



AUSTRALIAN  
CAPITAL TERRITORY

SPECIAL

# GAZETTE

No. S52, Thursday 27 June 1991

**A.C.T. GOVERNMENT SERVICE**

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

## INDEX OF SECTION 8 MANUALS

	Page No.
Introduction	3
Agency Listings:	
• ACT Treasury	5
• Chief Minister's Department	7
• Ministry for Health, Education and the Arts (including ACT Board of Health)	11
• Department of Urban Services	24
• Housing and Community Services Bureau	28
• ACT Electricity and Water	32
• Environment and Conservation Bureau	36
• Department of the Environment, Land and Planning	38
• Government Law Office	44



# 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 31 May 1991 but several agencies have indicated completion of their segments before this date.

This edition replaces previous editions published in the Territory Gazette, No. S42, 29 June 1990. 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
- Ministry for Health, Education and the Arts (including ACT Board of Health)
- Department of Urban Services
- ACT Revenue Office
- Department of Justice and Community Services
- Department of the Environment, Land and Planning
- Environment and Conservation Bureau
- ACT Electricity and Water

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  
1 Constitution Avenue  
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 Treasury Directions

# CHIEF MINISTER'S DEPARTMENT

## **CHIEF MINISTER'S DEPARTMENT**

This Statement is correct as at 1 June 1991

### **Chief Ministers Division**

#### **Public Affairs Branch**

Listing:

- ACT Gazette manual
- Advertising Services Unit methods manual
- Fax/quote system for printing jobs
- Federal Privacy Act Training Package
- Freedom of Information legal decisions and determinations
- Privacy Audit Manual - Information Privacy Principles

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

### **Economic Development Division**

#### **Business and Industry Branch**

Listing:

- Approved Training Programs
- Australian Traineeship System Administrative guidelines
- Contract of Training
- Employment and Training Grant Program guidelines
- Fares Assistance Scheme guidelines
- New Enterprise Incentive Scheme guidelines
- Skill Recognition guidelines
- Standard procedures for the accreditation of TAFE Courses
- Vocational Training Act 1989 (and Regulations)
- Workers Compensation Rebate Scheme guidelines.

These documents may be inspected at the Vocational Training Authority, 3rd Floor, Gas Industry House, 7-9 Moore Street, Canberra 2601, or by writing to GPO Box 1982m Canberra City, ACT 2601.

### **Office of Public Sector Management**

#### **Human Resources Branch**

Listing:

##### **Financial management**

- Audit Act 1901 consolidation
- Finance Regulations
- Finance Directions
- Finance Overseas Regulations
- Finance Overseas Directions



- Finance Pay System User Manual
- Financial Statement Guidelines
- Minister for Finance Delegations
- Trust Fund Reference Guide

Personnel management

- Volume 1
  - Long Service Leave Act
  - Long Service Leave Regulations
  - Maternity Leave Act
  - Maternity Leave Regulations
  - Merit Protection and Review Act
  - Public Service Act
  - Public Service Regulations
  
- Volume 2
  - Determinations
  - Salary scales
  
- Volume 3
  - Discipline Handbook
  - Guidelines of the handling of personal grievances
  - Guidelines on misuse of alcohol and other drugs
  - Guidelines on official conduct
  - Guidelines on personal records
  - Staff counselling guidelines
  
- Volume 7
  - Officers mobility provisions
  - Separation procedures
  
- Volume 8
  - Employment conditions
  
- Volume 10
  - Streamlining instructions
    1. Recruitment, appointment and probation
    2. Discipline
    3. Transfer and promotion
    4. Temporary performance and unattachment
    5. Staff selection guidelines
    6. Inefficiency instructions
    9. Age retirement and early retirement
  
- Public Service Commission - memoranda
- Advice pamphlets
- Commonwealth procurement
- Policy Framework
- Guidelines

Superannuation

- Benefits (Supervisory Mechanisms) Act 1990
- Determinations under the Supervisory Mechanisms Act 1990
- Parliamentary Contributory Superannuation Act
- Productivity Benefits Act
- Superannuation Act 1976
- Superannuation Act 1990

Equal Employment Opportunity

- Guidelines nos 1 and 2
- Sexual harassment guidelines
  
- Auditor-General's reports

Resource Management Improvement

- ACT Treasury instructions
- Guide to Budget documents
- Managing evaluation within departments and agencies
- Monitoring program performance
- Program evaluation - guide for program managers
- Running costs manual
- Social justice and program management improvements

Archival information

- Access information
- Information storage charges
- Records management and archival information

Other legislation

- ACT Audit Act
- ACT Finance Act
- Acts Interpretation Act
- AD (JR) Act
- Administrative Appeal Tribunal Act
- Administrative Appeals Tribunal Regulations
- Comcare Act
- Constitution
- Judiciary Act
- Miscellaneous Acts
- Ombudsman Act
- Ombudsman Regulations
- Privacy Act

Access and equity

- Guidelines 1-12

Security

- Commonwealth Security Manual

**MINISTRY FOR HEALTH,  
EDUCATION AND THE ARTS  
(including ACT Board of Health)**

## **CORPORATE SERVICES AND EDUCATION DIVISIONS**

This statement is correct to 31 March 1991.

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

3rd Floor  
Long Service Leave Building  
Reed Street  
Tuggeranong ACT 2900

### **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.

### **Accommodation**

see Buildings

### **Accounting**

see Finance

### **ACT Board of Senior Secondary Studies**

- Certification: High School Education
- Making Admission to Higher Education Fairer
- High 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 1991 : Guidelines for Teachers and Colleges
- Forming a Year 11/12 Study Program
- Appeals - a Student Guide
- Terms of Reference and Membership of the ACT Schools Accrediting Agency and its Committees 1985
- What's 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
- ACT Schools Accreditation and Certification Agency Policy Manual 1991
- 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
- Information for Applicants 1991

#### **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 Act**

- Procedures for the Notification of Children Need of Care under the Children's Services Act, 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 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

### **C u r r i c u l u m**

- 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 152, 1987.
- "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 368, 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 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 ACT - 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 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 Education Program Guidelines
- Policy for Service 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-Response and Progress, Schools Bulletin 394, 1989.
- Quality in Public Schooling.
- Responsibilities for Curriculum in ACT Public Schools
- Review of Students in ACT Special Education
- System Philosophy
- The Role of 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



- 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 Contracts 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

#### **Legal**

- Legal Copyright for Schools
- Custody cases
- Procedures for Notification of Children in Need of Care under the Children's Services Act
- 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 in Schools in the ACT

**Primary Schools**

- Public Schools in the ACT
- Enrolling at School in the ACT

**Priority Enrolment Areas**

see Enrolment

- Professional Development
- Professional Development Handbook, Semester 1, 1991

**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 Procedures 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 and Statement and Implementing Guidelines for ACT Public Schools
- Playgroups
- Excursions
- Guidelines for Access to Student Records
- Policy and Procedures on 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, Second Edition, 1990
- 'School Boards - Operation of', Schools Bulletin 11, 1979.
- Selection of School Principals, Schools Bulletin 208, 1985.

#### **School Buildings**

see Buildings

#### **School Bus Services**

- 'School Bus Services', Schools Bulletin 278, 1985.

#### **School Canteens**

- Guidelines for Operation for 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 135/57, 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)
- Hudson Report, A Community Divided? An Examination of School Closure Policy in the ACT, November 1990.
- Schools Reshaping Information Package

### **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.
- 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 Constitution
- 'Inter-School Sport', Schools Bulletin 119, 1983
- Specific Sports Guidelines - Circular Minute 119/89 November 1989.

### **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 Behavior 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.
- 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 Act

#### **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

#### **ARTS BUREAU**

All documents available for inspection at:

Acton House  
Edinburgh Avenue  
ACTON ACT 2601

ACT Arts Development Board policy statement  
ACT Arts Development Board Annual Report 1988-89  
Information for Applicants

#### **A.C.T. BOARD 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 Board of Health to make decisions or recommendations affecting members of the public. Copies may be inspected and purchased at the Board's central office at the corner of Moore and Alinga Streets, Canberra City. The statement is correct as at 12 June 1991.

- ACT Board of Health, Crown Leases for Land
- ACT Board of Health, Policy Manual
- ACT Board of Health, Tenancy agreement for use of facilities
- Airport Disaster Manual
- Casualty Department Manual
- Child Care Centre Manual
  - Royal Canberra Hospital (North Campus)
- 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 - Hospital
- Food Handling - Code of Practice
- Food Premises Code
  - Manual
  - Temporary
  - Constructional Standards

- Food Premises
  - Manual
  - Temporary
  - Constructional Standards
- Food Vendors
  - Code for Itinerant Vehicles
- Freedom of Information Manual
- Health Advancement Services, Outline of Administrative Procedures
- Hospital Policy/Procedure Manual
- Immunisation Policy Manual
- Industrial Relations Circulars
- Infection Control 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
  - Admission/Policy Manual
- Optometrists Board
  - Lodging of Complaints
  - Secretariat Operating 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
- Radiology Procedure Manual
- Recruitment Manual
- Registration Boards
  - Hearing of Inquires, Guidelines and Procedures
- Veterinary Surgeons Board
  - Secretariat Operating Manual

# DEPARTMENT OF URBAN SERVICES



## CITY SERVICES GROUP

This statement is correct as at 12 June 1991

- ACTLS Lending Policies Review
- ACT requirements for solar control film rear marking plates
- Advice to applications for issue of ACT drivers licences, heavy vehicle licences, taxi licences, hire car licences and bus drivers licences
- Australian Bi-centennial Roads Development Program Notes on Administration
- Building Code of Australia and ACT Appendix
- Building Notes
- Building Statistics:
  - Lessees and solicitors acting on behalf of lessees have access to their building files subject to the consent of the lessee by arrangement through the search room and may obtain copies of any documents on their file at a fee.
  - The Building Regulations prohibit the Building Controller from releasing copies of plans without the consent of the lessee.
- Clinical Waste Manual 1991
- Consolidation of ACT 1972/Building Regulations/Buildings (Design and Siting) Act 1964 and Regulations
- Dishonoured cheques procedure manual
- Federal Interstate Road Transport Scheme manual
- Guidelines on conversions for left-hand drive vehicles
- Licence counter procedure manual
- Motorcycle Rider's Handbook
- Plate reservation procedure manual
- Portable fire extinguisher requirements - Selection and Location
- [Proposed] Design Guide (for) Waste Disposal Facilities for Commercial and Residential Developments
- Register of Licensed Builders
- Registration counter procedures manual
- Road User's Traffic Handbook
- Tables and Fees manual
- Vehicle Inspection manual

Inquiries regarding inspection of any of these documents can be made at the Civic Shopfront, Saraton Building, East Row

### Traffic Engineering

- Australian Standards 1742 Parts 1-13 (Road Signs)
- Guidelines for Engineering and Environmental Practices (G.E.E.P)
- Motor Traffic Act
- NAASRA Guide to Traffic Engineering Practices Parts 1-12 (National Association of Australian State Road Authorities)

These documents may be inspected at MTIA House, 214 Northbourne Avenue, Braddon

**Traffic and Roads Section**

- ACT Floodplain Protection Policies & Guidelines (Draft) - Willing & Partners, Oct 1989 (ITPA)
- Also Austroads, ARRB and Standards Australia Documents
- Australian Rainfall & Runoff - Institution of Engineers, Australia, 1987
- Basic Specifications Road Hydraulic Services Landscape.
- Design Guidelines for Engineered Waterways - Scott & Furphy, 1989. (ITPA)
- Design Guidelines for Water Pollution Control Ponds (Draft) - Peter Cullin & Norrie Sanders, June 1989. (NCDC)
- Guidelines on Engineering & Environmental Practices - Hydraulics, NCDC, April 1988
- Guidelines on Environmental and Engineering Practices - Roads and Bridges
- Land Development Quality Assurance
- Major & Minor Gross Pollution Control Traps - WP Research, Feb 1988 (NCDC)
- NCDC Technical Paper 37 Cycleways

These documents are available from the Traffic and Roads Section, first floor 255-257 Canberra Avenue Fyshwick

**ACTION**

This statement is correct to 23 May 1991 and replaces previous listings of manuals held for ACTION (Australian Capital Territory Omnibus Network) by the ACT FOI Office and published in the Commonwealth of Australian Gazettes.

It includes documents prepared by ACTION, i.e. manual and like material, that are used in assisting officers in the performance of their duties, either as manual, guidelines, or other forms of operating instructions.

Manuals may be inspected on normal working days between 9am and 4pm from:

ACTION Shopfront Counter  
ACT Govt City Shopfront  
East Row - Telephone 2793100

**ACTION FACTS (Monthly)**

ACTION Policy, objectives, standards

**INDEX**

ACT Schools Bus Services  
ACT Transport Policy  
Bus Charter  
Bus fares  
Bus stops and amenities  
Complaints from the public  
Introduction  
Network design

Passenger misdemeanours  
Personal property damage  
Provision of special services  
Public participation in planning  
Recruitment of industrial employees  
Replacement or refund of tickets  
Vehicle presentation standards

Annual Reports 1989-90

Bus Book 2 (reprint) includes Tuggeranong Bus Book Supplement and timetable changes

Corporate Plan 1990-1991

Fares Schedule

Tourist Sightseeing Brochures

#### **ACT Fire Brigade**

- 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

These manuals are available through the CivicShopfront, Ground Floor, East Row (adjacent to bus information kiosk), Canberra City 2601.

**HOUSING AND COMMUNITY  
SERVICES BUREAU  
A.C.T. HOUSING TRUST  
COMMUNITY PROGRAMS  
DISABILITY SERVICES**

### **Housing and Community Services Bureau**

The location of manuals accords with the following legend:

- a. ACT Housing Trust counter, ACT Government Shopfront, East Row Canberra 2601
- b. Second floor, ACT Administration Centre, 1 Constitution Ave, Canberra 2601
- c. Second floor South Building, London Circuit, Civic
- d. Third floor Department of Health Building, Moore Street, Civic
- e. Belconnen Remand Centre, corner Rae and Josephson Streets, Belconnen 2617
- f. Adult Corrective Services, Acton House, Acton 2601
- g. Fourth floor, Department of Health Building, Moore Street, Civic
- h. First floor, Centrepoint building, Tuggeranong Town Centre 2900
- i. Woden Office, Plaza Level, Cosmopolitan Building, Woden Town Centre, Phone: 282 3877
- j. Belconnen Office Belconnen Community Centre Chandler Street, Belconnen ACT 2617,  
Phone: 251 6444
- k. Tuggeranong Office, Ground floor, Centrepoint Building, Tuggeranong Town Centre,  
Phone: 293 7387

### **ACT Housing Trust**

(Manuals are located at 'a', 'i', 'j', 'k' and 'c').

- Application for a housing loan
- Application for mortgage relief
- Application for priority housing
- Application for rental housing
- 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**

- Attendance Centre Procedures Manual (The manual is located at 'g')
- Belconnen Remand Centre standing orders (The manual is located at 'e')
- Community Services Orders Scheme manual of procedures (The manual is located at 'f')
- Psychological Services Operational Policy Statement (The manual is located at 'g')
- Probation and Parole Unit manual of policy and procedures (The manual is located at 'f')
- Superintendent's Instructions (The manual is located at 'e')
- Training manual (The manual is located at 'e')

#### **Children's Day Care Services**

(The Manual is located at 'd')

##### **Listing:**

- AIDS and childcare guidelines
- 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
- Children's Day Care Services procedures manual
- Equipment list
- Fencing requirements for a child care centre
- Fire safety requirements - child care centres
- First Aid list
- Infectious Diseases Guidelines
- Information for establishing/operating a new child care service
- Information on child care facilities in the ACT
- Licence conditions
- List of exemptions to the Children's Services Act part VII
- 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

# **A.C.T. ELECTRICITY AND WATER**



This statement is correct to 20 May 1991 and replaces the statement of 7 May 1990.

In accordance with section 8 of the Freedom of Information Act 1989, the documents listed below are used by officers of ACT Electricity and Water (ACTEW) to make decisions or recommendations affecting members of the public. Copies of these documents may be inspected and purchased on request in writing to the Publicity Officer, GPO Box 366 Canberra City 2601.

### Legislation

- Building and Services Act 1924
- Canberra Sewerage and Water Supply Regulations
- Canberra Water Supply (Googong Dam) Act 1974
- Dams Safety Act 1978
- Electricity and Water (Consequential Amendments) Act 1988
- Electricity and Water Act 1988
- Electricity Act 1971
- Electricity Regulations
- Land Rent and Rates (Deferment and Remission) Act 1970
- Land Rent and Rates (Deferment and Remission) Regulations
- Lease Ordinance 1929-36
- Sewerage Rates Act 1968
- Water Pollution Act 1984
- Water Rates Act 1959
- Water Supply (Chemical Treatment) Act 1989
- Water Supply (Chemical Treatment) Act 1989
- Water Supply (Chemical Treatment) (Amendment) Act 1990

### Instructions

- Dishonoured and post dated cheques
- Current debt recovery
- Vacated debt recovery
- Debt recovery Small Claims Court
- Proof of legal right to premises
- Retrospective charging for electricity
- Hot water complaints
- Theft of electricity
- Maintenance, clearance of vines and shrubs from streetlight columns
- Streetlight columns-current standards and policy
- Lighting of exterior car parks and general area lighting
- Damage to streetlighting columns
- Design of electricity reticulation systems for medium and high density residential development
- Restoration of temporary supply
- Overhead lines - construction and maintenance
- Mains inspections
- Replacement of consumers' service fuses
- Restoration of supplies
- Temporary supply (electricity) - special conditions

- Cancellation of access permit - equipment not ready
- Notification of proposed installation of ACTEW distribution plan
- Clearance of sewer chokes at private residences in Canberra

#### **Schedules**

- Schedule of charges and general conditions of supply - water and sewerage
- General conditions of supply - electricity
- Charges and conditions relating to hydrant standpipe permits



# **ENVIRONMENT AND CONSERVATION BUREAU**

This statement is correct as at 12 June 1991

Manuals locations: inquiries can be made at either ACT Government shopfront in the Saraton Building, East Row, Civic, or in the Homeworld Building, Tuggeranong

Listing:

- ACT Government noise manual
  - ACT Water Pollution Manual
  - City Parks and Yarralumla Nursery information manual and handbook 1990
  - Guidelines for erosion and sediment control on building sites
  - Management Plan for Jerrabomberra Wetlands (Draft)
  - Management Plan for Jervis Bay Nature Reserve (Bowen Island) (Draft)
  - Management Plan for Murrumbidgee River Corridor (Draft)
  - Management Plan for Namadgi National Park
  - Occupational Health and Safety Agreement
  - Urban erosion and sediment control design manual
  - Urban erosion and sediment control field guide
- 
- Under the Nature Conservation Act 1980 re decisions on granting licences and permits:
    - Draft Koala Display Policy
    - Draft Reptile Policy
    - Draft Guidelines for the Assessment of Permit and Licence applications
    - Guidelines for the Public Display of Animals
- 
- For administering permit/licence system files are kept on Permit/Licence holders containing:
    - copies of permits/licences
    - inspection reports
- 
- For enforcement purposes information reports are kept containing:
    - Briefs of evidence where prepared
    - Details of action taken
    - Details of incident involving breach of legislation
    - Name and address of person/s involved

**DEPARTMENT OF THE  
ENVIRONMENT, LAND  
AND PLANNING**

## **ACT Planning Authority**

The schedules below are correct as at 1 June 1991.

### **1. Planning policies**

The planning policies of the ACT Planning Authority are those contained in the Territory Plan. A list showing all the current policies is available from the Land and Planning Information Shopfront, John Overall House, 220 Northbourne Avenue, Braddon.

These policies are available to the public in the following forms:

#### **A. Written statements**

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

#### **B. Planning reports**

These are substantial documents, with text, explanatory material, plans and digrams 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 and \$10 from the Land and Planning Information Shopfront, 220 Northbourne Avenue, Braddon.

- ACT Water Policy Plan January 1989\*
- Belconnen Town Centre Policy Plan Development Plan January 1987
- Civic Centre Policy Plan January 1989\*
- Gungahlin Policy Plan January 1989\*
- Metropolitan Canberra Policy Plan Development Plan July 1984\*

• Tuggeranong Town Centre Policy Plan Development Plan January 1987

Reports marked with an asterisk have been revoked in part by the National Capital Plan. Reference should be made to the National Capital Plan Appendix C Section 2.

C. Approved plans.

Approximately 900 approved plans set out the range of uses applicable for particular parcels of land. These are in the form of coloured maps. Some cover extensive areas, while other are block-specific. Copies can be obtained, at a range of charges, from the Planning and Land Information Shopfront.

Some of these approved plans may have been partially revoked as they relate to 'Designated Areas'. Reference should be made to the National Capital Plan Appendix C Section 2.

D. Policy plans in leaflet form.

There are approximately 80, most as folded A3 sheets. They were created as a result of public consultation on proposed changes to planning policies over the past eight years. They are available without charge from the Shopfront.

Note:

All the above policy documents should be read in the context of the National Capital Plan, prepared by the National Capital Planning Authority and approved by the Commonwealth Government. The object of this Plan is to ensure that Canberra and the Territory are planned and developed in accordance with their national significance. The principles and policies of the Plan provide a framework for land use, development and environmental protection in the ACT.

2. Supplementary documents

The above policy documents should also 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.



### 3. Other documents

A number of documents were prepared to assist officers and applicants in the assessment of Design and Siting applications for buildings in heritage areas. These are

- 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, ACTPA Transport Planning Section, 220 Northbourne Avenue, 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 documents are obtainable, at a cost of either \$2 or \$5 depending on the title, from the Land and Planning Information Shopfront, 220 Northbourne Avenue, Braddon.

#### Land Division

##### Location Key

LREDEV	Lease Redevelopment, Lease Administration Branch
S	Sales, Land Development Branch
LS	Lease Services, Lease Administration Branch
LA	Land Account, Land Development Branch
LIO	Land Information Office
E	Estates, Land Development Branch
RAPS	Rural and Public Sector, Lease Administration Branch
A	Accounts, Land Development Branch

Documents listed below are available through the Land Information Office, John Overall Offices, 220 Northbourne Avenue, Braddon

<u>Name/Title</u>	<u>Location</u>
Additional Development of lease policies and procedures	LREDEV
Additional Land (Surrender/Regrant)	LREDEV
Aged Persons' Accommodation Policy	S
Amendment Land Rent Formula Policy	A
Agents Certificates	LS
Art Galleries Policy	LS
Auction Balance - Extension to Pay Procedures	LIO
Betterment Policy	LREDEV
Boarding Houses Policy	LS
Boundary Variation (Surrender/Regrant)	S
Breaches of Lease Policy	LS
Caravans - Advice	LS
Charging - Association, Welfare and Community Organisations	LIO
Charging Policy for Recreational Clubs	S
Clubs Policy	S
Community Charging Policies	S
Community Facilities Policy	S
Community Leases Betterment Policy	LREDEV
Community Leases - Insurance Policy	LS
Community Leases - General Policy	S
Complaints Lease Covenants Procedures	LS
Complaints/Long Grass Procedures	LS
Complaints/Pollution Procedures	LS
Compliance Certificates Multiple Units by Block and Unit	LS
Compliance Certificate Procedures	LIO
Deletion of Land from Lease Procedures	S
Direct Grant - Minor Industrial Policies and Procedures	S
Direct Allocation Policies and Procedures	S
Direct Grant Procedures	S
Dirty Blocks Policy and Procedures	LS
Dirty Blocks Procedures	LS
Doctors and Dentists Policy	LS
Dual Occupancy Procedures	LREDEV
Expiry of Lease - Compensation Procedures	S
Extension of Time Procedures	LS
Fences Advice	LIO
Fitness Certificates - Display Homes Policy	LS
Guidelines Land Development Procedures	E
Housing Trust Sales Policy	RAPS
Investment Before Purchase Procedure	LIO
ACTPA - Advice	LIO
Land Rent - Amendment of Formula Policy	A
Land Rent Payout Policy	LS
Land Rent Policy	S
Land Rent - Reappraisal Policy	LS

Lease Determination Policy	LS
Lease Term Extension Policy	LSREDEV
Lease Transfers (28(3)) Policy	LS
Leasing of Sportsgrounds	S
Maintenance of Leased Territory - Improvements/Buildings	LS
Minor Industrial Lease Application Procedures	RAPS
Multiple Unit Plan Procedures	LSREDEV
National Association - Barton Policy	S
National Association Policy	S
National Institutions Policy	S
Private Enterprise Land Development (PELD) Procedures	LIO
Plan Approvals Policy	LS
Plan Perusal Procedures	LS
Planning Areas/Block Procedures	LIO
Public Housing Lease Policy	RAPS
Purchase of Commonwealth Improvements	S
Purchasing Residential Land/Auction Procedures	LIO
Purchasing Residential Land/Counter	LIO
Queried Plans Procedures	LS
Relief from Betterment Charges (1985)	S
Renewal of Leases	S
Reserve Price Policy - Commercial	E
Reserve Price Policy - Multiunits	E
Reserve Price Policy - Residential	E
Section - General Policy	S
Section 10 Policy	LS
Section 10 Procedures	LS, LIO
Section 10 Renewal Procedures	LS
Section 11A Policy	LSREDEV
Section 11A Policy & Procedures	LSREDEV
Section 29 Policies/Procedures	E
Section 72A - Policy and Procedures	LSREDEV
Section 72A Policy	LSREDEV
Site Development Policy	S
Statutory Authorities Policies	RAPS
Stormwater Problem Procedure	LIO
Street Numbering - Detached Housing	LIO
Street Numbering - Medium Density	LIO
Street Numbering - Commercial Block	LIO
Surrender/Regrant - Subdivision Procedures	REDEV
Consolidated Procedures	REDEV
Realignment Procedures	REDEV
Surrender & Transfer Policy	LS
Surrender of Lease - Compensation Procedures	LS
Transfer/Surrender Procedures	LS
Trees - Advice	LIO
Unit Plans Policy and Procedures	S

# **GOVERNMENT LAW OFFICE**

ACT Government Solicitor  
Administrative Law and Courts Section  
Australian Capital Territory TAB Ltd  
Gambling and Liquor Section  
Registrar's Office  
ACT Consumer Affairs Bureau

**ACT Government Solicitor**

This entry is correct as at 12 June 1991

Location: Level 1, GIO House, City Walk, Canberra 2601

Listing:

The only documents which fall in 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 82 of the Administrative Appeal Tribunal Act

Guidelines and procedure for Justices of the Peace

**Australian Capital Territory TAB Ltd**

General enquiries concerning access to documents should be directed:

Chief Executive

ACT TAB Ltd

26 Antill St

Dickson ACT 2602

Postal Address:

ACT TAB Ltd

PO Box 42

Dickson ACT 2602

Telephone: 245 6311

Documents held by the company:

- Agendas and papers of ACT TAB meetings
- Common Seal Register
- Minutes of ACT TAB meetings

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)

### **Legal Aid Commission**

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

Listing:

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

### **Gambling and Liquor Section**

Manuals are held on the second floor, GIO House, 250 City Walk, City Centre 2601  
Information sheets and forms for lotteries and liquor licences 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.

Photocopying 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
  
- Liquor licensing administration documents:
  - Files containing details of licensees, suppliers and permits
  - 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

### **Registrar's Office**

Documents may be inspected on Level B1, Allara House, Allara Street, Canberra 2601

- 'Land Titles Practice' : Baalman and Wells, fourth edition
- Miscellaneous opinions, determinations and cases
- 'NSW Conveyancing Law and Practice' : CCH Australia Ltd
- Registrar's Office manual
- 'The Torrens System in Australia' : Douglas J Whalan

## ACT Consumer Affairs Bureau

Documents may be inspected at the Bureau, Level 3, Natwest House, 40 Allara St, Canberra 2601

- Advertising: Sale of Motor Vehicles Act 1977 - monitoring advertisements for motor vehicle sales
- Car dealers : Sale of Motor Vehicles Act 1977 - dealers' certificates, sections 10 and 11; licensed and unlicensed dealers
- Compensation: Sale of Motor Vehicles Act 1977 - compensation fund
- Complaints: Consumer Affairs Bureau - investigating officers' procedures
- Consumer affairs: Consumer Affairs Act 1973 - product safety provisions
- Consumers: Consumer Affairs Act 1973 - annual report
- Contracts: Provisions relating to contracts in the following Acts-
  - Credit Act 1985
  - Law Reform (Manufacturers Warranties) Act 1977
  - Law Reform (Misrepresentation) Act 1977
  - Lay-by Sales Agreement Act 1963
  - Pyramid Selling Act 1973
  - Sale of Goods Act 1954
- Credit: Credit Act 1985 - provisions relating to credit
- Door to door sales: Door-to-door Sales Act 1969, Door-to-door Trading Act 1991 - provisions of the Act, complaints, prosecutions, determinations
- Housing: Landlord and Tenant Act 1949 - administration, application
- Investigating officers procedures
- Licences: Credit Act 1985 - licensing provisions; Sale of Motor Vehicles Act 1977 - licensing provisions
- Motor vehicles: Sale of Motor Vehicles Act - attachments; compensation fund; contents; dealers' certificates, sections 10 and 11; inspection procedure; interpretation of the Act; licensed dealers; licensing provisions; miscellaneous; monitoring advertisements for motor vehicle sales; persons other than licensed dealers; unlicensed dealers
- Rent: Landlord and Tenant Act 1949 - administration, application
- Safety: Consumer Affairs Act 1973 - product safety provisions
- Sales: provisions relating to sales in the following Acts - Credit Act 1985; Door-to-door Sales Act 1969; Door-to-door Trading Act 1991; Law Reform (Manufacturers Warranties) Act 1977; Lay-by Sales Agreement Act 1963; Pyramid Selling Act 1973; Sale of Goods Act 1954; Sale of Motor Vehicles Act - attachments, contents, inspection procedure, interpretation of Act, miscellaneous, persons other than licensed dealers; Trading Stamps Act 1972
- Trading: provisions relating to trading in the following Acts - Trading Stamps Act 1972,
- Weights and Measures Act 1929, Weights and Measures (Packaged Goods) Act 1970
- Weights and Measures: weights and measures provisions, Weights and Measures (Packaged Goods) Act 1970 - packaging provisions