



Australian Capital Territory

# Gazette

**SPECIAL GAZETTE**

No. S116, Thursday 29 June 1995

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

### INDEX OF SECTION 8 MANUALS

<b>Introduction</b> .....	2
<b>Agency Listings:</b>	
• ACT Electricity and Water .....	3-4
• ACT Treasury.....	4
• Attorney-General's Department.....	4-14
• Canberra Institute of Technology.....	14-16
• Chief Minister's Department.....	16-19
• Department of Education and Training.....	19-35
• Department of the Environment, Land and Planning.....	35-43
• Department of Health and Community Care.....	43-46
• Department of Public Administration.....	47-48
• Department of Urban Services.....	48-52
• Housing and Family Services Bureau.....	53-59

## 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 23 June 1995 but several agencies have indicated completion of their segments before this date.

This edition replaces the previous edition published in the *Territory Gazette*, No. S128, 29 June 1994. It comprises a consolidated index of manuals (and their location) held by the ACT Government Service which comprises the following agencies:

- ACT Electricity and Water
- ACT Treasury
- Attorney-General's Department
- Canberra Institute of Technology
- Chief Minister's Department
- Department of Education and Training
- Department of the Environment, Land and Planning
- Department of Health and Community Care
- Department of Public Administration
- Department of Urban Services
- Housing and Family Services Bureau

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:

A.C.T. FOI Office Level 2 GIO House City Walk Canberra ACT 2601.

Tel: 205 0245

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

## A.C.T. ELECTRICITY AND WATER

This statement is correct at 26 May 1995.

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.

### Instructions

- Cancellation of Access Permit - Equipment not ready
- Clearance of Sewer Chokes at Private Residences in Canberra
- Current debt recovery
- Damage to street lighting columns
- Debt recovery Small Claims Court
- Design of electricity reticulation systems for medium and high density residential development
- Dishonoured and Post Dated Cheques
- Emergency Plan
- Hot water complaints
- Lighting of exterior car parks and general area lighting
- Mains inspections
- Maintenance, clearance of vines and shrubs from streetlight columns
- Notification of Proposed Installation of ACTEW Distribution Plant
- Overhead lines - construction and maintenance
- Proof of legal right to premises
- Reporting of Sewage Overflows to Environment Protection Service
- Restoration of supplies
- Retrospective charging for electricity
- Streetlight columns - current standards and policy
- Temporary supply (electricity) - special conditions
- Theft of electricity/water
- Vacated debt recovery
- Wastage of Water due to Continuous Leakage from Private Yard Taps

Schedules

- Charges and Conditions relating to Hydrant Standpipe Permits
- General Conditions of Supply - Electricity
- Schedule of Charges and General Conditions of Supply - Water and Sewerage
- Schedule of Charges - Electricity
- Schedule of Charges - Sewer and Stormwater Main Connections and Water Main Connections
- Schedule of Fees - Plumbing, Drainage and Water Permits and Plans

Other

- ACTEW Bushfire Manual (Tree maintenance)
- ACTEW Land Development Procedures Manual
- ACTEW Service and Installation Rules and supplementary documents - Electricity
- ACTEW Water Supply and Sewerage Standards
- EEO Programme
- Installation procedures for safety switches 'RCDs'

**A.C.T. TREASURY**

This statement is correct as at 6 June 1995

Listing and locations:

- Land Tax on Residential Properties (Level 2, FAI House)
- Land Valuations & General Rates (Level 2, FAI House)
- Revenue Circulars (Level 2, FAI House)
- Treasury Circulars (Level 6, FAI House)
- Treasury Directions (Level 6, FAI House)

**ATTORNEY-GENERAL'S DEPARTMENT**

**A.C.T. GOVERNMENT SOLICITOR**

This entry is correct as at 23 May 1995

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

- GSO Office Manual

## **ADMINISTRATIVE LAW AND JUSTICE BRANCH**

This entry is correct as at 26 May 1995

Location Second floor, GIO House, City Walk, Canberra  
Postal Address: GPO Box 158, Canberra ACT 2601

### ***Administrative Law Policy and Courts Section***

- Guidelines for the grant of legal or financial assistance for public interest and test cases and under section 62 of the *Administrative Appeals Tribunal Act 1989*. There are no formal guidelines for the grant of such assistance; those used are based on the "Guidelines for the Provision of Legal or Financial Assistance by the Commonwealth other than under the Conciliation and Arbitration Act". A copy of these Guidelines is available on application.

### ***Liquor Licensing, Parole and Operations Section***

Listing:

- Guidelines and Procedures for issuing licences and permits under the Liquor Act.
- Guidelines and Procedures for Justices of the Peace
- Guidelines and Procedures for registering Brothels; and Escort Agencies.
- Register of Brothels and Escort Agencies
- Register of Liquor Licensees and Licensed Premises

### ***Police Affairs and Law Enforcement Section***

Brochures produced:

- Adjust your sights to the new gun laws.
- Is there a gun in your house?
- Let's tackle crime together

## **CONSTITUTIONAL AND LAW REFORM BRANCH**

Location: Level 3, GIO House, City Walk, Canberra City

Listing:

- Guidelines for the Preparation of Disallowable Instruments
- Report on Explanatory Memoranda

## CONSUMER AFFAIRS BUREAU

This statement is correct as at 17 May 1995

The following documents are available from the ACT Consumer Affairs Bureau, level 2, GIO House, City Walk, Canberra City, ACT 2601.

### Booklets

- ACT ALERT
- Refunds
- Rent Right
- Warranties
- Write it and Right it
- Your Consumer Rights: From Theory to Practice

### Brochures:

- ACT Consumers guide to buying goods using Lay-by
- ACT Consumers guide to the *Door-to-Door Trading Act 1991*
- ACT Traders' Guide to Lay-By Sales
- ACT Traders guide to the *Door-to-door Trading Act 1991*
- Buying toys
- Buying new and used motor vehicles
- Consumer Credit Laws
  - 1 General Provisions of the Credit Laws
  - 2 Your Contract
  - 3 What to do if you can't pay
  - 4 Going Guarantor
  - 5 Repossession and being sued
  - 6 Insurance
- Fair Trading Act
  - Advertising
  - Dual Pricing
  - False and Misleading Representations
  - Harassment and Coercion
  - Misleading Conduct
  - Pyramid and Referral Selling
  - Unconscionable Conduct
  - Unsolicited Goods
  - The Fair Trading Act - An Overview

- Rental Bonds
  - Guidelines for Landlords and Agents
  - Guidelines for Tenants
- Your Consumer Affairs Bureau
- Estimate for repairs to motor vehicle
- Fees, charges and Interest Rates on Savings Accounts, Investments and Home Loans
- MEVS - for peace of mind when you buy a car privately

The following brochures are available from the Trading Standards Office, Mundaring Drive, Kingston, ACT 2604:

- A Guide to the Sale of Beer and Spirits by Volume Measurement

Documents/Manuals listed below may be inspected at the Trading Standards Office in Kingston:

- 'Inspector's Handbook - glossary of terms'
- 'Law precedent and legal interpretation' file
- Packaging Materials
- Product Safety Procedures manual
- Test Procedure manuals (numbers 1 to 22)
- 'Verifying Authority' quality manual

#### **CORRECTIVE SERVICES**

- Belconnen Remand Centre Standing Orders (other than security related)
- BRC Custodial Officer Primary Training Manual
- Community Corrections Procedures Manual
- Standard Guidelines for Corrections in Australia 1994

#### **MINISTERIAL AND CORPORATE SERVICES**

This statement is correct as at 18 May 1995

The following documents are available from the Freedom of Information, 2nd floor, GIO House, City Walk, Canberra 2601:

- ACT Attorney-General's Department Administrative Head Instructions
- ACT Attorney-General's Department Asset management Policy

- ACT Attorney-General's Department Corporate Plan 1993-96
- ACT Attorney-General's Department Equal Employment Opportunity Management Plan 1995-96
- ACT Attorney-General's Department Hospitality Guidelines
- ACT Attorney-General's Department Studybank Guidelines
- ACT Government Public Sector Management Standards and Guidelines
- ACT Government Purchasing Policy Manual
- ACT Government Service Financial Statement Guidelines
- ACT Government Service Occupational Health and Safety Manual
- ACT Treasury Directions
- Chief Minister's Directions on Annual Reports for ACT Government Bodies for the Reporting Year 1994-95

#### **REGISTRAR-GENERAL'S OFFICE**

This statement is correct as at 18 May 1995  
Documents may be inspected at Allara House, Allara Street,  
Canberra 2601.

#### ***Associations***

- Current fees - *Associations Incorporation's Act 1991* (as gazetted)
- Requirements for lodging

#### ***Births, deaths and marriages***

- Birth information Form, notes and instructions
- Civil celebrants in the ACT
- Current fees - *Registration of Births, Deaths and Marriages Act 1963* (as gazetted)
- Death information Form, notes and instructions
- Guidelines for issue of Birth, Death and Marriage certificates and searches
- Let's talk - Registering births in the ACT brochure
- List of authorised celebrants
- Marriage Celebrant Handbook
- Practice Manual
- Practice Notes
- Your Civil Ceremony brochure



*Business Names*

- Application to Register a Business Name (information sheet concerning registration included)
- Current Fees - Business Names Act (1963) as gazetted

*Deeds and Instruments*

- Current fees - Instruments Act 1933 (as gazetted)
- Current fees - *Registration of Deeds Act 1957* (as gazetted)
- Legal opinions
- Let's talk 'Changing your name in the ACT ' (brochure)
- Practice Notes
- Practice Paper No. 11 Powers of Attorney

*General*

- Computer manuals and workbooks
- Corporate Plan
- Staff Handbook

*Land titles*

- Check Search Information Sheet
- Client bulletins
- Conference briefing papers
- Current fees - Real Property Act 1925 (as gazetted)
- Dial-a-search information sheet
- 'Land Titles Practice': Baalman and Wells, fourth edition
- LTO Precedent and Examiner Manual
- 'NSW Conveyancing Law and Practice': CCH Australia Ltd.
- Practice Notes
- Registers Office Manual
- Staff Notes
- 'The Torrens System in Australia': Douglas J Whelan

## STATUTORY AUTHORITIES

### A.C.T. ELECTORAL COMMISSION

This information is correct as at 17 May 1995. The following documents are available from the Office of the Electoral Commission

Location: Ground Floor, ACT Administration Building, Civic

- ACT Electoral Commission Strategic Plan
- Candidates Information
- Officer-in-charge, Polling Place Liaison Officer, and Second-in-Charge workbook
- Ordinary issuing staff and ballot box guard handbook
- Polling Places procedures manual
- Queue controllers, Inquiry Officers and Declaration staff workbook
- Scrutineers Information
- The ACT's New Hare-Clark Electoral System
  
- Election Funding and Financial Disclosure handbooks:
  - Volume 1: for registered political parties and their agents
  - Volume 2: for candidates endorsed by registered political parties and their reporting agents
  - Volume 3: for non-party candidates and groups and their agents
  - Volume 4: for broadcasters and publishers
  - Volume 5: for persons (other than political parties, candidates, broadcasters or publishers) taking part in and ACT Legislative Assembly election
  
- Referendum Financial Disclosure handbook
  - Volume 6: for persons who receive donations or incur expenditure in relation to a referendum in the ACT
  
- Non - voters handbook

### **A.C.T. HUMAN RIGHTS OFFICE**

Location: Comcare Building, 40 Allara Street, Canberra City  
Postal Address: PO Box 222 Civic Square ACT 2608

This statement is correct as at 29 May 1995

€ Report of the ACT Discrimination Commissioner 1993-94

Brochures:

- ACT Human Rights Office
- Guidelines for making a complaint to the ACT Human Rights Office

### **LEGAL AID OFFICE (A.C.T.)**

This statement is correct as at 18 April 1995  
The documents are held in North Building, London Circuit, Civic  
2601

- Access and Equity Plan
- ACT Government Service Public Sector Management Standards and Guidelines
- ACT Treasury Manual
- Annual Report
- Equal Opportunity Policy
- Legal Aid Act
- Legal Aid Guidelines
- Performance Appraisal Guidelines
- Scales of Costs
- Sexual Harassment Policy
- Studybank Guidelines

### **MAGISTRATES COURT**

This statement is correct as at 15 May 1995  
Documents may be inspected at the 9th Floor, AMP Building, Hobart  
Place, Canberra 2601.

Listing:

- ACT Government Purchasing Manual
- ACTGS - Fraud and Corruption Control in the ACTGS

- ACTGS Access and Equity Guidelines
- ACTGS Strategic Training Plan 1993-95, 1991-1992 ACTGS Training and Development Survey Report
- Annual Reporting Guidelines
- Australian Standards - screen-based work stations, light and the visual environment for screen-based tasks and interior lighting
- Comcare information and guidelines
- Departmental EEO Plan
- Disability Discrimination Act employment manual
- EEO Handbook
- Enterprise Bargaining Framework Agreement
- Finance Directions (including Overseas Directions)
- Fleet Management Guidelines
- Head of Administration Instructions
- Industrial Democracy in the APS
- Industrial relations publications - Guide to Industrial Relations and Workplace Reform Training Services, Resources Manual, Streetwise Manual
- Joint Council APS 2000 Research Program
- Making it Happen, EEO strategies for managers and supervisors, 1992
- Management Advisory Board (Management Improvement Advisory Committee) publications - Accountability in the Commonwealth Public Sector, Building a better Public Service, Improving Asset Management in the Public Sector, Strategic Planning for Training and Development, The Management of Under performing Officers in the APS
- Ministerial Procedures Handbook
- OHS Act - Supervisors guide
- OHS Recommendations - 201 Workplaces, 202 Ventilation and Thermal Control, 203 Interior Light and Colour, 206 Offices, 401 Material storage stacking and handling, 503 Explosive Powered Tools
- Performance Appraisal Guidelines
- Personnel Management Manuals
- Practice Directions of the ACT Magistrates Court
- Printing guidelines
- Public Service Commission - Developing People in the APS
- Public Service Commission - Focus on ability
- Public Service Commission - occasional paper- Maintaining a client perspective in a changing environment
- Quarterly Staffing Analysis ACTGS
- SES and SOS Guidelines

- Sexual Harassment Guidelines (Public Service Commission)
- Studybank Guidelines
- Various computer software training manuals
- Various pamphlets relating to Jurisdictions and Tribunals of the Magistrates Court.
- Worksafe Standards - Guidance note for the prevention of Occupational Overuse Syndrome in keyboard employment, and manual handling

#### **OFFICE OF THE COMMUNITY ADVOCATE**

This information is correct as at 10 April 1995.

The following documents are available from the Office of the Community Advocate

Location: 2nd Floor, GIO House, City Walk, Canberra 2601

Brochures produced:

- Office of the Community Advocate
- Child and Youth Advocacy
- Guardianship & Management of Property
- Informed Consent for Health Care Treatment

#### **OFFICE OF DIRECTOR OF PUBLIC PROSECUTIONS**

This statement is correct as at 29 May 1995

The following document may be inspected at the Office, Reserve Bank Building, London Circuit

- Prosecution Policy and Guidelines in the Australian Capital Territory

#### **PUBLIC TRUSTEE'S OFFICE**

This entry is correct as at 19 May 1995

The following documents may be inspected at 4th floor, Ansett Centre, 4 Mort Street, Canberra 2601

- Current determination of fees and commission
- Procedures Manual and staff minutes dealing with procedures.

## **SUPREME COURT**

This statement is correct as at 7 May 1995

The following documents are available from the Administration Section, Supreme Court of the ACT, 1st floor, ACT Law Courts Building, Knowles Pl, Canberra 2601

Listing:

- ACT Government Purchasing Manual
- ACTGS Access and Equity Guidelines
- ACTGS Consultancy Guidelines
- ACTGS Strategic Training Plan 1993-95
- Administrative Head Instructions
- Chief Minister's Directions on annual reports
- Departmental EEO Plan
- Department of Industrial Relations - APS Agreement Travelling Allowance 1994 rates
- Federal Court Judges Handbook
- OH&S Manual
- OPSM circulars
- Performance appraisal guidelines
- Personnel Management Guidelines
- Personnel Policy and Practices Advice Notes
- Remuneration Tribunal 1994 Decisions and Reports
- SES and SOS guidelines
- Studybook options
- Treasury Manual, Including Finance Directions, Finance Regulations and Audit Act
- IT Policies and Guidelines

## **CANBERRA INSTITUTE OF TECHNOLOGY**

This statement is correct to 14 June 1995.

In accordance with section 8 of the *Freedom of Information Act 1989*, the documents listed below are used by officers of the Canberra Institute of Technology to make decisions or recommendations affecting members of the public.

Copies of these documents may be inspected by contacting the Office of Director, PO Box 826, Canberra 2601. (Telephone 207 3391).

- ACT Fleet Management Procedures and Guidelines
- ACT Purchasing Manual
- ACT Treasury Directions
- Annual reports
- Assets Procedures
- Audio-visual materials
- Australian Committee for Training Curriculum (ACTRAC) -  
Guidelines for Preparation of National Curriculum Project  
Proposals
- Canberra Institute of Technology Corporate Plan
- Canberra Institute of Technology delegations
- Course brochures
- Course Guide
- Course Guide for International Students
- Course Selection Policies
- Curriculum documents
- Credit Transfer
- Department of Finance Regulations and Directions
- DILGEA - Adult Migrant Education Program Eligibility
- Education Master Plan
- EEO Plan
- Emergency Procedures
- Employee Assistance Plan
- Enrolment Manual
- Facilities Master Plan
- Fees and Charges Policy
- Financial Plan
- Guidelines for Educational Management
- Guidelines for Retraining Programs
- Guidelines for Study Awards
- Guidelines relating Institute Financial Management Procedures
- Human Resources Plan
- Information Technology Strategic Plan
- Institute policies, procedures and guidelines
- Library Collection Development Policy
- Library Loans Desk Manual
- Maps, plans and drawings
- Marketing Plan

- Memoranda of Understanding with other educational institutions
- Minutes and papers relating to administrative meetings
- Minutes and papers relating to Advisory Committee meetings
- Occupational Health and Safety Plan
- Personnel management manuals
- Records Management Procedures
- Register of Advanced Standing Agreements with other Educational Sectors
- Register of Australian Tertiary Education (RATE) - guidelines for accreditation of courses
- Registrar of Advanced Standing Agreements with other Educational Sectors
- Rehabilitation Plan
- Room allocation procedures
- Selection policy
- Sexual Harassment Processing
- Sponsorship policy
- Staff Development Plan
- Student Handbook
- Student Selection in CIT

## **CHIEF MINISTER'S DEPARTMENT**

This statement is correct as at 14 June 1995

### **CHIEF MINISTER'S DIVISION**

#### **BUSINESS, EMPLOYMENT & TOURISM BUREAU**

##### ***Business Development & Marketing Branch***

Documents are held on the 9th floor, CBS Tower, Akuna Street, Canberra 2601.

- Guidelines for the ACT Industry Assistance Package



## EMPLOYMENT & INDUSTRIAL RELATIONS BRANCH

Documents are held in the Branch, 1st Floor, North Building,  
London Circuit, Canberra 2601

- A Guide for Forklift Truck Drivers
- A Guide to the *Occupational Health and Safety Act 1989*
- A Guide to:
  - *Annual Holidays Act 1973*
  - *Holidays Act 1976*
  - *Parental Leave Act (Private Sector Employees) 1992*
  - *Trading Hours Act 1962*
- A Profit and Loss Statement - an introduction to occupational health and safety management
- Approved Workers compensation Insurers
- Australian Capital Territory Prosecutions
- Child Safety on the Farm
- Conditions for use of a Manbox
- Employers Guide to workers Compensation for Private Sector Employers
- Employment and Training Grant Program Guidelines
- Excavator and front-end loader - safety information for Certificates of Competency
- Fares Assistance Scheme guidelines
- Guidelines for Dogmen and crane chasers on how to obtain Certificates of Competency
- Guidelines for persons working on installation of lifts
- Guidelines for Preparation of Health and Safety Policies
- Information for Injured Workers in the Private Sector
- Information on set-up and use of builders' cantilevered platform hoists
- Injury and Dangerous Occurrence Form
- Innovation in Occupational Health and Safety Prevention Awards
- Jobskills Program Guidelines
- Manual Handling (ACT Standard and Code of Practice) - 2nd revised edition
- New Enterprise Incentive Scheme guidelines
- New Future in Small Business program guidelines
- Notice of Intention to Set up a Builder's Hoist
- Notice of Intention to Set up a Conveyor

- Notice of Intention to Set up a Crane
- Resolution of OH&S issues
- Safety for Electrical Workers'
- Setting-up of builders' hoists
- Skin cancer and outdoor work
- Stickers and Balloons
- Venture and Development Assistance (VADA) program guidelines
- Worker's Compensation - Rehabilitation Protocol
- Workers' Compensation Rebate Scheme Program Guidelines
- Working Opportunities for Women Grants Guidelines
- Youth Conservation Corps program guidelines
- Youth Employment & Training Grants Program Guidelines
- Youth Joblink program guidelines

#### Safety Bulletins

- A - Health and Safety Representatives (HSR)
- B - Designated Work Group
- C - OH&S Training for Management and Supervisors
- 1- Wood Dust
- 2 - Occupational Overuse Syndrome
- 3 - Flat Synthetic - Webbing Slings
- 4- Concrete Placing Boom Machinery
- 5 - Motor Vehicle Hoist Installations in the ACT
- 6 - Electric Arc Welding
- 7 - Ladders
- 8 - Chainsaws
- 9 - Gas Welding and Cutting
- 10 - Hand and Portable PowerTools
- 11 - Roll Over Protection
- 12 - Solvents
- 13 - Chemical Substances - Safe Handling, Storage and Disposal
- 14 - Tractor Summary of Requirements for Fitting Roll Over Protective Structures (ROPS)
- 15 - Working with Asbestos - Cement (Fibro) Products
- 16 - Perimeter Fencing of building Sites
- 17 - Young Workers and Manual Handling
- 18 - Hazardous Machinery
- 19 - UV Radiation and Outdoor Work

- 20 - Construction and Manual Handling
- 21 - Slips and Falls in the Construction Industry
- 22 - Trenches and Excavations Part B
- 23 - Electrical Safety

#### Health and Safety Issues

- A - Health and Safety Representatives (HSR)
- B - Designated Work Groups
- C - OH&S Training for Managers and Supervisors

#### Hazard Alert

- No. 1 - Failure of Two-way Radios During Cranage Work
- No. 2 - Maintenance of Forklift Trucks and Other Plant
- No. 3 - Balustrades at Multi-level Shopping Centres and Other Workplaces
- No. 4 - Potential Insulation Problems with the internal wiring of electric water heaters

## DEPARTMENT OF EDUCATION AND TRAINING

This statement is correct as at 5 June 1995.

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

3rd Floor  
Manning Clark House  
Reed Street  
Tuggeranong ACT 2900

#### ACCESS AND EQUITY

- Access and Equity Plan 1992 - 1994

#### ACCIDENTS

- School Accidents: Policy and Mandatory Procedures, Schools Bulletin 119, 14 April 1983.
- Administration of Medications, Injections & Catheters, Circular Minute NO 8/88 & 35/88.

ACCOMMODATION, see BUILDINGS

**ACCOUNTING, see FINANCE**

**ACT BOARD OF SENIOR SECONDARY STUDIES**

- ACT Board of SSS Papers - policy, information and discussion papers presented to the bi-monthly meetings of the Board and the Board/Principals' meetings
- ACT Board of SSS Policy Manual - published annually
- Advanced Standing pamphlet - explains the advanced standing arrangements with the Canberra Institute of Technology - jointly produced with CIT.
- A Guide to Best Practice in Criterion and Vocational-Competency Based Assessment and Reporting
- Applying to Tertiary Institutions - advice on further studies at tertiary level, produced annually
- Board Activities - membership and functions of the Board in pamphlet form
- Certificates You Could Obtain - details of the available certificates awarded during and at the end of Year 12 studies
- General Schedule - of events each year to fulfil Board policy
- Guidelines of Year 11/12 Courses in the ACT - policy and procedures
- Register of Advanced Standing - a register of agreed advanced standing arrangements, produced annually - jointly produced with CIT.
- Reviewing Your Y11/12 Study Program - basic information to assist students in reviewing their study packages
- What's the AST? - explains the Australian Scaling Test as used in the ranking process for tertiary entrance
- What's the TER? - explains the Tertiary Entry Rank
- Year 12 Study (full) - annual data arising from Y 12 and tertiary entry Certification processes
- Year 12 Study (short) - shorter version of the above
- Your Rights to Appeal - details of the academic appeals processes

**ADMINISTRATION MATTERS**

- Access to Student Records: Policy and guidelines, Schools Bulletin 429, 13 September 1990
- Alternative Schools: Policy
- Bursar/Secretary completing P&C
- Community Use of School: Policy and Guidelines

- Department of Education and Training annual management report
- Non-Government Schools: Policy, Schools Bulletin, 7 November 1985
- Priority Enrolment Areas: Schools Bulletin 563, 16 December 1993
- Secondary College Placements: Policy and Mandatory Procedures

#### **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**

- Administrative Procedures: Self-Help Projects and/or Acquisition of Equipment from non-government sources
- Community Use of Schools
- Fixed Assets-Recording Acquisition, Transfer and Disposal: Policy and Mandatory Procedures, Schools Bulletin 357, 1 December 1988
- Self Help Projects: Policy, Schools Bulletin 340, 21 July 1988

#### **BURSARIES**

- 1994 Information Paper - ACT Junior Secondary Bursar Scheme

#### **CANTEENS, see SCHOOL CANTEENS**

#### **CAREER EDUCATION**

- Career Education: Policy and Guidelines, Schools Bulletin 209, 30 May 1985
- Let's Get Going
- Career Education in Australian Schools, April 1992 (see also work experience)

**CHILDREN'S SERVICES ACT 1986: ASSISTANCE BY  
AUTHORITIES AND AGENCIES POLICY**

- Children in Need of Care under the Children's Services Act.  
Notification Guidelines, Schools Bulletin 330, 28 April 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

**CURRICULUM**

- Aboriginal Education: Guidelines, Schools Bulletin 233, 28 November 1985
- ACT curriculum frameworks:
  - The Arts
  - English
  - Health & Physical Education
  - Languages other than English
  - Mathematics
  - Science
  - Studies of Society and the Environment
  - Technology
- Career Education and Counselling: Guidelines, Circular Minute 14/89
- Curriculum Responsibility in ACT Public Schools: Policy, Schools Bulletin 152, 9 February 1984
- Education and the Arts: Policy
- Guidelines for the care and use of animals in ACT schools
- Inter school Sport Policy and Guidelines, Schools Bulletin 119, 14 April 1983

- Mathematics Curriculum Framework
- Religious Instruction: Policy
- Role of School Boards/Community in Curriculum Decision Making: Policy and Guidelines, Schools Bulletin 154, 23 February 1984.
- Schools Sport Policy and Guidelines, Schools Bulletin 328, 14 April 1988
- Setting Directions for LOTE 1994 - 2006 Revised LOTE Action Plan

#### **CURRICULUM DEVELOPMENT PROJECTS SCHEME**

- Education Plan for ACT Public Schools 1991- 1993

#### **CUSTODY (LOTE)**

- Custody Cases: Guidelines, Schools Bulletin 199, 7 March 1985.

#### **DISCIPLINE**

- Corporal Punishment: Policy, Circular Minute 134/87, 4 December 1987
- Detention in Schools: Policy
- Duty of Care - School Bulletin Items 1994
- Management of Student Behaviour Policy and Guidelines, Schools Bulletin 358, 3 December 1988
- Suspension and Exclusion of Students: Policy and Mandatory Procedures, Schools Bulletin 380, 20 July 1989

#### **EDUCATION AND THE ARTS**

- Education and the Arts: Policy

#### **ENGLISH AS A SECOND LANGUAGE (ESL)**

- English as a Second Language Policy
- English as a Second Language Provision: Guidelines
- ESL Scales
- Guidelines for Mainstream/ESL Teachers Regarding Language Performance Ratings for ESL Students
- Guidelines for the identification of non-English Speaking Background students for ESL provision

## **ENROLMENT**

- Enrolling at School in the ACT - Information Brochure
- Enrolment of Newly Arrived Non English Speaking Background Students: Policy and Mandatory Procedures
- Enrolment of Students from Overseas: Guidelines, Circular Minute 98/87, 1 September 1987
- Enrolment Policy and Guidelines, Schools Bulletin 324, 10 March 1988
- Entry Age Enrolment Policy
- Environmental Management 1994 (Operational Policy for 12 months)
- Exemption from Attending School: Policy and Mandatory Procedures
- Preschool Enrolment Policy
- Priority Enrolment Areas: PIG
- Rural Preschools: Policy, Schools Bulletin 279, 5 February 1987
- Schools' Census and Audit of Enrolments: PMP

## **EQUAL EMPLOYMENT OPPORTUNITY**

- Equal Employment Opportunity Policy Statement and Implementation Guidelines
- Equal Employment Opportunity Program 1993-4
- Equal Employment Opportunity: Policy and Guidelines, Schools Bulletin 181, 20 September 1984
- Teacher Review and Development (TRAD) - policy

## **ESL, see ENGLISH AS A SECOND LANGUAGE**

## **EXCURSIONS**

- Contracting Coach Services for Excursions: Guidelines, Circular Minute 64/87, 3 July 1987
- Overseas Excursions: Mandatory Procedures, Schools Bulletin 352, 27 October 1988.
- Outdoor Adventure Activities: Policy and Mandatory Procedures
- Mandatory Procedures for Adventure Activities in Outdoor Education, Departmental publication, 1991
- Preschool Excursions: Policy and Mandatory Procedures, Preschool Manual, 1986
- "Excursion Policy - Amendment", Schools Bulletin 129, 1983



- Excursions: Policy and Guidelines, Schools Bulletin 119, 14 April 1983.

#### **FINANCE**

- Accounting Manual-Schools Authority Act 1979
- Charity Fund Raising/Promotion: Policy
- Expenditure on Official Hospitality: Guidelines and Mandatory Procedures
- Guidelines for the Purchase Hire and Use of School Vehicles - Supplement to Schools Bulletin No. 584 of 14 July 1994
- Parental contributions to school finances - Supplement to Schools Bulletin No. 574, 21 April 1994
- Preschools - Financial Assistance by Parents: Guidelines
- Schools' financial returns - policy
- Treasury Manual -Audit Act 1989, Regulations and Directions

#### **FOREIGN LANGUAGES, see BILINGUAL EDUCATION**

#### **GENERAL**

- Aboriginal and Torres Strait Islander Education Directory Act
- Aboriginal Education Policy, Schools Bulletin No. 233 of 2 November 1985
- A datafile on ACT public schools
- AIDS Education and Condoms in Primary and Secondary Schools: Policy, amended on POLDOC January 1993
- 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.
- Bursar/secretary completing P&C work policy
- Care and use of animals in ACT schools: guidelines, Circular Minute 34/91 & 122/91
- Commonwealth Employees and Political Participation: Policy and Guidelines
- Frequent-Flyer Program: policy and mandatory practice
- Gender Equity Education: Policy and Guidelines, Schools Bulletin 283, March 1987
- Gifted and Talented Children: Policy and Guidelines, Schools Bulletin 133, 4 August 1983

- High School Education Program: Policy and Guidelines, High School Education Program: Guidelines, 1987
- Protocols for school visits by Members of Parliament - policy
- Quality in Public Schooling.
- Requests for information by MLAs to ACTGS staff and officers of statutory authorities: policy and implementation guidelines
- Review of Services to Students with Special Needs Policy and Guidelines
- School Planning and Development Programs Involving Student Free Days: Policy and Guidelines, Schools Bulletin 1871, November 1984
- Services to Students with Special Needs: Policy and Mandatory Procedures, Schools Bulletin 504, 30 July 1992
- System Philosophy
- Unattended phones: policy

#### **GIFTED AND TALENTED CHILDREN**

- Gifted and Talented Children: Policy and Guidelines, Schools Bulletin 133, 4 August 1983
- Guidance and Counselling
- School Counsellors' Handbook

#### **HEALTH**

- Administration of Medication, Catheters and Injections: Policy and Mandatory Procedures, Circular Minute 8/88 and 35/88
- Ambulance Transportation: Guidelines, Schools Bulletin 329, 21 April 1988
- Condom vending machines in secondary schools
- Communicable Diseases including HIV/AIDS: Policy and Guidelines, Schools Bulletin 298, 2 July 1987
- First Aid in Schools: Policy and Guidelines, Schools Bulletin 245, 3 April 1986
- Head Lice: Policy and Guidelines, Schools Bulletin 331, 5 May 1988
- Immunisation Records: Guidelines, Circular Minute 105/87, 10 September 1987
- Infectious Diseases Exclusion Periods: Guidelines, Circular Minute 122/92

- Pregnant Students in ACT Public Schools: Policy and Guidelines, Schools Bulletin 331, 5 May 1988
- Smoking in the Workplace: Policy, Schools Bulletin 308, 24 September 1987
- Student Immunisation PMP
- Sun protection
- Sunsmart Policy and Mandatory Procedures, Circular Minute 49/93, 29 April 1993

### **HIGH SCHOOLS**

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

### **INDUSTRIAL**

- Compensation (section 17)
- Industrial Action Affecting the Operation of Schools: Policy and Mandatory Procedures, Schools Bulletin 178, 16 August 1984

### **INFORMATION TECHNOLOGY**

- Annual management report
- Data file
- Strategic Plan for the administration of IT

### **INTEREST SUBSIDY**

- Interest Subsidy Scheme - General Information and Conditions

### **LEARNING ADVANCEMENT/LEARNING ASSISTANCE**

- Draft Guidelines for the Learning Advancement Program, Stage 1, 1992
- Learning Assistance Program Manual - Student Identification Procedures and Guidelines for use of the Resource in Schools

### **LEGAL**

- *Children's Services Act 1986*: assistance by authorities and agencies policy
- Compensation (Section 17)

- Copyright for Schools: Policy and Mandatory Procedures, Circular Minute 22/93, 19 February 1993
- Court Attendance and Production of Documentation to Courts and/or Solicitors: Policy and Guidelines
- Insurance and risk management implementation guidelines
- Liability for Persons Injured on Commonwealth Land or Premises: Guidelines, Circular Minute 125/87, 7 November 1987
- Sexual Harassment of/among Students: Policy and Mandatory Procedures, Policies and Guidelines for Dealing With Sexual Harassment, June 1992
- Student Compensation: Policy and Mandatory Procedures
- Duty of Care Schools Bulletin 1994

#### **NON-GOVERNMENT SCHOOLS**

- Guidelines for the Registration of Non-Government Schools in the ACT
- List of Catholic and Other Non-Government Schools

#### **NON-SEXIST EDUCATION**

- 'Gender Equity Education Policy', in Sources of Existing Curriculum Policy in Government Schools
- 'Gender Equity Policy', Schools Bulletin 283, 1987.

#### **OH&S**

- ACT Government Service Occupational Health and Safety Manual
- Policy and procedures document for Occupational Health and Safety in ACT Government Secondary Schools
- Science laboratories

#### **PAID TUTORS**

- Paid Tutors: Policy and Guidelines, Schools Bulletin 301, 23 July 1987

#### **POLICY FRAMEWORK**

- Education Plan
- National Report on Schooling
- Quality in Public Schooling

- System Philosophy
- The Guiding Principles and Aims of the ACT Schools Authority

### **PRESCHOOLS**

- Early Entry of Preschool Students: Policy and Mandatory Procedures
- Enrolling in Schools in the ACT
- Financial Assistance by parents for Preschools
- Playgroups: Mandatory Procedures, Preschool Manual 1986
- Policy and procedures for the early entry of students in a government school
- Preschool Enrolment Policy
- Preschool Excursions
- Preschool Handbook 1986
- Rural Preschool Policy

### **PRIMARY SCHOOLS**

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

### **PRIORITY ENROLMENT AREAS, see ENROLMENT**

### **PROFESSIONAL DEVELOPMENT**

- O'Connell Education Centre, Information Brochure
- Overseas Exchange: Information for ACT Teachers
- Overseas Exchange: Information for approved applicants
- O'Connell Education Centre Professional Development Section - Mission Statement
- Professional Development
- Professional Development Handbook, Semester 1, 1991
- Professional Development Handbook, Semester 1, 1993
- The Training Guarantee: Information and Guidelines to assist ACT Government Schools (Draft)

### **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 REVIEW**

- Guidelines for School Review in ACT Public Schools
- School Review Public Reports (for most schools)

### **SCHOOL AND RELATED OPERATIONS**

- Bicycle Helmets: Policy and Guidelines, Schools Bulletin 331, 5 May 1988
- Excursions
- Guidelines for Access to Student Records
- High School Certification: Policy
- Out-of-school-hours Child Care Policy
- Paid Tutors: Policy and Statement and Implementing Guidelines for ACT Public Schools
- Playgroups
- Policy and Procedures for the Operation of School Canteens
- Policy and Procedures on Record Keeping
- School Planning and Development Programs involving Student Free Days
- School Year Policy, Circular Minute 135/87, 7 December 1987
- Student Record Keeping: Policy and Guidelines, Schools Bulletin 429, 13 September 1990

- Variation of School Starting/Finishing Times: Policy and Guidelines, Schools Bulletin 54, 8 October 1981

### **SCHOOL BOARDS**

- Financial arrangements between P&C Associations and School Boards: Policy and guidelines, Schools Bulletin 279, 5 February 1987
- 'Guidelines for the Role of School Boards - Community of Curriculum Decision Making' Schools Bulletin 154, -1984
- 'School Boards - Operation of', Schools Bulletin 11, 1979.
- School Boards - Partnership and Participation, Second Edition, 1990
- Selection of School Principals, Schools Bulletin 208, 1985.

### **SCHOOL CANTEENS**

- Canteen employees - rates of pay: PIG
- Guidelines for Operation for School Canteens Circular Minute 13/87.
- Policy and Procedures for the Operation of School Canteens, Schools Bulletin 362, 1989.

### **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

### **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**

### **SEXUAL HARASSMENT**

- Policy and Procedures for the Elimination and Resolution of Sexual Harassment of/among Students in ACT Government Schools
- Sexual Harassment Policy, Schools Bulletins 301, 1987 and 251, 1986 and 321, 1988
- Sexual Harassment (Staff): Policy and Guidelines, Policies and Guidelines for Dealing with Sexual Harassment, June 1992

### **SMOKING**

- Smoking in the Workplace, Schools Bulletin 308, 1987

### **SPECIAL EDUCATION**

- Policy for Services to Students with Special Needs
- Procedures for the Review of Services to Students With Special Needs

### **SPORT**

- ACT Department of Education Sports Policy Guidelines (1989)
- ACT Primary School Sports Association Constitution 1984
- ACT Primary School Sports Association Policy Decisions 1983
- ACT Schools Sports Council Constitution 1982
- ACT Schools Sports Council Discipline Policy
- ACT Secondary Schools Sports Association Constitution
- 'Inter-School Sport', Schools Bulletin 119, 1983
- Mandatory Procedures for Adventure Activities in Outdoor Education
- Policy and Procedures on the Wearing of Bicycle Helmets, Schools Bulletin 331, 1988
- School Sport Policy and Procedures, Schools Bulletin 328, 1988
- Selection and Management Policy for ACT Representative Teams
- Specific Sports Guidelines - Circular Minute 119/89 November 1989
- Sponsorship Policy

**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)

## **STATISTICS**

- A Datafile on Census figures (February and July figures)
- Census figures of public and non-government preschools
- Census figures on education centres
- Census figures on evening classes in the government sector
- July Home Suburb Analysis

## **STUDENT MANAGEMENT**

- Detention in Schools
- Enrolments
- Guidelines for Access to Student Records
- Guidelines for Resolving Cases of Sexual Harassment of Students in ACT Schools
- Policy and Procedures for Suspension and Exclusion of Students in ACT Public Schools, Schools Bulletin 380, 1989
- Policy and Procedures for the Management of Student Behaviour in ACT Public Schools
- Policy and Procedures on Student Record Keeping
- Priority Enrolment Areas: PIG

## **STUDENT RECORDS**

- Policy and Procedures on Student Record Keeping, Schools Bulletin 340, 1988
- Guidelines for Access to Student Records, Schools Bulletin 340, 1938
- Schools Census and Audit of Enrolments: PMP
- Student Record-Keeping System - Data Access

## **SUPERVISION**

- Supervision of Pupils: Guidelines, Schools Circular, 19 June 1978
- Updated Circular Minute 1994 re Supervision of Pupils

## **SYSTEM MANAGEMENT**

- Changing the Name of an ACT School: Policy and Guidelines
- Education Plan for ACT Public Schools 1991-93
- School Boards: Policy and Guidelines, School Boards Partnership and Participation, 1986
- System Planning Principles and Criteria
- Teacher Review and Development (TRAD): policy

## **TERTIARY ENTRANCE SCORE (TES)**

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

## **VOLUNTARY CONTRIBUTIONS**

- Parental Contributions: Policy and Mandatory Procedures, Circular Minute 30/93, 12 March 1993

## **WELFARE**

- Adolescent Development Program: Guidelines
- *Children's Services Act 1986* - Assistance by Authorities and Agencies Policy
- 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 EDUCATION**

- Career Education Policy 1985
- Experience Counts - a guide for schools, employers and unions on the ACT work experience (October 1991)
- TRAC Pack - Guidelines for Employers, and Students in the Training for Retail and Commerce (TRAC) Program, February 1993
- Work Education Statement - 1993 draft
- Work Experience: Mandatory Procedures, Circular Minute 14/92, 28 January 1992
- Work Experience Log Book
- (see also Career education)

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

#### **CORPORATE DOCUMENTS**

This statement is correct as at 5 June 1995.

- Department of the Environment, Land and Planning Equal Employment Opportunity Strategic Plan 1995-96
- Department of the Environment, Land and Planning Policy on Sexual Harassment
- Departmental Stocktake Program
- Management and Control of Assets
- Management and Control of Inventory
- Management and Control of Receivables (Draft as at 1/6/95)
- Removal of Offensive Material

## ENVIRONMENT AND CULTURE DIVISION

This statement is correct as at 5 June 1995.

Manuals locations: inquiries to the Executive Unit, Homeworld Building, Anketell Street, Tuggeranong 2901.

Listing:

- ACT Decade of Landcare Plan
- ACT Environment Strategy
- ACT Forests Accounting Manual
- ACT Greenhouse Strategy
- ACT Noise Control Manual
- ACT Water Pollution Manual
- Australian Alps National Parks Style Manual
- Canberra Nature Park Fire Management Plan (Draft)
- Code of Logging
- Code of Practice for the Humane Destruction of Kangaroos in the ACT
- Community Service Agreement for Horse Paddocks
- Conservation and Wildlife Policies and Procedures documents (Draft)
- Decisions for granting licenses and permits under the *Nature Conservation Act 1980* re decisions on granting licenses and permits:
  - Draft Guidelines for the Assessment of Permit and Licence Applications
  - Koala Display Policy
  - Policy for the Keeping of Wildlife for Rehabilitation
  - Guidelines for the Public Display of Animals
  - Reptile Policy
  - Dingo Policy (Draft)

- Draft Code of Forest Practice
- Fire Management Policy for Nature Conservation Areas (Draft)
- For administering permit/licence system files are kept on permit/licence holders containing:
  - copies of permit/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
- Greening the Canvas - The Environment Artists in Schools Scheme
- Guidelines for Erosion and Sediment Control on Building Sites
- Guidelines for Heritage Grant Applicants
- Information for Heritage Grant Applicants Booklet
- Management Plan for Jerrabomberra Wetlands
- Management Plan for Murrumbidgee River Corridor (Draft)
- Management Plan for Namadgi National Park
- Noise Policy for Motorsport Activities at Fairbairn Park
- Noise Policy for Motorsport Activities at Sutton Park
- Noise Policy for National Capital Motorsports Club
- Park Care Manual (Draft)
- Pest Management Manuals: Agriculture and Landcare  
Canberra Nature Park  
Googong Foreshores  
Namadgi
- Pesticides Register - all information on the register, except commercial in confidence information, e.g. formulation details (up to and including 14 March 1995)
- Public Use Management Policy
- Resource Protection Unit Law Enforcement Policy (Draft)
- Standard Operating Practices and Procedures (ACT Forests)
- Strategic Plan for Contaminated Sites Management
- Tidbinbilla Nature Reserve Species Management Plans (Draft)
- Urban Erosion and Sediment Control Design Manual
- Urban Erosion and Sediment Control Field Guide
- Urban Wildlife Manual (Draft)

The Environment and Culture Division has a range of other documents available under Freedom of Information provisions. These include general files, minutes of meetings, policy statements, financial and staffing estimates; diaries, worksheets, rosters, job cards etc.; files on program and policy co-ordination, and grant applications; photographs, finance and accounting records; details and contracts and tenders; records of Government administrative arrangements and other machinery of government matters; management plans on ACT nature reserves and national park, and conservation plans relating to selected heritage places; technical and scientific reports and discussion papers.

#### OFFICE OF CULTURE AND HERITAGE

This statement is correct as at 5 June 1995.

Manuals location: inquiries to the Office of Culture and Heritage, First Floor, North Building, London Circuit, Canberra City 2601.

#### Listing:

- ACT Cultural Council Charter
- ACT Cultural Development Grant Program Application forms
- ACT Cultural Development Grant Program Deed of Grant
- Guidelines for ACT Cultural Development Funding Program
- Guidelines - ACT Heritage Places Register
- Guidelines for City Decoration
- Guidelines for Event Co-ordination
- Guidelines for Floriade Sculpture (Student)
- Guidelines on Heritage Grant Applications
- Heritage Grants Program Policy Guidelines
- Information and Guidelines - *Heritage Objects Act 1991*
- Management Plan for Calthorpe's House
- Opening the Doors - an Ernst & Young report to the ACT Cultural Council on Performing Arts by Young People in the ACT

- Sharing The Vision: a framework for cultural development (ACT Cultural Council Policy Paper)
- Sharing The Vision: a preferred future for cultural development (ACT Cultural Council Discussion Paper)

An information package, in the form of a monthly mailout, is circulated to the community and is available to any interested cultural organisation. The package comprises a newsletter, prepared in-house, which provides up-to-date information on matters relating to arts and special events. Newsletter and brochures, advertising upcoming events, are supplied by various organisations for inclusion in the package.

Documents which may be made available under the Freedom of Information Act are records and files relating to-

- general correspondence and information
- financial, staffing and administration records
- agendas and minutes of meetings.

#### **A.C.T. PLANNING AUTHORITY**

This statement is correct as at 5 June 1995.

Manuals location: inquiries can be made at the Land and Planning Information Shopfront, John Overall Offices, 220 Northbourne Avenue, Braddon, ACT, 2601.

The planning policies of the ACT Planning Authority are those contained in the Territory Plan Map and the Territory Plan Written Statement.

To assist in the assessment of applications for planning approval, several documents have been prepared to complement the Territory Plan. These are:

- Draft Guidelines for Multi-Unit Redevelopment including Dual Occupancy in Residential Areas (developed in response to the Lansdown Residential Redevelopment Review)
- Guidelines for Residential Redevelopment in Area B1, North Canberra
- Guidelines for Residential Redevelopment in Area B2, Kingston/Griffith
- Guidelines for Residential Redevelopment in Forrest/RedHill/Deakin/Griffith Historic Areas

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

### **BUREAU OF SPORT, RECREATION AND RACING**

This statement is correct as at 5 June 1995.

Manuals Location: inquiries can be made from the Sport and Recreation Office, Homeworld Building, Tuggeranong, ACT 2902.

- AUSSIESPORTS operations manual
- Civic Olympic Pool Redevelopment Building Operational and Maintenance Manual
- Guidelines and Application forms under the Sport and Recreation Development Grant Scheme
- Operations manual for the Erindale Leisure Centre

### **LAND DIVISION**

This statement is correct as at 5 June 1995

Manuals location: inquiries can be made at the Land and Planning Information Shopfront, John Overall Offices, 220 Northbourne Avenue, Braddon, ACT 2601. Inquiries for Building Control manuals can be made through the Executive Office of ACT Building Control, Level 5, MLC Building, Hobart Place, Civic.

#### **Location Key:**

BC Building Control  
CS Commercial Section, Business Office  
DE Deed Management, Land Supply Branch  
ED Estate Development, Land Supply Branch  
LIO Land Information Office  
LM Lease Management, Lease Administration Branch  
LPRA Lease Practices, Lease Administration Branch  
LPRO Lease Projects, Lease Administration Branch  
PROG Programming, Land Supply Branch  
S Sales, Land Supply Branch  
SPAR Strategic Practices and Review, Business Office  
SF-CS Shopfront, Customer Services, Lease Administration Branch



Name/Title	Section/Branch
ACT Executive Leases.....	S
ACTMAP Documentation Manual.....	LIO
Additional development of lease policies and procedures .....	LM/LPRA/LPRO
Additional Land.....	LM/LPRA/LPRO
Aged Persons' Accommodation Policy.....	S
Amendment Land Rent Formula Policy .....	CS
Agents Certificates.....	LPRA/LM
Auction Balance - Extension to Pay Procedure.....	SF-CS
Betterment Policy .....	LM/LPRA/LPRO
Boarding Houses Policy.....	LPRA/LM
Bonds -Policy/Procedures.....	LPRO
Boundary Variation.....	LM/LPRA/LPRO
Breaches of Lease Policy .....	LM/LPRA/LPRO
Building Code of Australia.....	BC
Building Notes.....	BC
Building Statistics.....	BC
Builder's Licensing Handbook.....	BC
Charging - Association, Welfare & Community Organisations.....	S
Charging Policy for Recreational Clubs .....	S
Clubs Policy.....	S
Community Facilities Policy.....	S
Community Leases - Insurance Policy.....	LM
Community Leases - General Policy.....	S
Complaints Lease Covenants - Procedures.....	LPRO/LM/LPRA
Complaints/Long Grass - Procedures.....	LM/LPRA
Complaints/Pollution - Procedures.....	LM/LPRA
Compliance Certificates Multiple Units by Block and Unit.....	LPRO
Compliance Certificate Procedures.....	SF-CS
Consolidation of ACT Building 1972/Building Regulations <i>Design and Siting Act 1964</i> and Regulations.....	BC
Controlled Activities - Procedures for Applications.....	SF-CS
Deletion of Land from Lease Procedures.....	LM/LPRA/LPRO
Direct Grant - Minor Industrial Policies and Procedures .....	LM
Dirty Blocks Policy and Procedures.....	LM/LPRA
Disallowable Instrument 26/92 - Statutory Authorities Direct Grant Policies.....	S

Disallowable Instrument No 25/92	
- Housing Trust Sales Policy.....	S
Disallowable Instrument No. 31/92 - National Association Policy .....	S
Dual Occupancy Procedures .....	LPRA
Expiry of Lease - Compensation Procedures .....	LM/LPRA/LPRO
Extension of Time Procedures.....	LM/LPRA/LPRO
Fees and Charges 1994-95 .....	BC
Fences Advice.....	SPAR
Fitness Certificates - Display Homes Policy.....	LPRA/LM
Guidelines Land Development Procedures .....	DE
Home Business - Policy & Procedures .....	LM/SF-CS
Land Development Procedures 1990.....	PROG
Land Rent Payout Policy .....	LPRA/LPRO/LM
Land Rent Charging Policies.....	S
Land Rent - Reappraisal Policy.....	LPRO
Lease Termination Policy .....	LM/LPRA/LPRO
Lease Term Extension Policy.....	LM/LPRA/LPRO
Lease Transfers (80) Policy .....	LPRO
Lease Variations.....	LM/LPRA/LPRO
Leasing of Sportsgrounds - Charging Policies .....	S
Leased Land Inspections.....	LM/LPRA/LPRO
Licences.....	LM/LPRA/LPRO
Maintenance of Leased Territory Land Improvements/Buildings.....	LM/LPRA
Multiple Unit Plan Procedures.....	LPRO
Nomenclature Procedures.....	LIO
PELD Procedure Manual - Job Instructions 1991 .....	ED
Permits Listings.....	BC
Plan Approvals Policy .....	LPRA/LPRO/LM
Planing Areas Block Procedures.....	LIO
Purchase of Government-owned Improvements.....	LM/LPRA/LPRO
Purchasing Residential Land/Auction Procedures .....	S
Purchasing Residential Land/ DELP Counter .....	SF-CS
Recover of Land Procedures.....	LPRA/LPRO/LM
Renewal of Leases.....	LPRA/LPRO/LM
Reserve Price Policy - Commercial.....	S
Reserve Price Policy - Multi Units.....	S
Reserve Price Policy - Residential.....	S

Reserve Price Policy - PELD.....	S
Section 29 ( <i>Planning and Land Management</i> ) Act 1988 - Direct Grant Policies and Procedures.....	S
Section 29 ( <i>Planning and Land Management</i> ) Act 1988 Policy and Procedures.....	SPAR
Standard Practices - Guidelines on Land Development Procedures - Issue No.3 December 1990.....	DE
Stormwater Problem Procedures.....	SF-CS
Street Numbering - Detached Housing.....	LIO
Street Numbering - Medium Density.....	LIO
Street Numbering - Commercial Block.....	LIO
Surrender Policy.....	LM/LPRA/LPRO
Surrender of Lease - Commercial Block.....	LM/ LPRA
Syllabus of Class A Builder's Licence Examination.....	BC
Transfer Policy Surrender Procedures.....	LM/LPRA/LPRO
Trees - Advice.....	SF-CS
Unit Plans Policy and Procedures.....	LPRO

## DEPARTMENT OF HEALTH AND COMMUNITY CARE

In accordance with section 8 of the ACT *Freedom of Information Act 1989*, documents listed below are used by officers of the Department to make decisions or recommendations affecting members of the public. Copies may be inspected and purchased at the Department's central office, 2nd floor, North Building, London Circuit, Canberra City. The statement is correct as at 26 May 1995.

### Listing:

- ACT Breast Screening Program Policy & Procedures Manual
- ACT Breast Screening Program National Accreditation Guidelines
- ACT Community Nursing Child Health Protocol
- ACT Drug Strategy - 1995-97
- ACT Health Promotion Fund Advisory Committee Charter
- ACT Public Methadone Program & Procedure Manual
- AIDS Matched Funding Program Guidelines
- Alcohol and Drug Service, Conditions of Grant
- Assessment of ACT Health Grants
- Canberra Airport Emergency Plan
- Casemix reports of KPMG National AN-DRG Costing Studies
- Chiropractic and Osteopaths Board
  - Code of Ethics
  - Guidelines for Advertising

- Comcare Strategic Plan
- Community Division Generic Policy
- Clinical Services Policy Manual
- Community Nursing Operation Manual
- Dental Board
  - Code of ethics
  - Requirements for Registration
- Dental Technicians and Dental Prosthetists Board
  - Code of ethics for dental prosthetists
- Detoxification Unit Policy & Procedure Manual
- *Drugs of Dependence Act 1989*
- Emergency Department Manual
- Food Handling - Code of Practice
- Food Premises - Code of Constructional Standards
  - Establishment & Operation of Temporary Premises
- Food Vendors - Vehicle Code for Itinerant Vehicles
- General Administration Policy Manual (Woden Valley Hospital)
- Health Advancement Services, staff procedures manual
- Health centre
  - policy manual
  - procedure manual
- Hygiene code of practice of staff of child care centres
- Infectious disease and safety aspects of swimming and spa pool facilities code of practice
- Information Technology Strategic Plan
- Infection Control Manual
- Jindalee Policy Manual
- Maternity Unit Policy & Procedure Manual
- Mechanical ventilation in food premises guidelines

#### *Medical Board*

- Policy Paper 01 - Area of Unmet Need Registration (draft)
- Policy Paper 02 - Medical Certificates
- Policy Paper 03 - Register of Drugs of Dependence (draft)
- Policy Paper 04 - Registration and Training of Interns (draft)
- Policy Paper 05 - Maintenance of Medical Records (draft)
- Policy Paper 06 - Advertising by Medical Practitioners
- Policy Paper 07 - Code of Ethics (draft)
- Policy Paper 09 - Additional Qualifications (draft)

- Policy Paper 10 - Registration of Australian Medical Council Graduates (draft)
- Policy Paper 11- Guidelines for Initial Registration
- Policy Paper 13 - Registration of Overseas Trained Specialists (draft)
- Policy Paper 14 - Postgraduate Training (draft)
- Policy Paper 15 - Reinstatement to the Register (draft)
- Policy Paper 20 - Registration at the Discretion of the Board (draft)
- Policy Paper 21- Registration Under Mutual Recognition
- Policy Paper 22 - Medical Services(Woden Valley Hospital)
  
- Administration Manual for Mental Health Services
- Hennessy House Policy, Procedure and Administration Manual
- Medical Records Policy & Procedure Manual
- Mental Health Services
- National Drug Strategy
- National Methadone Guidelines
- Neo-natal Intensive Care Unit Policy & Procedures Manual
- Nurses Board- Requirements for registration
- Nursing Manual for Mental Health Services
- Nursing Services Policy Manual
- Nutrition Services Policy & Procedure Manual
- Occupational Therapy Policy & Procedure Manual
- Optometrists Board
  - Requirements for registration
- Orientation Manual for Mental Health Services
- Paediatric Policy & Procedure Manual
- Pathology Manual
- Personnel Management Awards
- Pharmacy Board
  - Requirements of registration
- Pharmacy Services Policy & Procedure Manual
- Physiotherapists Board
  - Requirements of registration
- Physiotherapy Procedure Manual
- Policy and Procedure Manual for Mental Health Services
- Psychological Service Policy & Procedure Manual
- Psychology Manual for Mental Health Service
- Radiology Procedure Manual
- Recruitment manual

- Social Work Manual for Mental Health Services
- Watson Hostel Policy, Procedure and Administration Manual

*Registration boards Secretariat*

- Operating Instruction 01 - Hearing of Inquiries
  - Operating Instruction 02 - Membership of Boards
  - Operating Instruction 03 - Support to Board Activities
  - Operating Instruction 07 - Legislation
  - Operating Instruction 08 - Composition of Boards
  - Operating Instruction 09 - Registration (draft)
- 
- Skin Penetration Code
  - Sobering Up Place Standards
  - Social Work Policy and Procedure Manual
  - Speech Pathology Policy & Procedure Manual
  - Treatment Program Referral Procedures Manual
  - Veterinary Surgeons Board
    - Requirements of registration
  - Woden Valley Hospital Disaster Manual
  - Youth Alcohol Strategy

*Community Programs Branch*

- Community Disability Services Orientation Manual (c)
- Disability Services Advisory Committee: terms of reference
- Disability Services Grants Agreements for organisations funded under the Program
- Disability Services Grants Program National Service Standards
- Home and Community Care Advisory Committee: terms of reference
- Home and Community Care Agreement
- Home and Community Care Agreements for organisations funded under the program
- Home and Community Care National Service Standards
- Residential Services Policy & Procedures Manual (c)

## DEPARTMENT OF PUBLIC ADMINISTRATION

Most of the documents are available from the ACT Administration Centre 1 Constitution Avenue, Canberra City.

This listing is correct at 29 May 1995:

- Achieving Value for Money - the Effective Use of Consultants in the ACT Government Service
- ACT Audit ACT
- ACT Gazette Manual
- ACT Purchasing Manual
- ACTGS Occupational Health and Safety Manual
- Advertising Services Unit methods manual
- Agency EEO Management Plans Guidelines
- Anti-sexual Harassment Package
- Chief Minister's directions on Annual Reports for ACT Government Bodies for the Reporting Year 1994-95
- Commissioner's EEO Program
- Commissioner for Public Administration
- Delegations for the Chief Executive of DPA
- Delegations of Powers and Functions
- Departmental EEO Plan
- EEO Restructuring Guidelines
- Eliminating Workplace Harassment Guidelines (PSC)
- Enterprise Bargaining Framework Agreement
- Fax/quote system (explanatory papers)
- Finance Directions
- Finance Regulations
- Fleet Management Guidelines
- Fraud and Corruption Control in the ACT Government Service
- Intellectual Disability Access Program Guidelines
- Internal Audit Manual
- Investigations Unit Procedures Manual
- Making it Happen, EEO strategies for managers and supervisors, 1992
- Management Development Framework
- Mature Age Women Traineeship Guidelines
- *Occupational Health and Safety Act 1989* as modified by the *Public Sector Management Act 1994*
- OPSM Circulars

- Performance Appraisal Guidelines
- *Public Interest Disclosure Act 1994*
- Public Sector Management Act
- Public Sector Management Standards and Guidelines
- Public Sector Management Standards: new ACTEW Act
- Quarterly Staffing Analysis ACTGS
- SES and SOS Guidelines
- Setting the Agenda: EEP in the ACTGS 1992-1994
- Sexual Harassment Guidelines (PSC)
- Studybank Guidelines
- Supported Wage Scheme - Guidelines
- Working Towards Service Excellence - Training and Development Survey Report 1992-93

## DEPARTMENT OF URBAN SERVICES

### ACTION

This statement is correct to 26 May 1995 and replaces previous listings of manuals held for ACTION (Australian Capital Territory Internal Omnibus Network) by the ACT FOI Office and published in the Special Gazette No. S128, 29 June 1994.

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.

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

ACTION Counter  
ACT Govt. City Shopfront  
East Row Canberra - Telephone 207 5148

#### Listing:

- ACTION Service Objectives (v 2.3 July 1993)
- Bus Book 4 (August 1994 Edition)\*

\*A fee is payable for the purchase of this publication



## CITY SERVICES GROUP

### *Transport Regulation*

This statement is correct as at 30 May 1995

Inquiries regarding inspection of these documents should be directed to the Procedures Officer at the Dickson Office of Transport Regulation ( telephone: 20 77037).

#### Listing:

- ACT Bus and Truck Drivers Handbook
- ACT Traffic Handbook
- Assessment Criteria for Public Vehicle Driver Licensing
- Australian Design Rules for Motor Vehicles and Trailers
- Australian Motor Vehicle Certification Board circulars
- Consolidated Draft Regulations
- Dimensions and Mass Unit Staff Instructions
- Guidelines for the Withdrawal of Parking Infringement Notices
- Information Sheet for Applicants Attempting a 'CA" Driving Assessment
- Information Sheet - Getting a Motorcycle Licence in the ACT
- Information Sheet - Left Hand Drive Vehicles
- Information Sheet - Obtaining an ACT Heavy Vehicle Licence
- Licence Examiners Procedure Manual
- Motorcycle Riders' Handbook
- National codes of Practice:
  1. Building Small Trailers
  2. Maximum Road Speed Limiting for Heavy Trucks and Buses
  3. Vehicle Safety Recalls
  4. Steering Conversions for Left Hand Drive Vehicles
  5. Manufacture of Additional Seats
  6. Heavy Vehicle Modifications
- Older Drivers Handbook
- Procedures for Public Vehicle Driver Licensing
- Procedures for Registration of Hot Rods
- Procedures for Registration of Rally Cars
- Procedures for Trader's Plates
- Procedures for Veteran, Vintage and Historic Vehicles
- Technical Instructions
- Transport Regulation Fees Manual

- Transport Regulation Information Processing System Manual
- Transport Regulation Staff Instructions
- Vehicle Inspection Manual

### *Traffic and Roads Section*

Inquiries regarding inspection of these documents can be made at the Traffic and Roads Section, first floor 255 Canberra Avenue, Fyshwick

Listing:

- Basic Specifications Road Hydraulic Services Landscape
- Guidelines for Engineering and Environmental Practices (G.E.E.P)
- Land Development Quality Assurance

### *Stormwater Section*

These documents are available from the Section, first floor, 16 Colbee Court, Phillip 2606.

Listing:

- ACT Urban Stormwater Edition 1, March 1994
- ACT Floodplain Protection Policies and Guidelines (draft) - Willing & Partners, Oct.1989 (Interim Territory Planning Authority)
- Also, Austroads, ARAB and Standards Australia documents
- Australian Rainfall & Runoff - Institution of Engineers, Australia, 1987
- Design Guidelines for Engineered Waterways - Scott & Murphy, 1989 (ITPA)
- Design Guidelines for Water Pollution Control Ponds (draft) - Peter Culling & Norris Sanders, June 1989 (NCDC)
- Gross Pollutant Trap Guidelines, April 1992 (Departments of Urban Services, and the Environment, Land and Planning)
- Guidelines on Engineering & Environmental Practices - Hydraulics, NCDC, April 1988

## **PUBLIC WORKS AND SERVICES GROUP**

These documents may be inspected at Macarthur House, 223-227 Northbourne Avenue, Braddon 2601.

### Listing

- ACT Capital Works and ACT Landscape Quality Assurance Arrangements for Suppliers
- ACTCW Registration of Agents
- ACT Government Purchasing Manual
- Architectural Guidelines
- Basic Brief for Civil Engineering and Architectural Projects - May 1994
- Basic specification Vol 1 roads, hydraulic services landscape
- Basic specification Vol 2. Concrete Works
- Basic specification Vol. 4 Traffic Signals
- Basic Landscape Brief November 1993
- Canberra Landscape Guidelines - Private Leases - June 1992
- Canberra Landscape Guidelines - June 1993
- Checklists for QA Assessment of Architect/Engineer Consultants
- Checklists for QA Assessment of Project Managers
- Checklists for QA Assessment of Construction Managers
- Checklists for QA Assessment of Contractors
- Guide for Specifying Quality Assurance for Contractors
- Master Set of Checklists for QA Preliminary Certification Assessments
- Notes to Basic Specification - Volume 2 Concretework
- Performance Reporting Fact Sheet
- Pre-Qualification Requirements for Contractors Including Trade Contractors
- Pre-Qualification Requirements for Consultants
- Pre-Qualification Requirements Project Construction and Works Managers
- Procedures manual for project managers
- Public Works and Services Business Plan
- Public Works and Services code of tendering
- Standard engineering brief

These documents may be inspected at 255 Canberra Avenue,  
Fyshwick 2609.

- Policy for reporting, recording and investigation of incidents involving ACT Government vehicles
- Policy for the management and use of ACT Government 200 Series private plated non-SES self drive vehicles
- Policy for the management and use of ACT Government SES private-plated vehicles
- Public Works and Services Business Plan
- Schedule of Fees for Road Openings

#### **CORPORATE DEVELOPMENT GROUP**

##### *Security*

This document is held in Accommodation Services, Acton Peninsula site

- Protective Security Manual

## HOUSING AND FAMILY SERVICES BUREAU

### Location Code

1. Belconnen Regional Office, Swanson Plaza, Belconnen Town Centre 2607
2. City Regional Office, ACT Government Shopfront, Corner East Row & City Walk, Canberra City ACT 2601
3. Woden Regional Office, Plaza Level, Cosmopolitan Building, Woden 2606
4. Tuggeranong Regional Office, Ground Floor, Centrepoint Building, Anketell Street, Tuggeranong ACT 2900
5. Family Services Northern Regional Office, Swanson Plaza, Swanson Court, Belconnen 2607
6. Family Services Southern Regional Office, Ground Floor Centrepoint Building, Anketell Street, Tuggeranong 2900
7. Juvenile Justice, Mugga Lane, Symonston 2903
8. Office of Rental Bonds, Ground Floor, North Building, London Circuit, Canberra 2601
9. Belconnen Shopfront, Ground Floor, Swanson Plaza, Swanson Court, Belconnen 2607
10. Tuggeranong Shopfront, Ground Floor, Homeworld Building, Reed Street, Tuggeranong 2900
11. Level 2, Block A, Callam Offices, Easty Street, Phillip 2606
12. Level 3, Block A, Callam Offices, Easty Street, Phillip 2606
13. Level 2, Block B, Callam Offices, Easty Street, Phillip 2606
14. Level 3, Block B, Callam Offices, Easty Street, Phillip 2606
15. Level 1, Block C, Callam Offices, Easty Street, Phillip 2606

### A.C.T. HOUSING

**Documents which instruct staff in the performance of their duties and which are available for inspection**

#### *Legal & Executive Services Unit (11)*

- Community Housing Program
- Community Organisation Rental Housing Assistance Program
- Crisis Accommodation Housing Assistance Program
- Defence Force Rental Housing Assistance Program
- HomeBuyer Housing Assistance Program
- HomeSafe Housing Assistance Program
- Housing assistance programs operating under the *Housing Assistance Act 1987* :
- Local Government and Community Housing Program

- Long-stay Caravan Park Housing Assistance Program
- Public Rental Housing Assistance Program
- Rent Relief Housing Assistance Program
- Short-term Lodging Housing Assistance Program
- Single Share Accommodation Scheme
- Supported Accommodation Assistance Program

*Fraud Prevention Unit (11)*

- ACT Government Policy on Social Justice.
- ACT Housing Fraud Policy and Guidelines
- Gazetted Housing Assistance Programs

*Office of Rental Bonds (8)*

- Policies, Procedures

**HOUSING SERVICES GROUP**

*Belconnen Regional Office (1)*

*City Regional office (2)*

*Client and Community Relations Section (15)*

*Commissioner for Housing (11)*

*Tuggeranong Regional Office (4)*

- Freedom of Information (FOI ) Manual
- Public Rental Housing Assistance Program

*Woden Regional Office (3)*

- Freedom of Information (FOI ) Manual
- Public Rental Housing Assistance Program
- Rent Relief Program

*Social Housing Regional Office (13)*

- ACT Community Housing Strategic Plan 1995-96 to 1997-98
- ACT Supported Accommodation Assistance Program
- Community Housing Advisory Service ACT Inc.
- Community Housing Program Guidelines
- Crisis Accommodation Program
- Crisis Accommodation Program Review (Purdon & Associates)
- Emergency Housing Program Guidelines
- Single Share Accommodation Scheme - General Information for Staff

- Supported Accommodation Assistance Program Strategic Directions (October 1993)
- Youth Social Justice Program Strategic Plan 1994-95

*Debt Management Unit (13)*

- ACT Housing Assistance Plan 1993-96
- ACT Housing Debt Management procedures (under development)
- ACT Housing Debt Management Strategic Plan
- ACT Housing Policy Manual (FOI)

*Customer Liaison Unit (11)*

- ACT Housing Policy Manual (FOI)
- Public Rental Housing Assistance Program
- Rent Relief Program

**BUSINESS MANAGEMENT GROUP**

*Home Purchase Section (13)*

- Home Buyer housing assistance program
- Home Purchase FOI Manual (under development)
- Home Safe housing assistance program

*Property Development Section (13)*

- Guidelines for Responding to Requests from Developers
- Guidelines for Sale by Auction of Housing Trust Houses
- Guidelines for the Selection of Auctioneers for ACT Housing Trust • Guidelines on Tenant's Relocation Rights
- Property Sales
- National Standards/ Legislative basis under which we operate:

Building Code of Australia  
AMCORD/ AMCORD URBAN  
The Territory Plan and attached guidelines  
Land (Planning) and Environment Act (1991)  
Standards for Public Housing in the ACT ( September 1990)

- Sales to Tenants Guidelines
- Sales to Tenants Policy Guidelines
- Spot Purchase Procedures

**POLICY AND STRATEGIC PLANNING GROUP**

*Housing Policy Group (11)*  
*Strategic Planning Group (11)*

- ACT Community Housing Strategic Plan
- ACT Housing Assistance Plan
- ACT SAAP/CAP/MAC Strategic Plan
- Gazetted Housing Assistance Programs

**CORPORATE SERVICES GROUP**

*Corporate Development (14)*

- Occupational Health and Safety Manual
- Public Sector Management Standards

*Finance and Administration (12)*

- Administration Head Instructions
- Finance Regulations
- Treasury Directions

*Records Management Unit (12)*

- ACT Housing and Family Services Records Management Manual (1995 - currently being developed).
- Finance Regulations and Directions;

**Documents available on request and without charge**

*Fraud Prevention Unit (11)*

- ACT Housing Fraud Policy and Guidelines

*Debt Management Unit (13)*

- ACT Housing Debt Management Strategic Plan

*Home Purchase Section (13)*

- HomeBuyer and HomeChoice
- The A - Z of Home Purchase



*Property Development Section (13)*

- Buying your ACT Government Home

*Regional Offices (1-4)*

- Sales to Tenants Policy Guidelines

Brochures

- Buying your ACT Government Home
- Domestic Violence-How can the Housing Trust help you?
- HomeBuyer and HomeChoice
- Let's Talk Condensation and Mould
- Tenants Handbook

Information Sheets

- Priority Housing
- Registration
- Rental Rebate

*Social Housing Regional Office (13)*

- Single Share Accommodation Scheme brochures

*Customer Liaison Unit (11)*

Brochures

- If you disagree with an ACT Housing Trust decision (English and multi-lingual versions)

*Office of Rental Bonds (8-10)*

Brochures

- Guidelines for Landlords and Agents
- Guidelines for Tenants

Forms

- Bond Lodgement form
- Change of Managing Agent form
- Change of Shared Tenancy form
- Claim for the Refund of Bond form
- Condition of Premises Report
- Transfer of Bond form

**Documents of other kinds that may be made available\***

- Client/Bond/Policy/Administration/Personnel files
- Diaries, rosters, worksheets, inventories.
- Property Files, including Sale to Tenants application forms
- Recruitment/finance/accounting records
- Tender/ contractual details for property purchases (including joint venture arrangements), landscape and demolition contractual information

\*To access this type of information, a request should be made at any of the Regional Offices (addresses shown in Location Code) or by writing to the:

General Manager  
ACT Housing and Family Services Bureau  
Locked Bag 3000  
WODEN ACT 2606

**FAMILY SERVICES**

**Documents which instruct staff in the performance of their duties and which are available for inspection**

*Care and Protection Services (5-6)*

- Client Files\*
- Family Services Policy and Procedure Manual

*Juvenile Justice Services (7)*

- Client Files\*
- Family Services Policy and Procedure Manual
- Juvenile Justice Services Policy and Procedure Manual

*Adoption and Foster Care (14)*

- Client Files\*
- Family Services Policy and Procedure Manual

*Policy and Administrative Support (14)*

- Family Services Policy and Procedure Manual
- Public Service Management Standards and Guidelines

Brochures

- ACT Adoption Information Service
- Family Services

**Documents available on request and without charge**

- Adoption Information Service Brochure
- Family Services Brochure
- Housing and Family Services Annual Report

**Documents of other kinds that may be made available\***

- Community Grants files
- Policy/Administration/Personnel files
- Recruitment/finance/accounting records

\*To access this type of information, a request should be made to the relevant manager of each section or by writing to the:

General Manager  
ACT Housing and Family Services Bureau  
Locked Bag 3000  
WODEN ACT 2606

**F.O.I. PROCEDURES AND CONTACT POINTS**

Most information is available from organisational units on request. However, if information is not made available, a request can be made to the:

Freedom of Information Office  
Attorney-General's Department  
PO Box 921  
CIVIC SQUARE ACT 2608