



AUSTRALIAN
CAPITAL TERRITORY

SPECIAL

GAZETTE

No. S23, Thursday 10 May 1990

DEPARTMENT OF HEALTH

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

SECTION 7 STATEMENT

Minister

A handwritten signature in black ink, appearing to be 'D. S. Lawrence'.

Date

7/5/1990

FREEDOM OF INFORMATION ACT 1989 SECTION 7 STATEMENT

Section 7 (1) of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The ACT Department of Health was established under the administrative arrangements of the second Kaine ministry in December 1989. The Service has legal entity under the Community & Health Service Act, 1985.

Organisation

The Service and Department is responsible to the ACT Minister for Health, Education and the Arts. The Service is a corporation sole, constituted by a General Manager appointed by the Minister. The Department is structured into five Branches and the Hospital Services Division. The Branches and Hospital Services are linked administratively. The Executive Directors of the Branches report to the Minister through the Secretary. The Chief Executive Officer of Hospital Services reports through the Interim Hospitals Board Chairperson to the Secretary and to the Minister.

Functions

The Service is responsible for provision of health care services in the Australian Capital Territory and the surrounding region, including public hospitals; health transportation and ambulance services; community health services; mental health services, including hostels for people with intellectual disabilities; health information and education services. A list of legislation relating to health services in the ACT under which the Department or its officers exercise statutory powers is given below.

Cemeteries Act 1933, Section 16b
Meat Act 1931
Mental Health Act 1983
Drugs of Dependence Act 1989
Poisons Act 1933
Poisons and Drugs Act 1978
Public Health (Prohibited Drugs) Regulations
Public Health Act 1928
Radiation Act 1983
Tobacco Products (Health Warnings) Act 1986
Transplantation and Anatomy Act 1978
Tuberculosis Act 1950
Venereal Diseases Act 1956

Hospital Services Division

Provides a comprehensive range of specialist services including administration of Royal Canberra and Woden Valley Hospitals, health transportation and ambulance services, and pathology services. The provision of care for the aged and disabled and mental health services are also a function of this Division.

Public Health

Responsible for the analytical laboratory, communicable and environmental disease control, public health surveillance, pharmaceutical inspections and radiation safety.

Community Health Services

In broad terms this Branch is responsible for a wide range of services through the community health centres, including migrant health services, community nursing, women's health, dental and health education.

Special Services

Is concerned with child health services, services for people with an intellectual disability, speech pathology and physiotherapy services, alcohol and drug services, the Jindalee Nursing Home, the Independent Living Centre and the Taxi Scheme.

Policy Planning and Government Relations

Responsible for departmental policy development, client and community policy, inter-government relations and resources policy, data analysis research and statistics, public relations and co-ordination of departmental/government communication. A management review cell address internal audit and business review matters.

Corporate Management

Responsible for financial management, industrial relations, legal services and organisational development. Administrative services are provided to the Registration Boards.

Arrangement for outside participation

Persons or bodies outside the Department's administration may participate in the Department's policy formulation or administration by making representations in writing to the ACT Minister for Health, Education and the Arts, the Secretary of the Department or other appropriate members of the staff. In addition officers of the Department meet with representatives of professional and other bodies outside the administration to discuss matters of mutual interest.

Powers

The Service holds a wide variety of statutory powers relating to health services in the ACT.

Under the Meat Act, the Public Health Act and many subsidiary Acts the Service holds powers to inspect foodstuffs, preparation areas, hairdressers, food processing areas, slaughterhouses and other areas. Delegated or authorised

officers of the Service may condemn, seize and dispose of diseased meat, permit the drying of skins or salting of hides and approve slaughter of animals.

The Service also holds authority to grant and cancel licences to manufacture psychotropic substances, direct the method of destruction of certain substances forfeited to the Commonwealth, authorise various persons or institutions to possess restricted drugs, grant licences to sell poisons and narcotic drugs. Authorised officers may enter any premises and demand production of stocks of drugs, books and documents. These powers are referred to the Service by the Poisons and Drugs Act and Poisons Act and the Public Health (Prohibited Drugs) Regulations

The Service holds powers under the Cemeteries Act to approve the exhumation of a body or remains; under the Tuberculosis Act to ensure that sufferers of the disease are located and treated; and under the Fluoroscopes Act to approve the operation of fluoroscopes, to direct that a fluoroscope be kept inoperative and to enter premises to inspect fluoroscopes. The Service also has authority under the Community and Health Services Act to appoint or employ staff and visiting medical and dental officers and has authority in matters of staff employment.

Categories of documents

The Department holds the following documents

(a) copies of contracts with medical officer and specialists in its employ and with private medical practitioners with visiting rights to hospitals, copies of briefing notes, submissions, minutes and reports relating to its functions prepared for or by Ministers, the Departmental advisory committees and boards and working parties and annual reports;

(b) data bases relating to personnel administration, assets registers, in-patient morbidity statistics and accounting systems;

(c) files on general policy and procedural matters, parliamentary questions, ministerial briefings, financial management, public health and health inspections, general correspondence and files on establishment and secretarial matters;

(d) publications, manuals and guidelines for the guidance of its staff, full details of those which are applicable to the Department's dealing with the public, being contained in the Department's Section 8 Statement under the Freedom of Information Act;

(e) maps and plans of the Department's facilities, such as hospitals and health centres, working plans and drawings for proposed buildings or facilities under alteration or construction; and maps of the ACT and surrounding region used for the planning and delivery of services.

The Department holds medical and client records at many of its functional units. These include in-patient and out-patient records at Royal Canberra and Woden Valley Hospitals, health centre medical records, records for the Child Health and School Dental Services, pathology, Rehabilitation and Aged Care Services and client files from its Mental Health Branch and Alcohol and Drug Service.

The Department produces a number of pamphlets and brochures, for public distribution, relating to health matters in the ACT and surrounding region. Many other documents are often made available free of charge.

The Department will make available for purchase documents covered by Section 8 of the Freedom of Information Act. From time to time documents are produced for which charges will be levied.

The Department maintains a wide variety of registers and indexes both on manually updated and automated systems. They cover such areas as file indexes, morbidity statistics and an assets register. Further information on register and indexes should be sought from the Department.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.

CHIROPRACTORS REGISTRATION BOARD

FREEDOM OF INFORMATION ACT 1989 - SECTION 7 STATEMENT

Section 7 of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The Board was established under the Chiropractors Registration Act 1983.

Organisation

The Board comprises of five members appointed by the Minister for Health, Education and the Arts.

Functions

The Board administers the Chiropractic Act, which provides for the registration of Chiropractors and Osteopaths in the ACT and for the regulation of their conduct in the ACT.

Powers

The decision-making powers held by the Board or its Chairperson under the Chiropractors Act are

- a) to register Chiropractors and Osteopaths to practice in the ACT.
- b) to discipline registered members of the profession, after due inquiry for one or more of the grounds set out in the Act. This includes the power to deregister.
- c) to determine qualifications for entitlement to registration and make recommendations to the Minister, and to determine ethical standards for the chiropractic and osteopathic professions.

Arrangements for outside participation

Persons or bodies outside the Board may not participate in the Board's policy formulation or administration. They may, however, make representations in writing to the Chairperson of the Board on matters covered by the Chiropractors Act.

Categories of documents

The Board maintains a Register of Chiropractors and Osteopaths for the ACT. Other documents which it holds include records (minutes) of its meetings; files and documents relating to the registration of individual Chiropractors and Osteopaths; files and documents relating to disciplinary inquiries; and files and documents concerning its administration and various functions under the Act.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.

DENTAL REGISTRATION BOARD

FREEDOM OF INFORMATION ACT 1989 SECTION 7 STATEMENT

Section 7 (1) of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The Dental Board was established under the Dentists Registration Act 1931.

Organisation

The Board comprises a Chairperson and three other members appointed by the Minister for Health, Education and the Arts, and three members elected, as occasion requires, from and by dentists registered in the ACT.

Functions

The Board administers the Dentists Registration Act which provides for the registration of dentists, dental hygienists and dental assistants to practise dentistry in the ACT and for the regulation of the conduct of a dental practice in the ACT.

Powers

Listed below are the decision-making powers held by the Board or its Chairperson under the Dentists Registration Act:

- a) approve qualifications for recommending to the Minister as qualification conferring entitlement to apply for registration
- b) hold or cause to be held on its behalf, examinations, the passing of which confer entitlement to apply for registration
- c) cause or refuse to cause a person who has applied for registration to be registered, specially registered, provisionally registered or temporarily registered
- d) hold an inquiry into whether the registration of a person should be cancelled or suspended or whether the person should be reprimanded
- e) cancel or suspend registration of a person
- f) reprimand a registered person.

Arrangement for outside participation

Persons or bodies outside the Board may not participate in the Board's policy formulation or administration. They may, however, make representations in writing to the Chairperson of the Board on matters covered by the Dentist Registration Act.

Categories of documents

The Board maintains a register of dentists, dental hygienists and dental assistants for the ACT. Other documents which it holds include records (minutes) of its meetings, files and documents relating to the registration of individual dentists, dental hygienists and dental assistants; files and documents relating to disciplinary inquiries; and files and documents concerning its administration and various function under the Act.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.

DENTAL TECHNICIANS AND PROSTHETISTS REGISTRATION BOARD

FREEDOM OF INFORMATION ACT 1989 SECTION 7 STATEMENT

Section 7 (1) of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The Dental Technicians and Prosthetists Board was established under the Dental Technicians and Prosthetists Registration Act 1988.

Organisation

The Board comprises a Chairperson and five other members, one who is a community representative, appointed by the Minister for Health, Education and the Arts.

Functions

The Board administers the Dental Technicians and Prosthetists Registration Act which provides for the registration of dental technicians and dental prosthetists to practise prosthetic services in the ACT and for the regulation of the conduct of dental technicians and prosthetists in the ACT.

Powers

Listed below are the decision-making powers held by the Board or its Chairperson under the Dental Technicians and Prosthetists Registration Act:

- a) hold or cause to be held on its behalf, examinations, the passing of which confer entitlement to apply for registration
- b) cause or refuse to cause a person who has applied for registration to be registered, provisionally registered or temporarily registered
- c) hold an inquiry into whether the registration of a person should be cancelled or suspended or whether the person should be reprimanded
- d) cancel or suspend registration of a person
- e) reprimand a registered person.

Arrangement for outside participation

Persons or bodies outside the Board may not participate in the Board's policy formulation or administration. They may, however, make representations in writing to the Chairperson of the Board on matters covered by the Dental Technicians and Prosthetists Registration Act.

Categories of documents

The Board maintains a register of dental technicians and dental prosthetists for the ACT. Other documents which it holds include records (minutes) of its meetings, files and documents relating to the registration of individual dental technicians and dental prosthetists; files and documents relating to disciplinary inquiries; and files and documents concerning its administration and various function under the Act.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.

DRUGS ADVISORY COMMITTEE

FREEDOM OF INFORMATION ACT 1989 SECTION 7 STATEMENT

Section 7 (1) of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The Drugs Advisory Committee was established by the Poisons and Drugs Act 1978.

Organisation

The Committee comprises three members appointed by the Minister for Health, Education and the Arts, with one member being a qualified psychiatrist and another being nominated by the Australian Capital Territory Medical Association.

Functions

The Committee considers applications for approval to supply certain drugs and substances, which are referred to it by the Medical Officer of Health. The Committee may direct the Medical Officer of Health to approve such an application in terms different from those sought.

Powers

The ACT Community and Health Service has the power to direct that application to prescribe restricted drugs and narcotics be approved, refused or varied.

Arrangements for outside participation

Persons or bodies outside the Committee's administration may participate in the Committee's policy formulation by making representations in writing to the Chairperson of the Committee on matters concerning its operation.

Categories of documents

The Committee holds copies of agenda papers and minutes of its meetings, correspondence with the Medical Officer of Health and copies of its own annual reports.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be

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made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.

MEDICAL PRACTITIONERS REGISTRATION BOARD

FREEDOM OF INFORMATION ACT 1989 SECTION 7 STATEMENT

Section 7 (1) of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The Medical Board was established under the Medical Practitioners Registration Act 1930.

Organisation

The Board comprises a Chairperson and three other members appointed by the Minister for Health, Education and the Arts, and three members elected, as occasion requires, from and by medical practitioners registered in the ACT.

Functions

The Board administers the Medical Practitioners Registration Act which provides for the registration of persons to practise medicine in the ACT and for the regulation of the conduct of a medical practice in the ACT.

Powers

The decision-making powers held by the Board or its Chairperson under the Medical Practitioners Registration Act are:

- a) to approve qualifications for recommending to the Minister as qualifications conferring entitlement to apply for registration
- b) to hold or cause to be held on its behalf, examinations, the passing of which confer entitlement to apply for registration
- c) to cause or refuse to cause a person who has applied for registration to be registered, specially registered, provisionally registered or temporarily registered
- d) to approve qualified persons for the purpose of undertaking internships in specified hospitals
- e) to hold an inquiry into whether the registration of a person should be cancelled or suspended or whether the person should be reprimanded
- f) to cancel or suspend a practitioner's registration

g) to reprimand a practitioner

Arrangements for outside participation

Persons or bodies outside the Board may not participate in the Board's policy formulation or administration. They may, however, make representations in writing to the Chairperson of the Board on matters covered by the Medical Practitioners Registration Act.

Categories of documents

The Board maintains a Register of Medical Practitioners for the ACT. Other documents which it holds include records (minutes) of its meetings; files and documents relating to the registration of individual practitioners; files and documents relating to disciplinary inquiries; and files and documents concerning its administration and various functions under the Act.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.

NURSES REGISTRATION BOARD

FREEDOM OF INFORMATION ACT 1989 SECTION 7 STATEMENT

Section 7 (1) of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The Board was established under the Nurses Act 1988.

Organisation

The Board comprises a Chairperson and four other members appointed by the Minister for Health, Education and Arts, and four members elected, as occasion requires, from and by nurses registered in the ACT.

Functions

The Board administers the Nurses Act which provides for the registration of nurses, the enrolment of nursing aides and, consequent on this, regulation of the conduct of nursing practice in the ACT.

Powers

Listed below are the decision-making powers held by the Board or its Chairperson under the Nurses Act:

- a) approve hospitals as schools of nursing for the education of registered nurses or enrolled nursing aides;
- b) hold registration and enrolment examinations, the passing of which confers entitlement to apply for registration as a nurse or enrolment as a nursing aide after completion of the appropriate period of nursing education;
- c) cause, or refuse to cause, a person who has applied for registration or enrolment to be registered or enrolled, provisionally registered or enrolled;
- d) cause, or refuse to cause, the issue of a temporary permit to a nurse registered elsewhere in Australia to act as locum tenens for an ACT registered nurse;
- e) hold an inquiry into whether the registration or enrolment of a person should be cancelled;
- f) cancel a nurse's registration or enrolment;
- g) suspend a registered nurse from practice when necessary to prevent the spread of infection;

h) caution, censure or suspend from practice any registered nurse for misconduct.

Arrangements for outside participation

Person or bodies outside the Board may not participate in the Board's policy formulation or administration. However individuals or organisations may make representations to the Board through the Chairperson and the Board may take such representation into account when formulating policy or considering matters of administration under the Act.

Categories of documents

The Board maintains a Register of Nurses and a Roll of Nursing Aides for the ACT. Other documents which it holds include records (minutes) of its meetings, files and documents relating to registration or enrolment of individual nurses, files and documents relating to disciplinary inquiries, and files and documents concerning its administration and various functions under the Act.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.

OPTOMETRISTS REGISTRATION BOARD

FREEDOM OF INFORMATION ACT 1989 SECTION 7 STATEMENT

Section 7 (1) of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The Optometrists Board was established under the Optometrists Act 1956.

Organisation

The Board comprises a Chairperson and one other member appointed by the Minister for Health, Education and Arts, and one member elected, as occasion requires, from and by Optometrists registered in the ACT.

Functions

The Board administers the Optometrists Act, which provides for the registration of optometrists in the ACT and for regulation of their conduct in optometry.

Powers

Listed below are the decision-making powers held by the Board or its Chairperson under the Optometrists Act:

- a) hold, or cause to be held on its behalf, examinations the passing of which confer entitlements to apply for registration;
- b) cause, or refuse to cause a person who has applied for registration to be registered, specially registered, provisionally registered or temporarily registered;
- c) hold an inquiry into whether the registration of a person should be cancelled or suspended or whether the person should be reprimanded;
- d) cancel or suspend an optometrist's registration
- e) reprimand an optometrist.

Arrangements for outside participation

Person or bodies outside the Board may not participate in the Board's policy formulation or administration. They may, however make representations in writing to the Chairperson of the Board on matters covered by the Optometrists Act.

Categories of documents

The Board maintains a Register of Optometrists for the ACT. Other documents which it holds include records (minutes) of its meetings, files and documents relating to the registration of individual optometrists, files and documents relating to disciplinary inquiries, and files and documents concerning its administration and various functions under the Act.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.

PHARMACISTS REGISTRATION BOARD

FREEDOM OF INFORMATION ACT 1989 SECTION 7 STATEMENT

Section 7 (1) of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The Pharmacy Board was established under the Pharmacy Act 1931.

Organisation

The Board comprises a Chairperson and three other members appointed by the Minister for Health, Education and Arts, and three members elected, as occasion requires, from and by pharmacists registered in the ACT.

Functions

The Board administers the Pharmacy Act, which provides for the registration of pharmacists and for the control of the practice of pharmacy in the ACT.

Powers

Listed below are the decision-making powers held by the Board or its Chairperson under the Pharmacy Act:

- a) approve qualification for recommending to the Minister as qualification conferring entitlement to apply for registration,
- b) hold, or cause to be held on its behalf, examinations the passing of which confer entitlement to apply for registration,
- c) cause or refuse to cause a person who has applied for registration to be registered, specially registered, provisionally registered or temporarily registered,
- d) hold an inquiry into whether the registration of a person should be cancelled, suspended or whether to person should be reprimanded,
- e) cancel or suspend a pharmacist's registration
- f) reprimand a pharmacist,
- g) determine standards for the conduct of practice

Arrangements for outside participation

Persons or bodies outside the Board may not participate in the

Board's policy formulation or administration. They may, however, make representations in writing to the Chairperson on matters covered by the Pharmacy Act.

Categories of documents

The Board maintains a register of Pharmacists for the ACT. Other documents which it holds include records (minutes) of its meetings, files and documents relating to registration of individual pharmacists, files and documents relating to disciplinary inquiries, files and documents concerning its administration and various functions under the Act.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.

PHYSIOTHERAPISTS REGISTRATION BOARD

FREEDOM OF INFORMATION ACT 1989 SECTION 7 STATEMENT

Section 7 (1) of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The Physiotherapists Board was established under the Physiotherapists Registration Act 1977.

Organisation

The Board comprises a Chairperson and three other members appointed by the Minister for Health, Education and Arts, and three members elected, as occasion requires, from and by physiotherapists registered in the ACT.

Functions

The Board administers the Physiotherapists Registration Act, which provides for the registration of persons to practise physiotherapy in the ACT and for the regulation of their conduct of physiotherapy.

Powers

Listed below are the decision-making powers held by the Board or its Chairperson under the Physiotherapists Registration Act:

- a) approve qualification for recommending to the Minister as qualification conferring entitlement to apply for registration
- b) hold, or cause to be held on its behalf, examinations the passing of which confer entitlement to apply for registration
- c) cause, or refuse to cause, a person who has applied for registration to be registered, specially registered, provisionally registered or temporarily registered
- d) hold an inquiry into whether the registration of a person should be cancelled or suspended or whether the person should be reprimanded
- e) cancel or suspend a physiotherapist's registration
- f) reprimand a physiotherapists

Arrangements for outside participation

Person or bodies outside the Board may not participate in the Board's policy formulation or administration. They may,

however, make representations in writing to the Chairperson of the Board on matters covered by the Physiotherapists Registration Act.

Categories of documents

The Board maintains a Register of Physiotherapists for the ACT. Other documents which it holds include records (minutes) of its meetings, files and documents relating to the registration of individual physiotherapists, files and documents relating to disciplinary inquiries, and files and documents concerning its administration and various functions under the Act.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.

VETERINARY SURGEONS REGISTRATION BOARD

FREEDOM OF INFORMATION ACT 1989 SECTION 7 STATEMENT

Section 7 (1) of the (ACT) Freedom of Information Act 1989 requires all agencies to prepare and publish a statement setting out the structure, operations and categories of documents.

Establishment

The Veterinary Surgeons Board was established under the Veterinary Surgeons Registration Act 1965.

Organisation

The Board comprises a Chairperson and two other members appointed by the Minister for Health, Education and Arts, and two members elected, as occasion requires, from and by veterinary surgeons registered in the ACT.

Functions

The Board administers the Veterinary Surgeons Registration Act, which provides for the registration of persons to practise veterinary surgery in the ACT and for the regulation of the conduct of veterinary surgeries in the ACT.

Powers

Listed below are the decision-making powers held by the Board or its Chairperson under the Veterinary Surgeons Registration Act:

- a) approve qualification for recommending to the Minister as qualifications conferring entitlement to apply for registration
- b) hold, or cause to be held on its behalf, examinations the passing of which cause entitlement to apply for registration
- c) cause or refuse to cause a person who has applied for registration to be registered, specially registered, provisionally registered or temporarily registered
- d) hold an inquiry into whether the registration of a person should be cancelled or suspended or whether the person should be reprimanded
- e) cancel or suspend a veterinary surgeon's registration
- f) reprimand a veterinary surgeon

Arrangements for outside participation

Persons or bodies outside the Board may not participate in the

Board's policy formulation or administration. They may, however, make representations in writing to the Chairperson of the Board on matters covered by the Veterinary Surgeons Registration Act.

Categories of documents

The Board maintains a Register of Veterinary Surgeons for the ACT. Other documents which it holds include records (minutes) of its meetings, files and documents relating to the registration of individual veterinary surgeons, files and documents relating to disciplinary inquiries, and files and documents concerning its administration and various functions under the Act.

FOI procedures and initial contact points

The ACT Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The ACT FOI Office is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00 am to 4.00 pm Monday to Friday, (excluding Public Holidays), for requests to be lodged. Documents to which access has been granted under the FOI Act may be inspected by appointment only. Appointments may be made outside these hours by special arrangements with the FOI Office. Facilities for reading documents (under supervision) are available at the FOI Office. An index of manuals and functional statements may also be inspected at the FOI Office.