

No. S102, Tuesday 30 June 1992

## 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 26 June 1992 but several agencies have indicated completion of their segments before this date.

This edition replaces previous editions published in the Territory Gazette, No. S52, 27 June 1991. 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
- ACT Board of Health
- Department of Education and Training
- Attorney-General's Department
- Housing and Community Services Bureau
- Department of Urban Services
- Department of the Environment, Land and Planning
- ACT Institute of TAFE
- ACT Electricity and Water

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

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

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

Tel: 205 0243

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

## A.C.T. TREASURY

**A.C.T. TREASURY**

**Listing (and locations):**

- Financial Regulations 1989 (level 6, FAI House)
- Guidelines for Residential Land Tax (level 2, FAI House)
- Rates Hardship Remission Guidelines (level 2, FAI House)
- Schedule of bank charges (level 5, FAI House)
- Treasury Directions (level 5, FAI House)

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## **CHIEF MINISTER'S DEPARTMENT**

## **CHIEF MINISTER'S DEPARTMENT**

This statement is correct as at 9 June 1992

### **Chief Minister's Division**

#### **Public Affairs Branch**

##### **Listing:**

- ACT Gazette manual
- Advertising Services Unit methods manual
- Fax/quote system for printing jobs

Documents are held in the Branch, level 3, ACT Administration Centre, 1 Constitution Ave, Canberra 2601.

#### **Industrial Relations Branch**

##### **Listing:**

- Conditions for use of a Manbox
- Excavator and front-end loader - safety information for Certificates of Competency
- General safety rules for forklift trucks
- Guidelines for persons working on installation of lifts
- Guides for Dogmen and crane chasers on how to obtain Certificates of Competency
- Information for Certificates for Pendant-controlled Cranes
- Information on set-up and use of builders' cantilevered platform hoist
- Setting-up of builders hoists
- Safety information on pumped concrete boom operations

Manuals are held in the Branch, Level 1, Ethos House, Ainslie Avenue, Canberra 2601.

### **Economic Development Division**

#### **Business Support Employment Branch**

##### **Listing:**

- Employment and Training Grant Program guidelines
- Fares Assistance Scheme guidelines
- New Enterprise Incentive Scheme guidelines
- Workers Compensation Rebate Scheme guidelines

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

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

##### **Listing:**

- ACT Government Purchasing Manual
- ACTGS Access and Equity Guidelines
- ACTGS Consultancy Guidelines
- Departmental EEO Plan
- EEO Guidelines Nos. 1 and 2 (Public Services Commission)
- EEO Restructuring Guidelines
- Finance Directions (including Overseas Directions)
- Fleet Management Guidelines
- Head of Administration delegations
- Making it Happen, EEO strategies for managers and supervisors, 1992
- Mature Age Women Traineeship Guidelines
- OPSM circulars

- OPSM Office Handbook
- Performance Appraisal Guidelines
- Personnel Management Manuals
- Printing guidelines
- Secretary delegations and instructions
- SES and SOS Guidelines
- Setting the Agenda, EEO in the ACTGS 1992
- Sexual Harassment Guidelines (Public Service Commission)
- Studybank Guidelines

Documents may be inspected by inquiring at the Divisional Administration Unit, 4th level, ACT Administration Centre, 1 Constitution Ave, Canberra 2601.  
Manuals are held on the ninth floor, CBS Tower, Akuna St, Canberra 2601.



## **A.C.T. BOARD OF HEALTH**

### **A.C.T. BOARD OF HEALTH**

In accordance with section 8 of the ACT Freedom of Information Act, 1989, documents listed below are used by officers of the ACT Board of Health to make decisions or recommendations affecting members of the public. Copies may be inspected and purchased at the Board's central office at the corner of Moore and Alinga Streets, Canberra City. The statement is correct as at 16 June 1992.

#### **Listing:**

- Airport Disaster Manual
- Casualty Department Manual
- Child Health Immunisation Protocol
- Child Health Protocol
  - Early Intervention Service Information Sheet
- Chiropractic Board
  - Code of Ethics
  - Guidelines for Advertising
  - Requirements for Registration
- Community Mental Health Policy and Procedure Manual
- Community Nursing Operation Manual
- Dental Board
  - Code of ethics
  - Guidelines for Permissible Advertising
  - Requirements for Registration
- Dental Services Information Handbook
- Dental Technicians and Dental Prosthetists Board
  - Secretariat operating manual
  - Code of ethics
- Fire and Emergency manual - Hospital
- Food Handling - Code of Practice
- Food Premises Code
  - Constructional Standards
- Food premises
  - manual
  - temporary
  - constructional standards
- Food vendors
  - Code for itinerant vehicles
- Health Advancement Services, staff procedures manual
- Health centre
  - policy manual
  - procedure manual
- Information Technology Strategic Plan
- Industrial relations circulars
- Infection Control Manual
- Jindalee Policy 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
- Nurses Board
  - Requirements for registration
  - Admission/policy manual
- Optometrists Board
  - Secretariat Operating Manual
- Patient Admittance/Discharge Manual
- Pathology Manual

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- Pharmacy Board
  - Requirements of registration
- Physiotherapists Board
  - Code of ethics
  - Secretariat Operating Manual
- Physiotherapy Procedure Manual
- Radiology Procedure Manual
- Recruitment manual
- Registration boards
  - Hearings of inquiries, guidelines and procedures
- Veterinary Surgeons Board
  - Code of ethics
  - Secretariat Operating Manual

**DEPARTMENT OF EDUCATION AND  
TRAINING**

This statement is correct to 16 June 1992.

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", in "Excursions Policy Statement, Administrative Procedures & Guidelines for Schools", Schools Bulletin 119, 1983.
- Administration of Medications, Injections & Catheters, Circular Minute Nos 8/88 & 35/88.

**Accommodation**

see Buildings

**Accounting**

see Finance

**ACT Board of Senior Secondary Studies**

- 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 ACT Institute of TAFE - jointly produced with TAFE
- Applying to Tertiary Institutions - advice on further studies at tertiary level, produced annually
- Board Activities - membership and functions of the Board in pamphlet form
- Board Development Plan - the current 3-year Plan of the Board's role, principles, functions and issues faced, in pamphlet form
- Certificates You Could Obtain - details of the available certificates awarded during and at the end of Year 12 studies
- E Course Guidelines 1992 - information on development of Employment courses
- General Schedule - of events each year to fulfil Board policy
- Going on to Senior Secondary Studies - explains the ACT system of senior secondary studies
- Guidelines of Year 11/12 Courses in the ACT 1992 - policy and procedures
- Register of Advanced Standing - a register of agreed advanced standing arrangements, produced annually - jointly produced with TAFE
- 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 Y12 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**

- Alternative Schools
- Community Use of Schools
- Guidelines for Access to Student Records

- Non-Government Schools
- Priority Enrolment Areas
- Secondary College Placements for 1988/89

#### **Arts**

- ACT Arts Development Board Policy Statement
- ACT Arts Development Board Annual Report 1987-1988
- Information for Applicants 1991

#### **Australian Scholastic Aptitude Test (ASAT)**

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

#### **Bilingual Education**

- "Bilingual Education Policy", in Sources of Existing Curriculum Policy for Government Schools
- "Bilingual Education" and Foreign Language Early Start Programs", Schools Bulletin 60, 1981
- Teachers for Bilingual Education/Foreign Language Early Start Programs-Schools Bulletin 75, 1982

#### **Boards**

see School Boards

#### **Buildings**

- Fixed Assets-Recording Acquisition, Transfer and Disposal
- Self-Help Projects
- System Planning Principles and Criteria
- Community use of Schools
- Administrative Procedures: Self-Help Projects and/or Acquisition of Equipment from non-government sources
- Guidelines on the Management of Space in A.C.T. Government School Buildings
- Report on Management of Accommodation in A.C.T. Government Schools
- System Plan Reports
  - Community Schools for Canberra 1989-2000
  - Community Schools for Canberra 1989-2000 (final report)
- Flexible - Space Schools in the ACT - Information Brochure

#### **Bursaries**

1992 Information Paper - ACT Junior Secondary Bursary Scheme

#### **Buses**

see School Bus Services

#### **Canteens**

see School Canteens

#### **Career Education**

- "Career Education Revised Policy", Schools Bulletin 209, 1985

#### **Children's Services Act**

- Procedures for the Notification of Children Need of Care under the Children's Services Act, Schools Bulletin 330, 1988

#### **Colleges**

see Secondary Colleges

#### **Community Use of Schools**

- Hire of School Facilities: 1983 rates and charges schedule of categories of school facilities for hire
- Out of School Hours Child Care - Policy and Guidelines, March 1988, Circular Minute 20/88.

#### **Computer Education**

- "Computer Services", Schools Bulletin 136, 1983
- "Computer Services in Schools", Schools Bulletin 149, 1983
- "Computer Services in Schools", Schools Bulletin 165, 1984

#### **Counsellors and Counselling**

see Guidance and Counselling

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

- Aboriginal Education
- Career Education and Counselling
- Education and the Arts
- Interschool Sports
- Religious Instruction
- Schools Sports: Policy and Procedures
- "Curriculum Support Services", Schools Bulletin 159, 1984
- "Guidelines for the Role of School Boards/Community in Curriculum Decision Making", Schools Bulletin 152, 1987.
- "Responsibilities for Curriculum in A.C.T. Public Schools", Schools Bulletin 152, 1984
- Sources of Existing Curriculum Policy for Government Schools
- Policy Statement Area Preschool/Primary School Program Approval, Schools Bulletin 315, 1987.

#### **Curriculum Development Projects Scheme**

Education Plan 1987/89 - Schools Bulletin 276, 1986

#### **Custody**

- Custody Cases, Schools Bulletin 199, 1985.

#### **Discipline**

see also Student Management

- Discipline Policy - Schools Bulletin 252, 1986.
- Policy and Procedures for the Management of Student Behaviour, Schools Bulletin 368, 1988.
- Policy and Procedures for Suspension and Exclusion of Students in ACT Public Schools, Schools Bulletin 380, 1989.

#### **Education and the Arts**

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

#### **Education Clinics**

see Guidance and Counselling

#### **English as Second Language (ESL)**

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

#### **Enrolment**

- Enrolment of Students from Overseas
- Enrolment Policy
- Preschool Enrolment Policy
- Enrolling at School in the ACT - Information Brochure

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- Enrolment procedures for newly-arrived non-English speaking background students
- Priority Enrolment Areas
- Rural Preschool Policy
- Secondary College Placements for 1988/89
- "Enrolment Policy Changes", Schools Bulletin 324, 1988.
- Entry Age Enrolment Policy
- Exemption from Attending School in the ACT - Procedural Guidelines
- Secondary College Enrolment Procedures
- Priority Enrolment Areas 1990, Schools Bulletin 397, 1989 Small Schools and Schools with Declining Enrolments, Schools Bulletin 253, 1986.

**Equal Employment Opportunity**

- Equal Employment Opportunity Policy, Schools Bulletin 181, 1984
- Equal Employment Opportunity Program 1990-1991, Schools Bulletin 409, 1990.

**ESL**

see English as a Second Language

**Excursions**

- Contracting Coach Services for Excursions
- "Excursions: Policy Statement, Administrative Procedures and Guidelines for Schools", Schools Bulletin 119, 1983.
- "Excursion Policy - Amendment", Schools Bulletin 129, 1983.
- Guidelines for the Organisers of Overseas Excursions by Schools", Schools Bulletin 119, 1983 and Schools Bulletin 352, 1988.
- Policy Statement and Mandatory Procedures for Outdoor Adventure Activities/Excursions, Schools Bulletin 395, 1989.
- Outdoor Adventure Activities
- Preschool Excursion Procedures

**Finance**

- Charity and Fund Raising/Promotions
- Financial Assistance by Parents for Preschools
- Guidelines for the Purchase and Hire of Vehicles
- Parental Contribution Policy
- Funding-School Policy Statement, Schools Bulletin 279, 1987
- Accounting Manual-Schools Authority Act 1986

**Foreign Languages**

see Bilingual Education

**General**

- Area Preschool/Primary School Program Approval
- Charity fund raising promotion
- Education and condoms in schools
- Education of Gifted and Talented Children
- Gender Equity Education Policy
- Guidelines for the care and use of animals in schools
- High Education Program Guidelines
- Policy for Service to Students with Special Needs
- A Vision of Service: Developing a Total Culture of Service for the ACT Schools Authority, Schools Bulletin 370, 1989.
- A Vision of Service-Response and Progress, Schools Bulletin 394, 1989.
- Quality in Public Schooling.
- Responsibilities for Curriculum in ACT Public Schools
- Review of Students in ACT Special Education
- System Philosophy



- The Role of Boards/Community in Curriculum Decision-Making
- School Planning and Development Programs Involving Student Free Days

#### **Gifted and Talented Children**

- 'The Education of Gifted and Talented Children', Schools Bulletin 133, 1983
- Guidance and Counselling
- School Counsellors' Handbook

#### **Health**

- Administration of Medication, Catheters and Injections to Students in ACT Public Schools
- Ambulance Transportation
- First-Aid in Schools
- Guidelines and Procedures for Infection Control of Communicable Diseases including AIDS
- Immunisation Records Procedures
- Policy and Procedures for the Treatment and Prevention of Head Lice
- Recommended Minimum Period of Exclusion from School, Preschool and Child Care Centres of Infectious Disease Cases and Contracts School Accidents
- Smoking in the workplace
- Sunsmart policy
- 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
- High School Education Guidelines

#### **Industrial**

- Equal Employment Opportunity Policy
- Industrial Action Affecting the Operation of Schools, Schools Bulletin 178, 1984.

#### **Infectious Diseases**

see also Health

- Policy and Procedures for the Treatment and Prevention of Head Lice, Schools Bulletin 331 of 5 May 1988.
- 'Exclusion of Students from Schools: Infectious Diseases', Schools Bulletin 56, 1981.
- Guidelines and Procedures for Infection Control of Communicable Diseases including Acquired Immune Deficiency Syndrome (AIDS)- Schools Bulletin 298, 1987, Circular Minutes 77/87, 93/87.

#### **Interest Subsidy**

- Interest Subsidy Scheme-General Information and Conditions

#### **Legal**

- Legal Copyright for Schools
- Custody cases
- Liability for persons injured on Commonwealth land or premises
- Procedures for Notification of Children in Need of Care under the Children's Services Act
- Guidelines for Resolving Cases of Sexual Harassment of Students in ACT Schools

#### **Non-Government Schools**

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

#### **Non-Sexist Education**

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

**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
  - Policy and procedures for the early entry of students in a government school
  - Preschool Handbook 1986
  - Enrolling in Schools in the ACT

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

- Priority Enrolment Areas**  
see Enrolment
- Professional Development
  - Professional Development Handbook, Semester 1, 1991

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

- Safety**
- Interschool Sports
  - Policy and Procedures on the Wearing of Bicycle Helmets by Students in ACT Public Schools
  - Safety Procedures for the Use of Trampolines
  - School Sports: Policy and Procedures

- School Accidents**  
see Accidents

- School and Related Operations**
- Policy and Procedures for the Operation of School Canteens

- Out-of-School-Hours Child Care Policy
- Paid Tutors: Policy and Statement and Implementing Guidelines for ACT Public Schools
- Playgroups
- Excursions
- Guidelines for Access to Student Records
- Policy and Procedures on Record Keeping
- School Planning and Development Programs involving Student Free Days
- School Year
- Variation of School Starting/Finishing times
- High School Certification

#### **School Boards**

- Financial arrangements between Parents & Citizens, and School Boards
- 'Guidelines for the Role of School Boards - Community of Curriculum Decision Making' Schools Bulletin 154, 1984
- School Boards - Partnership and Participation, Second Edition, 1990
- 'School Boards - Operation of', Schools Bulletin 11, 1979.
- Selection of School Principals, Schools Bulletin 208, 1985.

#### **School Buildings**

see Buildings

#### **School Bus Services**

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

#### **School Canteens**

- Guidelines for Operation for School Canteens Circular Minute 13/87.
- Policy and Procedures for the Operation of School Canteens, Schools Bulletin 362, 1989.

#### **School Fees**

see Voluntary Contributions

#### **School Hours**

- School Planning and Development Programs Involving Student free days - Procedures and Guidelines, Schools Bulletin 187, 1984
- Structure of the School Year, Circular Minute 135/57, 1987
- Variation of School Starting/Finishing Times, Schools Bulletin 138, 1983, Circular Minute 63/88.

#### **Schools Reorganisation**

- Community Schools for Canberra 1989 - 2000; Draft Plan (1987)
- Community Schools for Canberra 1989 - 2000 Final Report (1988)
- Hudson Report, A Community Divided? An Examination of School Closure Policy in the ACT, November 1990.
- Schools Reshaping Information Package

#### **Secondary Colleges**

- Secondary College Enrolment Procedures and Placements for 1990.
- Student Assessment Project in Secondary Colleges of the Australian Capital Territory (1989)

#### **Sexism in Education**

see Non-Sexist Education

#### **Sexual Harassment**

- 'Guidelines for Resolving Cases of Sexual Harassment of Students in A.C.T

- Schools', Schools Bulletin 153, 1984.
- Sexual Harassment Policy, Schools Bulletins 301, 1987, and 251, 1986 and 321, 1988.

#### **Smoking**

- Smoking in the Workplace, Schools Bulletin 308, 1987.

#### **Special Education**

- Learning Assistance Program Manual - Student Identification Procedures and Guidelines for use of the Resource in Schools
- Panel procedures for the review of services to students with special needs
- Policy for Services to Students with Special Needs
- Special Education in A.C.T. Government Schools, 1989.
- Review of Students in Special Education

#### **Sport**

- ACT Primary School Sports Association Constitution 1984
- ACT Primary School Sports Association Policy Decisions 1983
- ACT Department of Education Sports Policy Guidelines (1989)
- A.C.T. Schools Sports Council Constitution 1982
- A.C.T. Schools Sports Council Discipline Policy
- Selection and Management Policy for A.C.T. Representative Teams
- Sponsorship Policy
- Guidelines for Outdoor Adventure Activities
- School Sport: Policy and Procedures, Schools Bulletin 328, 1988
- Policy and Procedures on the Wearing of Bicycle Helmets, Schools Bulletin 331, 1988.
- A.C.T. Secondary Schools Sports Association Constitution
- 'Inter-School Sport', Schools Bulletin 119, 1983
- Specific Sports Guidelines - Circular Minute 119/89 November 1989.

#### **Staff Development**

see Professional Development

#### **Staffing Manual**

- Section 8: Equal Employment Opportunity (EEO)
- Section 19: The Ombudsman
- Section 23: Freedom of Information (FOI)
- Section 24: Judicial Review Administrative Decision (Judicial Review) Act
- Section 25: The Administrative Appeals Tribunal (AAT)

#### **Student Management**

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

#### **Student Records**

- Policy and Procedures on Student Record Keeping, Schools Bulletin 340, 1988
- Guidelines for Access to Student Records, Schools Bulletin 340, 1988
- Student record-keeping system - data access

**Supervision**

- 'Supervision of Pupils', Schools Circular 1978/27

**System Management**

- School Boards
- System Planning Principles and Criteria

**Tertiary Entrance Score (TES)**

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

**Transport**

see School Bus Service

**Voluntary Contributions**

- ACT Schools Authority Policy on Parental Involvement in School Funding, Schools Bulletins 105, 1982 and 279, 1987.
- Parent Contribution - Circular Minute 96/87

**Welfare**

- Custody cases
- Exemption from Attending School in the ACT
- Guidelines for Resolving Cases of Sexual Harassment of Students in ACT Schools
- Policy and Procedures Concerning Pregnant Students in ACT Public Schools
- Procedures for the Notification of Children in Need of Care Under the Children's Services Act

**Work Education**

- Experience Counts - a guide for schools, employers and unions on the ACT work experience (October 1991)
- Career Education Policy 1985

## **ATTORNEY-GENERAL'S DEPARTMENT**

**ACT Government Solicitor**

This entry is correct as at 28 May 1992

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

Listing:

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

Administrative, Law and Courts Section

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

Listing:

Guidelines for the provision of legal and financial assistance under section 82 of the Administrative Appeal Tribunal Act

Guidelines and procedure for Justices of the Peace

**Consumer Affairs Bureau**

This statement is correct as at 19 June 1992

The following documents are available from the ACT Consumer Affairs Bureau, Level 3, 40 Allara Street, Canberra 2601.

Brochures produced by the Bureau are:

- ACT *Credit Act 1985* (6)
- Buying new and used motor vehicles
- Buying toys
- Condensation and Mould (in English and Vietnamese)
- Consumers and refunds
- How can the Consumer Affairs Bureau help you?
- Let's talk - Consumer protection
  - Moving house
- Renting a private house
- REVS - for peace of mind when you buy a car privately

Other publications produced by the Bureau are:

- Consumer Survival Kit
- Door-to-door trading guides for traders and consumers
- Lay-by sales guides for traders and consumers
- Quarterly editions of the newsletter 'ACT Alert'
- Your consumer rights

Documents have been produced setting out the main provisions of the following ACT Acts:

- Consumer Affairs Act 1973
- Law Reform (Manufacturers Warranties) Act 1977
- Law Reform (Misrepresentation) Act 1977
- Lay-by Sales Agreement Act 1963
- Pyramid Selling Act 1973
- Sale of Goods Act 1954
- Trading Stamps Act 1972

Documents have also been produced on the following:

- among other things, the procedures to be followed by the Bureau's Fair Trading Office staff
- 'Consumer Affairs Bureau - investigating office procedure'
- 'Guidelines for investigation of breaches of ACT laws on consumer affairs/commercial practices'
- the administration and application of the ACT *Landlord and Tenant Act 1949*
- the main provisions of the ACT *Sale of Motor Vehicles Act 1977* and which set out some of the procedures to be followed by the Bureau's staff when implementing the

Act

- the procedures for determining the who is entitled to be awarded a 'Fair trader of the month' award
- the procedures for receipting cheques received by the Bureau from credit providers and finance brokers under the *ACT Credit Act 1985*
- the procedures to be followed by the Bureau's staff when preparing an annual report
- the product safety provisions in the *ACT Consumer Affairs Act 1973*

There is also a 'Legal Opinions' file.

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

- '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

**Legal Aid Commission**

This statement is correct as at 16 June 1992

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

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

**Ministerial Liaison and Support**

This statement is correct as at 23 June 1992

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

- Chief Minister's directions on annual management reporting for ACT Government bodies
- Credit reporting: code of conduct and explanatory notes (Privacy Commissioner)
- Data-matching in Commonwealth administration (Privacy Commissioner guidelines)
- Federal Privacy Act Training Package
- Freedom of Information legal decisions and determinations
- Ministerial Procedures Manual

**Office of Director of Public Prosecutions**

This statement is correct as at 22 June 1992

The following document may be inspected at the Office, 7th floor, AMP Building, 1Hobart Pl, Canberra 2601:

- Prosecution Policy and Guidelines in the Australian Capital Territory

**Public Trustee's Office**

This entry is correct as at 29 May 1992

Location: 4th floor, 4 Mort St, Braddon 2601.

Listing:

- Determination of fees and commission
- Procedures Manual and internal staff Minutes

**Registrar's Office**

This statement is correct as at 23 June 1992

Documents may be inspected at Allara House, Allara Street, Canberra 2601.

Associations

- Current fees - *Associations Incorporations Act 1991* (as gazetted)
- Instruction leaflets



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
- 'Your Civil Ceremony' brochure

Deeds and Instruments

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

General

- Client bulletins
- Computer manuals and workbooks
- Registrar's Report
- Registrar's Roundabout
- Staff Handbook
- Staff Notices

Land titles

- Current fees - *Real Property Act 1925* (as gazetted)
- 'Land Titles Practice': Baalman and Wells, fourth edition
- Miscellaneous opinions, determinations and cases
- 'NSW Conveyancing Law and Practice': CCH Australia Ltd
- Practice Notes
- Registrar's Office Manual
- 'The Torrens System in Australia': Douglas J Whalan

**HOUSING AND COMMUNITY SERVICES  
BUREAU**

This statement is correct as at 22 June 1992

#### **HOUSING AND COMMUNITY SERVICES BUREAU**

The location of manuals accords with the following legend (location in parentheses):

- a. ACT Housing Trust counter, ACT Government Shopfront, East Row Canberra 2601
- b. Second floor, ACT Administration Centre, 1 Constitution Ave, Canberra 2601
- c. Second floor, South Building, London Circuit, Canberra 2601
- d. Second floor, Health Building, 1 Moore Street, Canberra 2601
- e. Third floor, Health Building, 1 Moore St, Canberra 2601
- f. Community Corrections Centre, Egan Court, Belconnen 2617
- g. Belconnen Remand Centre, cnr Rae & Josephson Sts, Belconnen 2617
- h. Corrective Services, Acton House, Acton 2601
- i. Juvenile Justice, Mugga Lane, Symonston 2903
- j. Level 4, room 17, Wales Centre, London Circuit, Canberra 2601
- k. Housing Trust, Woden District Office, plaza level, Cosmopolitan Building, Woden Town Centre, Woden 2606
- l. Belconnen District Office, Belconnen Community Centre, Chandler St, Belconnen 2617
- m. Tuggeranong District Office, ground floor, Centrepoint Building, Tuggeranong Town Centre, Tuggeranong 2900
- n. Family Services, Woden District Office, Phillip Health Centre, cnr Corinna and Keltie Sts, Woden 2602

#### **ACT Housing Trust**

- Home Ownership FOI Manual (c)
- Rental Housing Services FOI Manual (a, c, k, l, m)
- Sales to Tenants Policy Guidelines (a, c, k, l, m)

Housing assistance documents available under the *Housing Assistance Act 1987* are (all available at location c):

- community organisation rental housing assistance program
- crisis accommodation housing assistance program
- defence force rental housing assistance program
- HomeBuyer housing assistance program
- long stay caravan park assistance program
- public rental housing assistance program
- rent relief housing assistance program
- short-term lodging housing assistance program

#### **Family Services Branch**

- Adoptions Procedures Manual (d)
- Children's Day Care Manual (e)
- *Children's Services Act 1986* (d, e)
- *Children's Services Amendment Act 1991* (d, e)
- Family Services Policy and Procedures Manual (d, e, l, m, n)
- Intercountry Adoptions Fees Schedule (d)
- Juvenile Justice Procedures Manual (i)
- Juvenile Justice Residents' Handbook (t)

#### **Community Programs Branch**

##### Community Development

(all manuals at e)

- Community Services Grants Program Manual
- Community Services Grants Service Agreement
- Home and Community Care Advisory Committee: terms of reference
- Home and Community Care Agreement (not yet finalised)
- Home and Community Care Service Agreements

Corrective Services

- ACT Remand Centres Act 1976 (h, g)
- ACT Remand Centre Regulations (h, g)
- Belconnen Remand Centre Standing Orders (g)
- Community Corrections Procedures Manual (f, h)
- Crimes Act 1974 (f, h)
- NSW Crimes Act 1900 (f, h)
- Parole Act 1976 (f, h)
- Parole Orders (Transfer ) Act 1983 (f, h)
- Superintendent's Instructions (g)
- Supervision of Offenders (CSO Ordinance) Act 1985 (f, h)
- Training manual (g)

Disability Services

- ACT Disability Services (e)
- Residential Services Medication Policy (c)
- Resource and Assessment Services Orientation Manual (c)

Office of Rental Bonds

(all manuals at j)

- Guidelines for Landlords
- Guidelines for Tenants
- Landlord and Tenant Act 1949
- Various forms including:
  - Bond Lodgement
  - Change of Managing Agent/Owner
  - Change of shared tenancy
  - Claim for refund of bond
  - Condition Report
  - Transfer of bond

## **DEPARTMENT OF URBAN SERVICES**

## **CITY SERVICES GROUP**

This statement is correct as at 12 June 1992

Listing:

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

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

## **Traffic Engineering**

Listing:

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

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

## **Traffic and Roads Section**

Listing:

- Basic Specifications Road Hydraulic Services Landscape.
- Guidelines on Environmental and Engineering Practices - Roads and Bridges
- Land Development Quality Assurance
- NCDC Technical Paper 37 Cycleways

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

## **Stormwater Section**

Listing:

- ACT Floodplain Protection Policies and Guidelines (draft) - Willing & Partners, Oct

- 1989 (Interim Territory Planning Authority)
- Also, Austroads, ARRB and Standards Australia documents
- Australian Rainfall & Runoff - Institution of Engineers, Australia, 1987
- Design Guidelines for Engineered Waterways - Scott & Furphy, 1989 (ITPA)
- Design Guidelines for Water Pollution Control Ponds (draft) - Peter Cullin & Norrie 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

These documents are available from the Section, first floor, 253 Canberra Ave, Fyshwick, 2609.

## **ACTION**

This statement is correct to 3 June 1992 and replaces previous listings of manuals held for ACTION (Australian Capital Territory Omnibus Network) by the ACT FOI Office and published in the Commonwealth of Australian Gazettes.

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

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

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

### **Listing:**

- ACTION FACTS (Monthly)
- Annual report 1990-91
- Bus Book 2 (reprint) includes Tuggeranong Bus Book Supplement and timetable changes
- Corporate Plan 1991-92
- Fares schedule
- Tourist sightseeing brochures
- ACTION 92

## **FIRE AND EMERGENCY SERVICES GROUP**

### **ACT Fire Brigade**

#### **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

These manuals are available through the Civic Shopfront, ground floor, East Row (adjacent to bus information kiosk), Canberra 2601.

## **PUBLIC WORKS AND SERVICES GROUP**

#### **Listing:**

- ACT Government Purchasing Manual

- Basic specification - roads, hydraulic services landscape
- Canberra Landscape Guidelines - Canberra Landscaping Guidelines
- Landscape Design and Construction Guidelines - private leases
- Plant list
- Procedures manual for project managers
- Public Works and Services Business Plan for 1991
- Public Works and Services code of tendering
- Standard engineering brief

These documents may be inspected at John Overall Offices, 220 Northbourne Ave, Braddon 2601.

- Asset Management Service - business plan
- Asset Management Service - guidelines for Branch operational cycle for 1991-92
- Schedule of fees for road openings

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

## **CORPORATE SERVICES BUREAU**

### **Client Services Branch**

#### **Listing:**

#### **Financial management**

- ACT Purchasing Manual
- Finance Directions
- Finance Regulations

#### **Hawkers**

- Fees and charges

Documents are held in the Government Services and Projects Section, 5th floor, 1 Moore Street, Canberra 2601.

- Australian Traineeship System administrative guidelines
- Sexual harassment guidelines for the Department of Urban Services

Documents are held in Organisation Development Service, ground floor, Allara House, Allara Street, Canberra 2601.

#### **Security**

- Commonwealth Security Manual

This document is held in Accommodation Services, 1st floor, Bennett House, Canberra.

### **Human Resources Branch**

#### **Personnel management**

#### **Listing:**

#### **Volume 1**

- Long Service Leave Act
- Long Service Leave Regulations
- Maternity Leave Act
- Maternity Leave Regulations
- Merit Protection and Review Act and Regulations
- Public Service Act
- Public Service Regulations



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Volume 2

- Determinations
- Salary scales

Volume 3

- Discipline Handbook
- Guidelines on the handling of personal grievances
- Guidelines on misuse of alcohol and other drugs
- Guidelines on official conduct
- Guidelines on personal records
- Staff counselling guidelines

Volume 7

- Officers mobility provisions
- Separation procedures

Volume 8

- Employment conditions

Volume 10

- Streamlining instructions:
  1. Recruitment, appointment and probation
  2. Discipline
  3. Transfer and promotion
  4. Temporary performance and unattachment
  5. Staff selection guidelines
  6. Inefficiency instructions
  7. Excess staff
  8. Age retirement and early retirement
  9. Loss of essential qualifications

Officers may also consult the following Acts: Crimes, Freedom of Information, Privacy, and Public Service.

All documents are held in Personnel Section, Akuna House, Canberra, and also in Personnel Policy and Practices Section, 1st floor, South Building, London Circuit, Canberra 2601.

- Information Technology Policy Framework guidelines

This document is held with the the Information Technology Policy Group, 5th floor, 1 Moore Street, Canberra 2601.

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

## CORPORATE DOCUMENTS

This statement is correct as at 15 June 1992.

Manuals location: inquiries can be made through the Business Development Unit, John Overall Offices, 220 Northbourne Avenue, Braddon 2601:

- Department of the Environment, Land and Planning: Access and Equity Plan 1991-1994
- Department of the Environment, Land and Planning: Equal Employment Opportunity Policy Statement
- Department of the Environment, Land and Planning: 'Partners in Quality' Corporate Plan 1990-1991
- Department of the Environment, Land and Planning: Preventing and Eliminating Sexual Harassment in the Workplace Policy Statement
- Department of the Environment, Land and Planning: Removal of Offensive Material Policy Statement

## ENVIRONMENT AND CONSERVATION DIVISION

This statement is correct as at 15 June 1992

Manuals locations: inquiries can be made at either the Division Head's office, Homeworld Building, Anketell Street, Tuggeranong, ACT 2902, or the ACT Government shopfront in the Saraton Building, East Row, Civic 2601.

Listing:

- ACT Decade of Landcare Plan
- ACT Government Noise Manual
- ACT Water Pollution Manual
- City Parks and Yarralumla Nursery Information Handbook
- 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 (Draft)
- Management Plan for Jervis Bay Nature Reserve (Bowen Island) (Draft)
- Management Plan for Lake Ginninderra (Draft)
- Management Plan for Murrumbidgee River Corridor (Draft)
- Management Plan for Namadgi National Park
- Management Plan for Village Creek Open Space, Kambah (Draft)
- Occupational Health and Safety Agreement
- Pesticides Register - all information on the register, except community confidential information, e.g. formulation details
- Urban Erosion and Sediment Control Design Manual
- Urban Erosion and Sediment Control Field Guide
  
- Decisions for granting licences and permits under the *Nature Conservation Act 1980* re decisions on granting licences and permits:
  - Draft Guidelines for the Assessment of Permit and Licence applications
  - Draft Koala Display Policy
  - Draft Policy for the Keeping of Wildlife for Rehabilitation
  - Guidelines for the Public Display of Animals
  - Reptile Policy
  
- For administering permit/licence system files are kept on permit/licence holders containing:
  - copies of permits/licences
  - inspection reports

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- 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

The Environment and Conservation 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 of contracts and tenders; records of Government: administrative arrangements and other machinery of government matters; management plans on ACT parks and reserves, and conservation plans relating to selected heritage places; technical and scientific reports and discussion papers

### The Arts

This statement is correct as at 15 June 1992.

Manuals location: inquiries can be made at

Acton House, Edinburgh Avenue, ACTON A.C.T. 2601.

#### Listing:

- ACT Arts Development Board policy statement
- Guidelines for Arts and Special Events Grant Applicants
- Guidelines for City Decorations
- Information for Arts and Special Events Grant Applicants Booklet
- Special Events and Festivals Advisory Committee Policy Statement.

An information package, in the form of a monthly mailout, is circulated to the community and is available to any interested person or club. 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 clubs for inclusion in the package.

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

- ministerial correspondence, briefings and Possible Assembly Questions (PAQs)
- general correspondence and information
- financial, staffing and administration records
- agendas and minutes of meetings.

## **ACT Planning Authority**

The statement is correct as at 15 June 1992.

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

### **1. Planning policies**

The planning policies of the ACT Planning Authority are those contained in the Territory Plan.

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

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

These statements, mostly in the form of written text, contain policies that are applicable to the whole of Canberra. Copies are available, free on request:

- Design and Siting Controls - Cottage Blocks
- Design and Siting Controls - Courtyard Blocks
- Design and Siting Controls - Townhouse Blocks
- Design and Siting Policies 1973
- 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 Policies for Aged Persons Accommodation
- Planning Policies for Dual Occupancy of Detached House Blocks
- Planning Policies for Service Stations
- Planning Policies for Local Centres
- Planning Policy for the Use of Reflective Window Treatments
- Policy on Front Fences

#### **B. 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 and \$10:

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

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

#### **C. Approved plans.**

Approximately 900 approved plans set out the range of uses applicable for particular parcels of land. These are in the form of coloured maps. Some cover extensive areas, while other are block-specific. Copies can be obtained, at a range of charges. Some of these approved plans may have been partially revoked as they relate to 'Designated Areas'. Reference should be made to the National Capital Plan Appendix C Section 2.

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D. Policy plans in leaflet form.

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

Note:

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

2. Supplementary documents

The above policy documents should also be read in conjunction with the following administrative instructions:

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

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

Copies of these are available on request.

3. Other documents

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

- Schedule No 1: Places on which decisions on Design and Siting may proceed without further consideration under section 6(2) (A) of the *Buildings (Design and Siting) Act 1964*.
- Schedule of Special 'Streetscape Guidelines':  
Canberra Central District 1990
- Schedule of Special 'Streetscape conditions for Design and Siting applications':  
Canberra Central District 1990

Copies of these documents may be viewed. An interim document on 'Standards for Car Parking Provision' may be viewed by contacting the Principal Planner, ACTPA Transport Planning Section, John Overall Offices, 220 Northbourne Avenue, Braddon, ACT 2601.

### Office of Sport and Recreation

This statement is correct as at 15 June 1992.

Manuals location: Inquiries can be made from the Sport and Recreation Office, Level 1, Centrepoint Building, Tuggeranong, ACT 2902 - :

- Civic Olympic Pool Redevelopment Building Operational and Maintenance Manual
- For administering the permit/licence system in accordance with the *Lakes Act 1976*, files are kept on permit/licence holders containing copies of permits/licences.
- Guideline and application for Sport and Recreation grants
- Operations Manual for the Erindale Leisure Centre
- the 'Sport and Recreation Calendar' (this is also available from selected newsagents at a cost of 50c per copy)

The Office of Sport and Recreation has a range of other documents 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 of contracts and tenders; records of Government: administrative arrangements and other machinery of government matters.

### Land Division

This statement is correct as at 15 June 1992.

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

Location key:

- LVC - Lease Variations and Compliance
- LAC - Lease Alterations and Compliance
- S - Sales, Land Development Branch
- LS - Lease Services
- CS - Commercial Section, Business Office
- LIO - Land Information Office
- E - Estates, Land Development Branch
- ED - Estate Development
- Prog - Programming
- SPAR - Strategic Practices and Review

<u>Name/Title</u>	<u>Location</u>
ACT Executive Leases	S
Additional Development of lease policies and procedures	LCV/LAV
Additional Land (Surrender/Regrant)	LCV/LAV
Aged Persons' Accommodation Policy	S
Amendment Land Rent Formula Policy	CS
Agents Certificates	LS
Art Galleries Policy	LS
Auction Balance - Extension to Pay Procedures	LIO
Betterment Policy (applications prior to 2 April 1992)	LCV/LAV
Boarding Houses Policy	LS
Bonds - policy/procedures	ED/LS
Boundary Variation (Surrender/Regrant)	LCV/LAV
Breaches of Lease Policy	LCV/LAV
Charging - Association, Welfare and Community Organisations	S
Charging Policy for Recreational Clubs	S
Clubs Policy	S
Community Facilities Policy	S
Community Leases Betterment Policy (applications prior to 2 April 1992)	LCV/LAV

Community Leases - Insurance Policy	LS/SALES
Community Leases - General Policy	S/LS
Complaints Lease Covenants Procedures	LS
Complaints/Long Grass Procedures	LCV/LAV
Complaints/Pollution Procedures	LCV/LAV
Compliance Certificates Multiple Units by Block and Unit	LS
Compliance Certificate Procedures	LIO
Deletion of Land from Lease Procedures	LCV/LAV
Direct Grant - Minor Industrial Policies and Procedures	S
Direct Allocation Policies and Procedures	S/LIO
Direct Grant Procedures	S
Dirty Blocks Policy Procedures	LCV/LAV
Dirty Blocks Procedures	LCV/LAV
Doctors and Dentists Policy	LCV/LAV
Dual Occupancy Procedures	LCV/LAV
Expiry of Lease - Compensation Procedures	LS
Extension of Time Procedures	LS
Fences Advice	LS
Fitness Certificates - Display Homes Policy	LS
Guidelines Land Development Procedures	ED
Home Business - Section 10 Policy	LS
Section 10 Procedures	LS/LIO
Section 10 Renewal Procedures	LS
Housing Trust Sales Policy	E
Investment Before Purchase Procedure	LIO
ACTPA - Advice	LIO
Land Preparation Procedures	S/PROG/ED
Land Rent Payout Policy	LS
Land Rent Policy	S
Land Rent - Reappraisal Policy	LS
Lease Termination Policy	LS/LCV/LAV
Lease Term Extension Policy	LCV/LAV
Lease Transfers (180) Policy	LS
Lease Variations	LCV/LAV
Leasing of Sportsgrounds	S
Leased Land Inspections	Lease Admin
Licences	S/LS
Maintenance of Leased Territory - Improvements/Buildings	LS
Minor Industrial Sites Application Procedures	LS
Multiple Unit Plan Procedures	LS
National Association - Barton Policy	S
National Association Policy	S
Orders under Part VI of the Land Act	Lease Admin
Private Enterprise Land Development (PELD) Procedures	E
Plan Approvals Policy	LS
Plan Perusal Procedures	LS
Planning Areas/Block Procedures	LIO
Public Housing Lease Policy	E
Purchase of Government-owned Improvements	S/LCV/LAV
Purchasing Residential Land/Auction Procedures	S
Purchasing Residential Land/Counter	LIO
Queried Plans Procedures	LS
Recovery of Land Procedures	LS
Renewal of Leases	LCV/LAV
Reserve Price Policy - Commercial	S/Prog
Reserve Price Policy - Multiunits	S/Prog
Reserve Price Policies - PELD	E/Prog
Reserve Price Policy - Residential	S/Prog
Section 29 Policies/Procedures (Planning & Land Management) Act 1988	SPAR



Statutory Authorities Policies	S
Stormwater Problem Procedure	LIO
Street Numbering - Detached Housing	LIO
Street Numbering - Medium Density	LIO
Street Numbering - Commercial Block	LIO
Surrender Policy	LS
Surrender of Lease - Compensation Procedures	LS
Transfer Policy Surrender Procedures	LS
Trees - Advice	LIO
Unit Plans Policy and Procedures	LS

**A.C.T. INSTITUTE OF T.A.F.E.**

This statement is correct to 5 June 1992.

In accordance with section 8 of the *Freedom of Information Act 1989*, the documents listed below are used by officers of the ACT Institute of TAFE 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 Finance Regulations 1989  
ACT Fleet Management Procedures and Guidelines  
ACT Institute of TAFE delegations  
ACT Purchasing Manual  
ACT Treasury Directions  
Annual reports  
Assets Procedures  
Audio-visual materials  
Australian Committee for Training Curriculum (ACFTC) - Guidelines for Preparation of National Curriculum Project Proposals

Course brochures  
Course Guide  
Course Guide for International Students  
Course Selection Policies  
Curriculum documents

Department of Finance Regulations and Directions  
DILGEA - Adult Migrant Education Program Eligibility

Estate Duty Officers - policy and procedures  
EEO guidelines  
Enrolment Manual

Fees and Charges Policy

Guidelines for Educational Management  
Guidelines for Retraining Programs  
Guidelines for Study Awards  
Guidelines relating Institute Financial Management Procedures  
Guidelines relating to Personnel Practices and Procedures

Institute policies, procedures and guidelines

Maps, plans and drawings  
Memoranda of Understanding with other educational institutions  
Minutes and papers relating to administrative meetings  
Minutes and papers relating to Advisory Committee meetings

Personnel management manuals

Records Management Procedures  
Registrar of Advanced Standing Agreements with other Educational Sectors  
Registrar of Australian Tertiary Education (RATE) - guidelines for accreditation of courses  
Room allocation procedures

Selection policy  
Sponsorship policy  
Student Handbook

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

This statement is correct to 4 June 1992 and replaces the statement of 20 May 1991.

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 streetlighting columns
- Debt recovery Small Claims Court • Dishonoured and post dated cheques
- 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 Pollution Control Authority
- Restoration of supplies
- Retrospective charging for electricity
- Streetlight columns - current standards and policy
- Temporary supply (electricity) - special aconditions
- Theft of electricity
- 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

#### **Others**

- ACTEW Land Development Procedures Manual
- ACTEW Service and Installation Rules - Electricity
- ACTEW Water Supply and Sewerage Standards
- EEO Programme