

No. S42, Friday 29 June 1990

A.C.T. GOVERNMENT SERVICE

A.C.T. FREEDOM OF INFORMATION ACT 1989

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INTRODUCTION

INTRODUCTION

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

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

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

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

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

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

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

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A.C.T. TREASURY

A.C.T. TREASURY

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

Listing:

ACT Government Municipal Accounts - manual of principles

Australian Capital Territory Gazette

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CHIEF MINISTER'S DEPARTMENT

CHIEF MINISTER'S DEPARTMENT

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

Listing:

Freedom of Information - office manual

Guidelines for selecting and managing a management consultant

Information and public relations

Media selection: criteria for placement of departmental advertising

Publishing manual

Australian Capital Territory Gazette

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A.C.T. Freedom of Information Act 1989 9.

DEPARTMENT OF EDUCATION

This statement is correct to 31 March 1990.

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

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

Accidents

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

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

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

Accommodation

see Buildings

Accounting

see Finance

Accreditation

Certification: High School Education

Making Admission to Higher Education Fairer

High School Assessment Guide 1987

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

Guidelines: Year 11 and 12 Courses in the ACT 1990

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

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

Appeals - a Student Guide

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

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

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

High School Education Program Checklist and Report Form

Certification: Senior Secondary Education

Accrediting Agency Policy Manual

Guidelines on Relationships Within the Education System

Administration Matters

Alternative Schools

Community Use of Schools

Guidelines for Access to Student Records

Non-Government Schools

Priority Enrolment Areas

Secondary College Placements for 1988/89

Arts

ACT Arts Development Board Policy Statement

ACT Arts Development Board Annual Report 1987 - 1988

ACT Arts Bureau

ACT Community Development Fund

Arts Grants

Information for Applicants 1990

Australian Scholastic Aptitude Test (ASAT)

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

Bilingual Education

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

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

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

Boards

see School Boards

Buildings

Fixed Assets - Recording Acquisition, Transfer and Disposal

Self-Help Projects

System Planning Principles and Criteria

Community Use of Schools

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

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

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

System Plan Reports - Community Schools for Canberra 1989-2000

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

Flexible - Space Schools in the ACT - Information Brochure

Bursaries

1990 Information Paper - ACT Junior Secondary Bursary Scheme

Buses

see School Bus Services

Canteens

see School Canteens

Career Education

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

Children's Services Ordinance

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

Colleges

see Secondary Colleges

Community Use of Schools

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

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

Computer Education

'Computer Services', Schools Bulletin 136, 1983

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

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

Counsellors and Counselling

see Guidance and Counselling

Curriculum

Aboriginal Education

Career Education Policy

Career Education and Counselling

Education and the Arts

Interschool Sports

Religious Instruction

Schools Sports: Policy and Procedures

'Curriculum Support Services', Schools Bulletin 159, 1984

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

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

Sources of Existing Curriculum Policy for Government Schools

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

Curriculum Development Projects Scheme

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

Custody

Custody Cases, Schools Bulletin 199, 1985.

Discipline

see also Student Management

Discipline Policy - Schools Bulletin 252, 1986.

Corporal Punishment and Detention Guidelines, Schools Bulletin 11, 1979

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

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

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

Education and the Arts

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

Education Clinics

see Guidance and Counselling

English as a Second Language (ESL)

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

Enrolment

Enrolment of Students from Overseas

Enrolment Policy

Preschool Enrolment Policy

Enrolling at School in the ACT - Information Brochure

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

Priority Enrolment Areas

Rural Preschool Policy

Secondary College Placements for 1988/89

'Enrolment Policy Changes', Schools Bulletin 324, 1988

Entry Age Enrolment Policy

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

Secondary College Enrolment Procedures

Priority Enrolment Areas 1990, Schools Bulletin 397, 1989

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

Equal Employment Opportunity

Equal Employment Opportunity Policy, Schools Bulletin 181, 1984

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

ESL

see English as a Second Language

Excursions

Contracting Coach Services for Excursions

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

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

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

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

Outdoor Adventure Activities

Preschool Excursion Procedures

Finance

Charity and Fund Raising/Promotions

Financial Arrangements between Parents and Citizens Associations and School Boards

Financial Assistance by Parents for Preschools

Guidelines for the Purchase and Hire of Vehicles

Parental Contribution Policy

Funding - School Policy Statement, Schools Bulletin 279, 1987

Accounting Manual - Schools Authority Act 1986

Foreign Languages

see Bilingual Education

General

Area Preschool/Primary School Program approval

Education of Gifted and Talented Children

Gender Equity Education Policy

High School Education Program Guidelines

Policy for Services to Students with Special Needs

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

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

Quality in Public Schooling

Responsibilities for Curriculum in ACT Public Schools

Review of Students in Special Education

System Philosophy

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

School Planning and Development Programs Involving Student Free
Days

Gifted and Talented Children

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

Guidance and Counselling

School Counsellors' Handbook

Health

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

AIDS Education and Condoms in Schools

Ambulance Transportation

First-Aid in Schools

Guidelines and Procedures for Infection Control of Communicable
Diseases Including AIDS

Immunisation Records Procedures

Policy and Procedures for the Treatment and Prevention of Head
Lice

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

Policy and Procedures Concerning Pregnant Students in ACT Public
Schools

High Schools

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

Industrial

Equal Employment Opportunity Policy

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

Infectious Diseases

see also Health

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

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

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

Interest Subsidy

Interest Subsidy Scheme - General Information and Conditions

Internal Audit

Internal Audit Charter

Legal

Copyright for Schools

Custody Cases

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

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

Non-Government Schools

List of Catholic and Other Non-Government Schools

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

Non-Sexist Education

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

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

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

Overseas Excursions

see Excursions

Paid Tutors

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

Policy Framework

Quality in Public Schooling

System Philosophy

The Guiding Principles and Aims of the ACT Schools Authority

Preschools

Area Preschool/Primary School Program Approval

Preschool Enrolment Policy

Rural Preschool Policy

Preschool Excursions

Financial Assistance by Parents for Preschools

Playgroups

Preschool Handbook 1986

Enrolling at Schools in the ACT

Primary Schools

Public Schools in the ACT

Enrolling at School in the ACT

Priority Enrolment Areas

see Enrolment

Pupil Free Days

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

Safety

Interschool Sports

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

Safety Procedure for the use of Trampolines

School Sports: Policy and Procedures

School Accidents

see Accidents

School and Related Operations

Policy and Procedures for the Operation of School Canteens

Out-of-School-Hours Child Care Policy

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

Playgroups

Excursions

Guidelines for Access to Student Records

Policy and Procedures on Student Record Keeping

School Planning and Development Programs Involving Student Free Days

School Year

Variation of School Starting/Finishing times

High School Certification

School Boards

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

School Boards - Partnership and Participation

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

Selection of School Principals, Schools Bulletin 208, 1985.

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

School Buildings

see Buildings

School Bus Services

'School Bus Services', Schools Bulletin 278, 1987

School Canteens

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

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

School Fees

see Voluntary Contributions

School Hours

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

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

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

Schools Reorganisation

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

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

Secondary Colleges

Secondary College Enrolment Procedures and Placements for 1990.

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

Sexism in Education

see Non-Sexist Education

Sexual Harassment

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

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

Smoking

Smoking in the Workplace, Schools Bulletin 308, 1987.

Special Education

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

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

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

Transport for Students with Special Needs.

Review of Students in Special Education

Sport

ACT Primary School Sports Association Constitution 1984

ACT Primary School Sports Association Policy Decisions 1983

ACT Department of Education Sports Policy Guidelines (1989)

A.C.T. Schools Sports Council Constitution 1982

A.C.T. Schools Sports Council Discipline Policy

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

Sponsorship Policy

Guidelines for Outdoor Adventure Activities

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

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

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

A.C.T. Secondary Schools Sports Association Constitution

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

Staff Development

see Professional Development

Staffing Manual

Section 8: Equal Employment Opportunity (EEO)

Section 19: The Ombudsman

Section 23: Freedom of Information (FOI)

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

Section 25: The Administrative Appeals Tribunal (AAT)

Student Management

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

Detention in Schools

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

Enrolments

Guidelines for Access to Student Records

Policy and Procedures on Student Record Keeping

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

Student Records

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

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

Supervision

'Supervision of Pupils', Schools Circular 1978/27

System Management

School Boards

System Planning Principles and Criteria

Tertiary Entrance Score (TES)

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

Transport

see School Bus Service

Voluntary Contributions

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

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

Parent Contribution - Circular Minute 96/87

Welfare

Custody Cases

Exemption from Attending School in the ACT

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

Policy and Procedures Concerning Pregnant Students in ACT Public Schools

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

Work Experience

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

A.C.T. Schools Authority Work Experience

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

Work Experience Guidelines for Employers and Supervisors

Youth Services Advisory Committee Terms of Reference

Insurance Cover for the ACT Work Experience Scheme

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DEPARTMENT OF HEALTH

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

- Act Department of Health Crown Leases for Land
- ACT Department of Health Policy Manual
- ACT Department of Health Tenancy agreement for use of facilities
- Airport Disaster Manual
- Casualty Department Manual
- Child Care Centre Manual
 - Royal Canberra Hospital
- Child Health Protocol
- Chiropractic Board
 - Code of Ethics
 - Guidelines for Advertising
 - Requirements for Registration
 - Secretariat Operating Manual
- Dental Board
 - Code of Ethics
 - Guidelines for Permissible Advertising
 - Requirements for Registration
 - Secretariat Operating Manual
- Fire and Emergency Manual
- Food Handling
 - Code of Practice
- Food Premises Code
 - Manual
 - Temporary
 - Constructional Standards
- Food Vendors
 - Code for Itinerant Vehicle
- Freedom of Information Manual

Health Advancement Services,
Outline of Administrative Procedures

Health Services Supply Centre

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

Hospital Policy/Procedure Manual

Immunisation Policy Manual

Industrial Relations Circulars

Infection Control Manual

Intellectual Disability Policy and Procedure Manual

Mass Casualty Disaster Plan

Medical Board

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

Mental Health Policy Manual

Nurses Board

- Notes regarding the Nurses Act 1988

Nursing Home

- Admission/Policy Manual

Optometrists Board

- Lodging of Complaints
- Secretariat Operating Manual

Ordinance Delegations Manual

Patient Admittance/Discharge Manual

Pathology Manual

Personnel Policies and Procedures Manual

Pharmacy Board

- Requirements of Registration
- Secretariat Operating Manual

Physiotherapists Board

- Secretariat Operating Manual

Physiotherapy Procedure Manual

Public Service Act Delegations Manual

Radiology Procedure Manual

Recruitment Manual

Registration Boards

- Hearing of Inquiries, Guidelines and Procedures

Veterinary Surgeons Board

- Secretariat Operating Manual

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DEPARTMENT OF URBAN SERVICES

DEPARTMENT OF URBAN AFFAIRS

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

Listing:

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

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FINANCE BUREAU

FINANCE BUREAU

Listing:

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

GOVERNMENT LAW OFFICE

ACT Government Solicitor

Administrative Law and Courts Section

Australian Capital Territory Gaming and Liquor Authority

Gaming and Liquor Section

Legal Aid Commission

Registrar's Office

ACT Consumer Affairs Bureau

GOVERNMENT LAW OFFICE

ACT Government Solicitor

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

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

Administrative Law and Courts Section

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

Listing:

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

Australian Capital Territory Gaming and Liquor Authority

Inquiries as to access of documents

General inquiries concerning access to documents should be directed to:

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

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

Telephone: 2456 311

Documents held by the Authority

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

Liquor licensing administration documents

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

Poker machine administration documents

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

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

Totalisator Operations documents

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

Gambling and Liquor Section

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

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

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

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

All other material is available for inspection at the office or
by mutual agreement at the ACT FOI Office, Level 3, ACT

Administration Centre, 1 Constitution Avenue, Canberra 2601.

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

Listing:

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

Legal Aid Commission (ACT)

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

Listing:

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

Registrar's Office

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

Listing:

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

HOUSING AND COMMUNITY SERVICES BUREAU

ACT Housing Trust

Community Programs Branch

Community Welfare Branch

Office of Sport, Recreation and Racing

HOUSING AND COMMUNITY SERVICES BUREAU

(The location of manuals accords with the following legend:

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

ACT Housing Trust

Manuals location: a.

Listing:

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

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

Community Programs Branch

Adult Corrective Services

Belconnen Remand Centre standing orders

Manual location: f.

Community Services Orders Scheme manual of procedures

Manual location: g.

Probation and Parole Unit manual of policy and procedures

Manual location: g.

Superintendent's Directions

Manual location: f.

Training Manual

Manual location: f.

Children's Day Care Services

Manuals location: h.

Listing:

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

Checklist

adjunct licences

licence visits to out of school hours care

routine visit

routine visits to out-of-school hours care

Equipment list

Fencing requirements for a child care centre

Fire safety requirements - child care centres

First aid list

Information for establishing/operating a new child care service

Licence conditions

adjunct care

holiday camp

independent pre-school

long day care

occasional care

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

Community Grants Management

Manuals location: e.

Listing:

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

Community Welfare Branch

Manuals location: i.

Listing:

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

Truancy
Youth Advocate notification procedures

Office of Sport, Recreation and Racing
Manuals location: j.

Listing:

Academy of Sport

application for assistance

- individuals

- special project

- team/squad

ACT Sports Development Program

Travel to championships - individuals

- application

- guidelines

Capital and Equipment (Sports) Program

application

guidelines

Operational assistance grant

application

guidelines

Recreation program

application

guidelines

Recreation research grant

application

guidelines

Sports Development Program

application

guidelines

Sports Loan Interest Subsidy Scheme

application

guidelines

Training program

application

guidelines

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INTERIM TERRITORY PLANNING AUTHORITY

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

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

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

This covers:

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

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

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

PLANNING POLICIES

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

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

NCDC Policies Continuing in Operation

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

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

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

Further details of these are given below.

Approved Plans

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

Pamphlets and Similar Documents.

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

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

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

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

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

Written Statements

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

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

Planning Reports

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

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

Supplementary Documents

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

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

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

Copies of these are available on request.

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

Policies Established By the A.C.T Government

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

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

Variation to Policy: Barton Section 9 Block 5 & Section 16 Block 1
Variation to Policy: Canberra Avenue South Canberra
Variation to Policy: City Sections 12-15, 35, 38, 47, 49, 51, 54 and 70
Variation to Policy: Cook Section 13 Block 11
Variation to Policy: Holt Section 19 Block 10
Variation to Policy: Kambah Section 7 Block 7
Variation to Policy: Lyneham Section 48 Block 29
Variation to Policy: Lyneham Section 59 Block 18
Variation to Policy: Macarthur Section 394 Block 2 & Section 344 Block 17
Variation to Policy: Monash Section 57 Block 3
Variation to Policy: Phillip Section 24 Block 6
Variation to Policy: Richardson Section 477 Block 1 and Chisholm Section 594 Block 4
Variation to Policy: South Tuggeranong Part Conder Gordon & Banks
Variation to Policy: Symonston Section 1 Block 1
Variation to Policy: Waramanga Section 46 Block 4
Variation to Policy: Watson Section 75 Block 3

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

Other Documents

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

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

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

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

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

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

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

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

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

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

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OFFICE OF INDUSTRY AND DEVELOPMENT

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

DEVELOPMENT DIVISION

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

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

Location abbreviation:

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

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

LABOUR DIVISION

Employment, Education and Training Branch:

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

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

Guidelines to:

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

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

Industrial Relations Branch

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

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

SURVEYORS BOARD

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

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