
- Guidelines: Commissioner for Housing loans review of monthly instalments
- Guidelines for determining applicants' gross income
- Guidelines for Rental Operations staff covering:
  - . access to rental housing
  - . accommodation allocation arrangements and entitlements
  - . application acceptance/rejection
  - . control and development of rental housing stock
  - . debt recovery
  - . Defence personnel - special conditions
  - . dwelling modification
  - . eligibility for assistance
  - . eligibility for continuing assistance
  - . fees and charges
  - . furnishing and landscaping



- . housing ownership assistance policy
  - . Jerrabomberra House policy
  - . long stay caravan park policy
  - . mortgage and rent relief scheme policy
  - . occupational housing - special conditions
  - . other forms of dwelling assistance policy
  - . policy objectives
  - . priority and special assistance residency requirements
  - . property/tenancy management
  - . rent
  - . rental housing assistance policy
  - . rental rebate
  - . tenancy agreements
  - . transfer to an alternative dwelling
  - . transfer of tenancies
- Memorandum of Agreement (mortgage relief)  
Memorandum of mortgage of crown lease  
Staff instructions on operation of Home Ownership Scheme  
Tenancy Agreement

**Community Programs Branch**

Adult Corrective Services

Belconnen Remand Centre standing orders

Manual location: f.

Community Services Orders Scheme manual of procedures

Manual location: g.

Probation and Parole Unit manual of policy and procedures

Manual location: g.

Superintendent's Directions

Manual location: f.

Training Manual

Manual location: f.

Children's Day Care Services

Manuals location: h.

Listing:

Application for a licence for a place established for the purpose of providing child care

Checklist

adjunct licences

licence visits to out of school hours care

routine visit

routine visits to out-of-school hours care

Equipment list

Fencing requirements for a child care centre

Fire safety requirements - child care centres

First aid list

Information for establishing/operating a new child care service

Licence conditions

adjunct care

holiday camp

independent pre-school

long day care

occasional care

out-of-school hours care  
out-of-school hours care for long day care centres  
playschool  
Licence report  
long day care  
occasional care  
Safety checklist - playground/outdoor equipment  
Staffing form  
adjunct centres  
holiday camps  
independent pre-school  
long day care and occasional care  
out-of-school hours care program  
playschool

Community Grants Management

Manuals location: e.

Listing:

All about the ACT Community Services and Health grants  
First triennial review of Home and Community Care  
Guidelines for Home and Community Care advisory committees  
Home and Community Care funding application  
Home and Community Care program, ACT Strategic Plan (Jan. 1990)  
Home and Community Care program management manual  
Home and Community Care program national guidelines (Oct. 1989)  
Supported Accommodation Assistance and Crisis Accommodation  
Programs 1989-90 - Commonwealth/ACT Plan (Jan. 1990)

Community Welfare Branch

Manuals location: i.

Listing:

Adoption of children procedures  
Child care agreements (S94): new agreement/current policy  
Client program planning  
Community Welfare Branch: charter  
Comprehensive assessment guidelines  
Courtesy with members of the public  
Disclosure of child's address to Police authorities  
Emergency assistance guidelines  
Guidelines for minor's consent to treatment  
Information on case conferences  
Interim placement procedure and criteria for Florey House and  
Scullin House  
Juvenile Justice Procedures  
New information section on the emergency assistance guidelines  
Offence Provisions Part IX CSA 1986  
Parental rights and duties  
Placement of children  
Policy discussion paper on family support and substitute care  
services in the ACT  
School non attendance: provisions of the Education Act  
Social Welfare Benefits Scheme guidelines

Truancy

Youth Advocate notification procedures

Office of Sport, Recreation and Racing

Manuals location: j.

Listing:

Academy of Sport

application for assistance

- individuals

- special project

- team/squad

ACT Sports Development Program

Travel to championships - individuals

- application

- guidelines

Capital and Equipment (Sports) Program

application

guidelines

Operational assistance grant

application

guidelines

Recreation program

application

guidelines

Recreation research grant

application

guidelines

Sports Development Program

application

guidelines

Sports Loan Interest Subsidy Scheme

application

guidelines

Training program

application

guidelines



Australian Capital Territory Gazette

No. S42, 29 June 1990

A.C.T. Freedom of Information Act 1989 45.

# INTERIM TERRITORY PLANNING AUTHORITY

STATEMENT RESPONDING TO SECTION 8 OF THE  
FREEDOM OF INFORMATION ACT 1989

Section 8 of the *Freedom of Information Act 1989* requires an agency of the ACT Government to:

- . produce a schedule listing all documents used by the agency in making decisions or recommendations
- . make arrangements for such documents to be made available to the public.

This covers:

- . manuals and other documents containing policies, interpretations, rules, guidelines or precedents
- . documents on procedures, including forms to be filled in
- . other documents on administration eg enforcement.

Section 8(2) of the Act requires the principal officer of an agency to prepare a statement, which may be in the form of an index, specifying the documents in use and indicating where they may be purchased or inspected.

The attached schedules have been prepared to respond to these requirements. They are correct as at 12 April 1990.

### PLANNING POLICIES

The planning policies of the Interim Territory Planning Authority are in two groups:

- . those which were policies of the former National Capital development Commission and which continue to be in effect
- . those which have been established by the ACT Government on the recommendation of the ITPA.

### NCDC Policies Continuing in Operation

Section 62 of the *Australian Capital Territory (Planning and Land Management) Act 1988* provides that policies of the National Capital Development Commission that were in published form and in operation before the commencement of part X of that Act, and which had been notified in the Commonwealth Gazette, would continue to be in effect.

The Commonwealth Gazette identifying the policies to continue in operation was published on January 30 1989. It listed 1091 policy documents made up as follows:

- . 969 Approved Plans, in the form of maps or diagrams with annotations and explanatory notes
- . 97 handout pamphlets, mostly A3 in size, containing details of policies applying to particular blocks of land. These had been the subject of public consultation in recent years.
- . 16 written statements, outlining general policies that applied to the whole of Canberra
- . 9 substantial planning reports.

Further details of these are given below.

### Approved Plans

There are too many of these to list individually but interested persons are invited to look at the schedule contained in the Special Gazette No. 37 of 30 January 1989. Copies of this Gazette can be obtained from the AGPS Bookshops, or a copy can be viewed at the Planning and Land Information Shopfront at 220 Northbourne Ave, Braddon ACT. The Approved Plans themselves are housed at 220 Northbourne Ave, Braddon ACT, and can be viewed during normal office hours. Copies at A4 size can be made available for sale.

Pamphlets and Similar Documents.

Most of these are A3 in size and copies are available, free of charge, at the Planning and Land Information Shopfront, 220 Northbourne Ave, Braddon. They contain information in the form of Policy Plans, which are statements of planning requirements, and Development or Implementation Plans, which are indications of how development may be undertaken. Only those parts of the documents which contain planning principles continue to have effect. In particular statements forming parts of Implementation Plans do not form part of the NCDC policies and were therefore not carried forward.

The policies in these documents apply only to the areas specified. The Plans in this series are:

Ainslie Block 1 Section 93 Policy Plan  
Ainslie Local Centre Policy Plan Development Plan  
Braddon Section 24 Block 16 Policy Plan Development Plan  
Braddon Section 22 Policy Plan  
Bruce Sections 4 (Part) and 21 (Part) Policy Plan  
Calwell Sections 751, 757, and Part Sections 701, 725, 726, 729, 750, 752, 761, 795 & 799 Policy Plan Development Plan  
Calwell Sections 701-706, 739-742, 743 (Part), 744 (Part), 792 (Part) Policy Plan Development Plan  
Charnwood Section 95, Part Sections 97 & 117 Policy Plan Dev. Plan  
Chisholm Group Centre Policy Plan Development Plan  
Chisholm Section 507 Blocks 38 & 39 Policy Plan Dev. Plan  
Chisholm Section 575 Block 3 Policy Plan Development Plan  
Deakin Local Centre Policy Plan Development Plan  
Deakin Section 35 Blocks 5, 13, 14, 30, 31, Part Block 10 Policy Plan Development Plan  
Deakin Section 36 Blocks 4 & 7 Policy Plan Implementation Plan  
Deakin Section 37 Block 80 (Part) Policy Plan Implementation Plan  
Deakin Section 67 Policy Plan Development Plan  
Dickson Section 32 Block 2 & Section 30 Block 25 Policy Plan and Implementation Plan  
Dickson Section 72 Policy Plan Development Plan  
Downer Section 61 Block 1 Policy Plan Development Plan  
Downer Section 61 Block 3 Policy Plan Development Plan  
Duffy Section 25 Block 2 & Section 27 Block 5 Policy Plan and Development Plan  
Duffy Section 27 Part Block 1 & 2 Policy Plan Development Plan  
Evatt Sections 52 and 88 Policy Plan Development Plan  
Fadden Section 332 Block 1, Section 301 Block 2 and Gowrie Section 226 Part Block 3 Policy Plan Development Plan  
Fadden section 353 Block 1, Part Block 2 and Block 3 Policy Plan Development Plan  
Farrer Section 44 Block 1 Policy Plan Development Plan  
Fisher Part Sections 30, 33, 55 and 56 Policy Plan Devel. Plan  
Florey Policy Plan Development Plan  
Fyshwick Policy Plan  
Gilmore Section 65 Part Block 17 and Tuggeranong part Blocks 1433 and 1434 Policy Plan Implementation Plan  
Gilmore Part sections 44-49 and 65 Policy Plan Development Plan



Gilmore Part Sections 50, 55, 56, 58, 60 & 61 Policy Plan & Dev  
Plan  
Gold Creek Tourist Area Policy Plan  
Hackett Section 17 Blocks 11 and 12, section 18 Block 3 Part  
Section 19 Policy Plan Development Plan  
Hackett Part Section 22 Policy Plan Development Plan  
Hawker Section 1 and Block 2 section 2 Policy Plan Dev. Plan  
Hawker Shopping Centre Section 33 Block 21 Policy Plan and  
Implementation Plan  
Hawker Shopping Centre Sections 33, 34, 35, & 36 Policy Plan and  
Development Plan  
Higgins Section 12 Part Block 14 Policy Plan Development Plan  
Holder Section 37 Block 23 Policy Plan Implementation Plan  
Holt Section 49 Block 55 Policy Plan Implementation Plan  
Isabella Plains North Policy Plan Development Plan  
Isabella Plains Sections 812 (Part), 837, 839, 841, 844-846, 849,  
850, 854 (Part), 855 (Part), 856, 877, Policy Plan  
Development Plan  
Jerrabomberra Wetlands Policy Plan Implementation Plan  
Kaleen East Local Centre Section 44 Policy Plan Development Plan  
Kaleen South Local Centre Section 120 Policy Plan Dev. Plan  
Kaleen Sections 27, 28, 88-92, and Part section 117 Policy Plan  
Development Plan  
Kambah Sections 274-277 Policy Plan Development Plan  
Kambah Section 353 Blocks 5, 6, 7 & Part Block 3 Policy Plan  
Development Plan  
Kambah Section 449 Policy Plan Development Plan  
Kambah Section 502 Blocks 1&2 Policy Plan Development Plan  
Kambah Section 513 Block 1 Policy Plan Development Plan  
Kingston Section 20 Policy Plan Development Plan  
Kingston Section 8 Block 3 and Part Block 5 Policy Plan Dev. Plan  
Latham Section 32 Block 1 Policy Plan Development Plan  
Lyneham Section 57 Policy Plan development Plan  
Lyneham Section 102 Blocks 1-5 Policy Plan Development Plan  
Macarthur Section 391 and part Sections 344, 394, & 398 Policy  
Plan Development Plan  
Macgregor Section 58 Part Block 1 Policy Plan Development Plan  
Macquarie Section 19 Blocks 8, 9, 15 & part 19 Policy Plan  
Development Plan  
Macquarie Section 54 Block 5 Policy Plan and Development Plan  
Manuka Group Centre Policy Plan Development Plan  
Mawson Section 47 Block 6 Policy Plan Development Plan  
Mawson Section 57 Part Block 3 Policy Plan Development Plan  
McKellar Section 52 Part Block 3 Policy Plan Implementation Plan  
McKellar Section 71 Policy Plan Development Plan  
Mitchell Section 7 Blocks 16 & 33 Policy Plan Development Plan  
Oaks Estate Policy Plan  
Oaks Estate Sections 5 & 7 Policy Plan Development Plan  
O'Malley North West Sections 4-7, 15, 16, 46 & Part Sections 8,  
11, 14, & 34 Policy Plan  
Pearce Section 27 Block 2 Policy Plan Development Plan  
Phillip Sections 52 and 129 Policy Plan Development Plan  
Phillip Sections 103 and 130 Policy Plan Development Plan  
Red Hill Section 27 Blocks 13 and 22 Policy plan Impl. Plan  
Scullin Section 25 Blocks 8 & 9 Policy Plan Development Plan  
Spence Section 23 Blocks 2 & 8 Policy Plan Development Plan  
Stirling Section 24 Block 8 and Part Block 11 Policy Plan  
Development Plan

Torrens Section 22 Block 4 Policy Plan Development Plan  
Torrens section 21 Block 11 Policy Plan Development Plan  
Tuggeranong South, Part Conder, Gordon & Banks, Policy Plan  
Development Plan  
Tuggeranong Part Blocks 1239, 1271, 1283 (Area West of Isabella  
Plains) Policy Plan Development Plan  
Turner Section 51 Blocks 9, 10, 11 Policy Plan Impl. Plan  
Village of Tharwa Policy Plan  
Village of Hall Policy Plan  
Wanniassa Section 237 Blocks 2 & 3 Policy Plan Development Plan  
Wanniassa Erindale Group Centre Policy Plan Development Plan  
Waramanga Section 40 Block 5 Policy Plan Implementation Plan  
Waramanga Section 41 Blocks 2 & 3; Section 42 Part Block 1 Policy  
Plan Development Plan  
Watson Section 21 Blocks 3 & 4 and Part Block 5 Policy Plan  
Development Plan  
Watson Section 64 Part Block 3 Policy Plan Implementation Plan  
Weston Section 58 Part Block 5 & Block 9 Policy Plan & Dev. Plan  
Weston North Sections 81, 82, 83, 94, 96 & 97 Policy Plan  
Development Plan  
Yarralumla Policy Plan  
Yarralumla Brickworks Policy Plan  
Yarralumla Local Centre Policy Plan Development Plan

#### Written Statements

These are statements of policy, mostly in the form of written text, which contain policies that are applicable to the whole of Canberra. Copies are available, free on request, from the Planning and Land Information Shopfront at 220 Northbourne Ave Braddon.

Design and Siting Policies 1973  
Design and Siting Controls - Cottage Blocks  
Design and Siting Controls - Courtyard Blocks  
Design and Siting Controls - Townhouse Blocks  
Planning Policies for Aged Persons Accommodation  
Planning Policies for Dual Occupancy of Detached House Blocks  
Planning Policies for Service Stations  
Planning Policies for Local Centres  
Policy for the Use of Reflective Window Treatments  
Policy on Front Fences  
Land Use Policy for Residential Land  
Land Use Policy for Taverns  
Land Use Policy With Respect to Boarding Houses  
Land Use Policy With Respect to Medical and Dental Practices  
Land Use Policy With Respect to the Conduct of Business on  
Residential Land

Planning Reports

These are substantial documents, with text, explanatory material, plans and diagrams which specify the land uses permitted, and any planning controls which may apply, to nominated areas of Canberra. Copies are available for purchase, at costs of between \$2.00 and \$10.00 from the Planning and Land Information Shopfront 220 Northbourne Ave Braddon.

ACT Water Policy Plan  
Belconnen Town Centre Policy Plan Development Plan  
Civic Centre Policy Plan  
Gungahlin Policy Plan  
Lake Burley Griffin Policy Plan  
Metropolitan Canberra Policy Plan Development Plan  
Murrumbidgee River Corridor Policy Plan  
Namadgi Policy Plan  
Tuggeranong Town Centre Policy Plan Development Plan

Supplementary Documents

All the above policy documents should be read in conjunction with the following administrative instructions

Land Use Categories and Colour Codes - listed at Annex C of the National Capital Development Commission's *Draft Planning System Administrative Guidelines Manual*, Canberra 1989

Planning Definitions - listed at Annex D of the National Capital Development Commission's *Draft Planning System Administrative Guidelines Manual*, Canberra 1989

Copies of these are available on request.

To accompany the 'Planning Policies for Dual Occupancy of Detached House Blocks' there is a procedures document entitled 'Dual Occupancy: Advice to Applicants/Neighbouring Lessees.' Copies of this are available at the Design and Siting Office, 1st Floor, North Building, London Circuit, Canberra City.

### Policies Established By the A.C.T Government

The ACT (*Planning and Land Management*) Act 1988 provides that the continuing NCDC policies which apply to particular blocks of land can be varied by the ITPA with the approval of the ACT Government.

The following Variations to Policy have been prepared by the ITPA under section 73 and approved by the ACT Government under section 76 of the Act:

- Variation to Policy: Barton Section 9 Block 5 & Section 16 Block 1
- Variation to Policy: Canberra Avenue South Canberra
- Variation to Policy: City Sections 12-15, 35, 38, 47, 49, 51, 52 and 70
- Variation to Policy: Cook Section 13 Block 11
- Variation to Policy: Holt Section 19 Block 10
- Variation to Policy: Kambah Section 7 Block 7
- Variation to Policy: Lyneham Section 48 Block 29
- Variation to Policy: Lyneham Section 59 Block 18
- Variation to Policy: Macarthur Section 394 Block 2 & Section 344 Block 17
- Variation to Policy: Monash Section 57 Block 3
- Variation to Policy: Phillip Section 24 Block 6
- Variation to Policy: Richardson Section 477 Block 1 and Chisholm Section 594 Block 4
- Variation to Policy: South Tuggeranong Part Conder Gordon & Banks
- Variation to Policy: Symonston Section 1 Block 1
- Variation to Policy: Waramanga Section 46 Block 4
- Variation to Policy: Watson Section 75 Block 3

Copies of these Variations to Policy can be obtained, free of charge, from the Planning and Land Information Shopfront at 220 Northbourne Ave Braddon ACT.

### Other Documents

The following documents were prepared to assist officers and applicants in the assessment of Design and Siting applications for buildings in heritage areas:

Schedule No 1: Places on Which Decisions on Design and Siting May Proceed Without Further Consideration Under Section 6(2)(A) of the *Buildings (Design and Siting) Act 1964*

Schedule of Special "Streetscape Guidelines":  
Canberra Central District 1990

Schedule of Special "Streetscape Conditions for  
Design and Siting Applications:  
Canberra Central District 1990

Copies of these documents may be viewed at the Design and Siting  
Office, 1st Floor, North Building, London Circuit, Canberra City.

An interim document on 'Standards for Car Parking Provision' has  
been prepared. A copy of this may be viewed by contacting the  
Manager, ITPA Transport Planning Section, 220 Northbourne Ave  
Braddon ACT.

A series of documents is available to provide guidance to the  
firms seeking to become involved in private sector land  
development. These documents, setting out in detail the practices  
to be followed, are:

Land Development Procedures  
Planning and Design Practices  
Landscape architectural Practices  
Urban Erosion and Sediment Control Practices  
Planning for Traffic Noise

Copies of these are obtainable, at a cost of \$2.00 or \$5.00 per  
copy, from the Planning and Land Information Shopfront, 220  
Northbourne Avenue Braddon.

A comprehensive outline of measures for controlling erosion on  
construction sites - The Design Manual for Urban Erosion and  
Sediment Control - is also available from the Planning and Land  
Information Shopfront, at a cost of \$20.00.



# OFFICE OF INDUSTRY AND DEVELOPMENT

**OFFICE OF INDUSTRY AND DEVELOPMENT SECTION 8 INDEX OF  
 NAMES/TITLES OF GUIDELINES/PROCEDURES AND THEIR  
 LOCATION.**

**DEVELOPMENT DIVISION**

Name/title	Location
Additional Development of lease policies and procedures	REDEV
Additional Land (Surrender/Regrant)	C&DS
Aged Persons' Accommodation Policy	C&DS
Amendment Land Rent Formula policy	REDEV
Agents' Certificates	C&D
Art Galleries Policy	LA
Auction Balance - extension to pay (procedures)	L&PI
Betterment Policy	C&DS
Boarding Houses Policy	LA
Boundary Variation (Surrender/Regrant)	C&DS
Breaches of Lease Policy	LA
Caravans - Advice	L&PI
Charging - Association, Welfare and Community Organisations	L&PI
Charging Policy for Recreational Clubs	C&DS
Clubs Policy	C&DS
Community Charging Policies	C&DS
Community facilities policy	C&DS
Community leases betterment policy	C&DS
Community leases - Insurance Policy	C&DS
Community leases - General Policy	C&DS
Complaints Lease Covenants procedures	L&PI
Complaints/long grass procedures	L&PI
Complaints/pollution procedures	L&PI
Compliance certificates multiple units by block and unit	LA
Compliance certificate procedures	L&PI
Deletion of land from lease Procedure	C&DS
Direct Grants - minor industrial policies and procedures	C&DS
Direct allocation policies and procedures	C&I
Direct allocation policies and procedures	C&DS
Direct grant procedures	C&DS
Dirty Blocks policy and procedure	LA
Dirty blocks procedure	LA
Doctors and Dentists Policy	C&DS
Dual Occupancy Procedures	LA
Expiry of Lease - compensation procedures	C&DS
Extension of Time Procedures	L&PI
Fences Advice	L&PI
Fitness Certificates - Display Homes Policy	LA
Guidelines Land Development Procedures	LS
Housing trust sales policy	LS
Investment before purchase procedure	L&PI
ITPA - advice	L&PI
Land Rent - amendment of formula policy	REDEV
Land rent payout policy	LA
Land Rent policy	REDEV
Land Rent - Reappraisal Policy	LA
Lease determination policy	LA
Lease Term extension policy	REDEV



Lease transfers (28(3)) policy	LA
Leasing of Sportsgrounds	C&DS
Maintenance of Leased Territory - Improvements/Buildings	C&DS
Minor industrial lease application procedures	L&PI
Multiple unit plan procedures	LA
National Association - Barton policy	C&DS
National Association policy	C&DS
National Institutions policy	C&DS
Private Enterprise Land Development (PELD) procedures	L&PI
Plan approvals policy	LA
Plan perusal procedures	LA
Planning areas/block procedures	L&PI
Public housing lease policy	SL
Purchase of Commonwealth Improvements	C&DS
Purchasing residential land/auction procedures	L&PI
Purchasing residential land/counter	L&PI
Queried Plans Procedures	LA
Relief From Betterment Charges (1985)	C&DS
Renewal of Leases	C&DS
Reserve Price Policy - Commercial	LS
Reserve Price Policy - Multiunits	LS
Reserve Price Policy - Residential	LS
Section -General Policy	C&DS
Section 10 Policy	LA
Section 10 Procedures	LA, L&PI
Section 10 Renewal Procedures	LA
Section 11A Policy	REDEV
Section 11A Policy & Procedures	C&DS
Section 29 Policies/Procedures	LS
Section 72A - Policy & Procedure	C&DS
Section 72A Policy	REDEV
Site Development Policy	C&DS
Statutory Authorities Policies	SL
Stormwater Problem Procedure	L&PI
Street Numbering - Detached Housing	I&PC
Street Numbering - Medium Density	I&PC
Street Numbering - Commercial Blocks	I&PC
Surrender/regrant - subdivision procedures	C&DS
- consolidated procedures	C&DS
- Re-alignment procedures	C&DS
Surrender & Transfer policy	LA
Surrender of Lease - Compensation procedures	C&DS
Transfer/surrender procedures	L&PI
Trees - advice	L&PI
Unit plans policy and procedures	C&DS

Location abbreviation:

REDEV	Redevelopment Section, Lands Branch.
C&DS	Community and Direct Sales, Land Development Branch.
LA	Lease Administration, Lands Branch.
L&PI	Land and Planning Information Office.
LDA	Land Development Account, Land Development Branch.
I&PC	Infographics & Publications Centre.
LS	Land Sales, Land Development Branch.

All of the above documents are available through the  
ACT Land & Planning Information Office, Braddon Offices , 220  
Northbourne Avenue, Braddon.

## LABOUR DIVISION

Employment, Education and Training Branch:

Vocational Training Grievance Committee Procedures  
Former Apprenticeship Board Policies  
Vocational Training Authority Brochures  
Trade Training Programs

These documents are available at the Vocational Training Authority,  
3rd Floor, Gas Industry House, 7 Moore St, Canberra City.

Guidelines to:

- . Workers Compensation Rebate Scheme
- . Employment and Training Program
- . Fares Assistance Scheme
- . New Enterprise Incentive Scheme
- . Standard procedures for the Accreditation of TAFE courses

are available, by written request, from The Director, Employment  
Education Section, GPO Box 158, Canberra City 2601

### *Industrial Relations Branch*

ACT Workmens Club Compensation Act and field inspection procedures  
Annual Holiday Act procedures  
Building and Construction Industry Long Service Leave Board - ACT  
Board operating procedures  
Long Service Leave Act procedures  
Nominal Insurer procedures

These are available from the Industrial Relations Branch,  
Compensation and Long Service leave Section, 1st Floor, Ethos  
House, Ainslie Avenue, Canberra City 2601.

## SURVEYORS BOARD

Surveyors Act 1967 (Including Surveyors (Examination and  
Registration) Regulations  
Survey Practice Directions 1987  
Standards and Specifications for Deposited Plans 1988  
Standards and Specifications for Unit Plans 1988  
Standing Arrangements for the Surveyors Board of the ACT

These are available at the Surveyors Board, 2nd Floor, Belconnen  
Chambers, Corner Cameron Avenue and Admonston Place, Belconnen  
2616.