

No. S18, Friday 4 May 1990

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

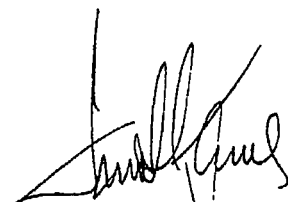
SECTION 7 STATEMENTS

Chief Minister's Department
Office of Industry and Development
ACT Treasury
Interim Territory Planning Authority
Finance Bureau

CHIEF MINISTER'S DEPARTMENT

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

SECTION 7 STATEMENT



Chief Minister

Date 1.5.90

INTRODUCTION

With the advent of ACT self-government on 11 May 1989, the *ACT FOI Ordinance 1989* (now retitled *Freedom of Information Act 1989*) became an enactment having effect within the ACT, and the Commonwealth's FOI Act ceased to apply to ACT Government agencies. The ACT FOI Act closely follows the Commonwealth legislation.

The ACT FOI Act requires the Minister responsible for any agency to prepare and publish FOI statements within 12 months of the effective date of the Act (i.e. 11 May 1990). The information in the statements must also be published in each agency's next available annual report.

The statement outlines the Chief Minister's Department's organisation, functions and powers, the categories of documents available, and facilities provided for access to documents. It is correct to 11 May 1990 and replaces the statement published in the *1988-89 annual report (volume 2) of the Department of the Arts, Sport, the Environment, Tourism and Territories*.

ORGANISATION

CHIEF MINISTER'S DEPARTMENT

Chief Minister's Division

Cabinet Office

Public Sector Management Branch

Public Affairs Branch

Policy Co-ordination and Government Branch

Social Policy Division

Community Affairs Branch

FUNCTIONS

The Chief Minister's Department is responsible for:

- the provision of executive support to the ACT Government
- policy advice to the Chief Minister
- co-ordination of social and family policy including the aged, people with disabilities, women, aboriginals and multicultural policy, and veterans
- co-ordination of environment policy
- heritage matters
- the co-ordination of machinery of government/administration matters
- inter-government relations
- matters relating to casino development and control
- co-ordination of ACT Government public relations

LEGISLATION CONFERRING POWERS

The Chief Minister's Department derives certain powers affecting members of the public under the following legislation:

- *Administrative Heads (Tenure of Office) Act 1989*
- *Audit Act 1989*, sections 23, 26, 42 (1), 42 (2) (b), 47 (4), 49 (2), 51 (1), 67 (5, 6, 7), 73 (2), 77, 83, 86, 89 (3), 90, 94 (3), 111 (1, 2), 124
- *Casino Control Act 1988*
- *City of Canberra Arms Act 1932*
- *Community Development Fund Act 1981* as it relates to the administration of heritage grants programs
- *Enquiry Act 1938*
- *Legislative Assembly (Members' Staff) Act 1989*
- *Public Service Act 1989*
- *Remuneration (Miscellaneous Amendments) Act 1989*
- *Remuneration (Repeal) Act 1989*

POWERS CONFERRED

The Chief Minister's Department exercises the following powers which may affect members of the public:

- determine whether vacant positions should be advertised
- impose or remit charges under the *Freedom of Information Act 1989*
- exercise the right to demand and examine documents

ARRANGEMENTS FOR PUBLIC PARTICIPATION IN DECISION MAKING

Avenues include public submissions to various inquiries, discussion at public meetings, access to records through FOI requests, and comments on environmental impact statements.

Categories of documents

The Chief Minister's Department holds several basic categories of documents: those that are freely available to the public on request and without charge; those that are part of a public register and are available to the public on payment of a fee; those available for purchase by the public; and all other kinds of documents that may be made available under the FOI Act.

Documents available on request and without charge

The Chief Minister's Department produces publications on various aspects of administration by agencies of the ACT Government Service.

Documents held by the Heritage, Environment and Planning Unit comprise:

- criteria used by the ACT Heritage Committee in assessing the heritage significance of places for inclusion in the ACT Heritage Places Register
- the Lake Burley Griffin Bicentennial Heritage Trail leaflet
- various conservation plans and reports produced by consultants or the Unit
- Directory of Heritage Resource Sources

Documents available for purchase by the public

The Chief Minister's Department makes available copies of the ACT Government Service *Functional Directory*; and copies of the *Australian Capital Territory Gazette*; and copies of the Legislation and Cabinet handbooks.

Documents of other kinds that may be made available under the FOI Act

The documents include:

- general files containing internal, inter-departmental and public correspondence
- minutes of meetings of management and other committees, agendas and background papers
- policy statements, financial and staffing estimates
- diaries, rosters, work sheets, job cards, inventories (and other administrative records relating to specific Branch and Division activities)
- program and policy co-ordination files
- files on applications for grants
- records held on microfiche, computer or paper in connection with specialised divisional functions
- personnel files and recruitment documents
- photographs, videos and films
- finance and accounting records; details of contracts and tenders
- files on applicants and clients
- assessment documents for places entered in the ACT Heritage Places Register
- records of government: Administrative Arrangements and other machinery of government matters, and ACT honours lists.

CHIEF MINISTER'S DIVISION

Functions

Co-ordinates administration between ACT Government agencies, provides support to the ACT Executive and the Chief Minister; fosters relationships between the ACT Government, and the Commonwealth, state and local governments; responsible for public

administration including public service matters, inquiries and administrative reviews, public relations and information technology co-ordination; and advises the Chief Minister on matters relating to casino development and control.

Organisation

CHIEF MINISTER'S DIVISION

Departmental Services Section

Policy Co-ordination and Government Branch
Inter-Governmental Relations and Special Projects
Executive Services

Cabinet Office

Public Affairs Branch
Media Relations
Operations Section
Business Management Section

Public Sector Management Branch
Human Resources Policy and Planning Section
Management Consultancy Section
Personnel Section
Staff Development and Management Improvement Section
Information Technology Policy and Co-ordination Section
Investigations Section
Audit Review Section
Special Projects and Co-ordination Section

Branch and Section functions

Departmental Services Section
Provides library and registry services to ACT Government Service agencies; and financial systems and administrative support to the Chief Minister's Department.

Policy Co-ordination and Government Branch
Responsible for policy co-ordination and liaison between ACT Government Service agencies. Provides policy support to the Chief Minister, including Cabinet briefings and submissions, and advice on matters such as administrative arrangements and other machinery of government issues. Also provides secretariat services

to the ACT Senior Officers Committee, and special consultative mechanisms established by the Protocol Statement on ACT - NSW Liaison Arrangements (i.e. Heads of Government meetings, NSW - ACT Consultative Forum, and Heads of Administration meetings).

Inter-Governmental Relations and Special Projects

Provides policy advice, co-ordination and liaison within the ACT Government Service, and co-ordinates relations with the Commonwealth, state, and local governments; provides policy support to the Chief Minister, including matters relating to parliamentary inquiries and matters before Cabinet.

Executive Services

Provides a liaison point for the ACT Government Service between the Chief Minister's Office, Cabinet Office, Parliament, ACT statutory authorities, and other departments. Co-ordinates the Chief Minister's briefings, submissions and correspondence; and provides a range of services to the ACT Executive related to staffing, accommodation, and entitlements and allowances. Maintains the Chief Minister's Possible Assembly Question brief.

Cabinet Office

Provides administrative support to and co-ordinates policy advice for Cabinet, co-ordinates and monitors the Government's legislation program, liaises with and advises agencies on Cabinet and legislative processes and requirements; provides advice to the ACT Executive regarding matters associated with the Legislative Assembly, schedules and monitors executive business in the Assembly; and undertakes special co-ordination and policy development tasks as directed by the Secretary and Head of the Chief Minister's Division.

Public Affairs Branch

Provides advice, co-ordination and liaison between ACT Government Service agencies regarding media relations, arranges departmental advertising and publications; maintains the Freedom of Information Office, ACT Gazette Office, honours and awards, hospitality and protocol, and provides a public information service.

Media relations

Responsible for advising on media aspects of policy initiatives, facilitating a positive relationship between the media and the ACT Government and departments in Canberra and nationally, monitoring the media and advising management on material of interest to the ACT Government Service, organising press conferences and other events to promote ACT Government activities and relevant issues, and writing and editing press releases and possible newspaper articles.

Operations Section

Administers the FOI and Privacy Acts and is the contact point for all queries and requests. Responsible for the ACT Gazette Office, gazette distribution, special project work, telephone and written inquiries, face to face information services, functional and alphabetical telephone directories, the Senior Officer's list, and ceremonial and protocol matters. Also administers the Secretary's Entertainment Fund, the Hospitality Vote, the ACT honours and awards system, the Canberra Citizens of the Year program, the Canberra Coat of Arms, Commissioner for Declaration processes, and is the contact point for Ombudsman investigations within the Chief Minister's Department.

Business Management Section

Manages the client business of the Branch, including contract public relations and public information arrangements. Undertakes publishing of ACT Government Service publications, and provides a design, layout and final artwork service for client areas of the ACT Government Service. Provides a technical publishing/printing advisory service, and administrative finance and staffing support to the Branch. Responsible for ACT Government advertising, placement and financial reconciliations

Public Sector Management Branch

Administers conditions of service and personnel practices for staff of the ACT Executive, the ACT Legislative Assembly Secretariat, the Chief Minister's Division, Interim Territory Planning Authority, ACT Treasury, ACT Government Law Office (including the ACT Legal Aid Office), and the Office of Industry and Development.

Human Resources Policy and Planning Section

Assesses present and future human resource needs of the ACT Government Service; researches and develops policies and 'best practices' in relation to public sector employment options; administers Equal Employment Opportunity policies and programs for the Service to ensure compliance with the legislation; administers the Senior Executive Service structures and staffing in the Service including mobility, EEO and performance appraisal programs; and develops and monitors the staff data base for EEO, SES and feeder groups to maximise mobility potential and staff development.

Management Consultancy Section

Assists managers in the ACT Government Service identify and resolve management and operational problems, including the

provision of external resources drawn from both the public and private sectors.

Personnel Section

Administers conditions of service and a range of employment and personnel practices including the recruitment and placement of staff, salaries and leave processing, resolution of discipline and grievance matters; provides a staff counselling service; examines and develops proposals for classifications and structures; and promotes 'best' personnel practices across the ACT Government Service.

Staff Development and Management Improvement Section

Provides advice and assistance to ACT Government Service agencies on the implementation of best management practices, including client service improvement and program management and budgeting; and develops associated policies and guidelines. Provides training and staff development services which enhance the achievement of the Chief Minister's portfolio agency objectives. Co-ordinates or assists with the implementation of ACT Government Service-wide management and staff development programs and office traineeships, including implementation of Structural Efficiency Principle and Second Tier agreements.

Information Technology Policy and Co-ordination Section

Develops policies, strategies and guidelines for the use of information technology in the ACT Government Service. Advises on strategic information technology issues and directions, and provides secretariat services to inter-departmental information technology co-ordination committees.

Investigations Section

Responsible for increasing the awareness of ACTGS managers of the risk of fraud, for developing fraud prevention measures, and for investigating allegations of fraud and impropriety.

Audit Review Section

Conducts audits on systems and procedures in the Chief Minister's Department, ACT Treasury, Department of Urban Services, Office of Industry and Development, Interim Territory Planning Authority, and Government Law Office.

Special Projects and Co-ordination Section

Advises on machinery of government matters, program accountability, and annual reporting requirements. Develops program accountability. Co-ordinates projects involving more than one section of the Branch.

SOCIAL POLICY DIVISION

Functions

Develops and co-ordinates government policy on social and family policy issues including the status of women, the family, veterans, the ageing, the disabled, Aborigines, and multi-cultural affairs. Formulates policy on heritage, environmental, planning and development matters.

Organisation

FIRST ASSISTANT SECRETARY

Women's Unit
Heritage, Environment and Planning Section
Social Policy Review Section

Community Affairs Branch
Community Development Section
Social Equity Section

Unit and Section functions

Women's Unit

Provides a focus for all matters affecting the status of women. Ensures the ideas and comments of women are known by all ACT Government agencies; disseminates information about programs, services and government policies affecting women (including the ACT women's budget statement); and coordinates service-wide and portfolio initiatives affecting women. Provides an information and referral service for ACT women, and secretariat support to the ACT Women's Consultative Council. Manages the ACT Woman of the Year award program.

Heritage, Environment, and Planning Section

Co-ordinates and monitors the formulation of policy on heritage, environmental, planning and development matters. Manages ACT heritage programs. Provides secretariat support to the ACT Heritage Committee.

Social Policy Review Section

Facilitates the implementation of government platforms by developing and reviewing policies and by assessing their impact.

Community Affairs Branch

Co-ordinates social and family policy formulation with agencies and advises the Government. Co-ordinates other significant issues or proposals as required.

Community Development Section

Provides a focus for special interest groups, particularly the aged, ethnic groups, Aborigines, and the disabled to ensure their special needs are addressed.

Social Equity Section

Ensures that social equity and family strategies are implemented effectively. Provides a focus for veterans' issues and liaises on youth affairs. Provides a central agency role as required in respect of grants-in-aid.

FOI procedures and initial contact points

ACT FOI Office

The Office receives, monitors, and co-ordinates all FOI requests for the ACT Government Service. It is located on Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9 a.m. to 4 p.m. Monday to Friday, excluding public holidays, for requests to be lodged. Manuals and functional statements for the Chief Minister's Department may also be inspected and purchased at the ACT FOI Office.

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 arrangement with the Office. Facilities for reading documents (under supervision) are available at the ACT FOI Office.

Advisory Service

Applicants may discuss the nature or scope of an intended request or seek advice on FOI matters generally and are assisted to identify adequately the documents they seek. Inquirers are encouraged to seek the information they require through existing access avenues, as has been the practice in the past, before resorting to the more formal FOI procedures.

Postal requests

All written requests for documents under the FOI Act should be directed to PO Box 921, Civic Square, Canberra, ACT 2608. This is the appropriate address in terms of the legislation (being the address published in the ACT Gazette) to which FOI requests for

documents held by the ACT Government Service should be sent. The FOI address is different from that of the rest of the Department to expedite the processing of FOI requests.

Initial contact points

Initial inquiries should be directed to the ACT FOI Office. Telephone inquiries should be directed to the FOI Inquiries Officer, telephone (06) 275 8123, or the FOI Officer, telephone (06) 275 8884.

Transfer of requests

Requests for access to documents not held by the Chief Minister's Department will be transferred to the appropriate agency. Applicants will be notified accordingly.

Consultation

The FOI Officer is responsible for, and co-ordinates all consultation necessary to satisfy FOI requests. Consultation may be necessary when a request fails to meet the provisions of the Act, lacks detail to enable the Department to identify the document sought, or is so broad in its scope that substantial resources are required to satisfy the request. An applicant is also consulted where a substantial charge is likely to be made.

Consultation may take the form of a telephone discussion seeking clarification of a minor matter, a letter, or a request for a personal interview in more complex cases. Failure by an applicant to consult with the FOI Office may result in a request being refused.

Remission of charges

Applicants may seek a remission of charges on the ground of financial hardship, public interest, or personal affairs. An applicant must substantiate adequately a request for remission.

Request may lapse

Where an applicant fails to inspect documents to which access has been granted, the request will be considered to have lapsed forty-five days after the access notification.

Refusal of requests

Access to documents requested under the Act may be refused under the Act. The authorisation to refuse access to an ACT Government Service document in part or in full is limited to the Secretary of the Chief Minister's Department, or officers delegated under section 22 of the FOI Act.

OFFICE OF INDUSTRY AND DEVELOPMENT

A.C.T. FREEDOM OF INFORMATION ACT 1989

SECTION 7 STATEMENT



Chief Minister

Date 1.5.90

OFFICE OF INDUSTRY AND DEVELOPMENT

FREEDOM OF INFORMATION STATEMENT

Section 7(1) of the (ACT) Freedom of Information Act 1989, which came into effect on 11 May 1989, requires all agencies to prepare and publish a statement setting out their role, functions, structure, documents available for public inspection and facilities for access to such documents. This supersedes the former requirement under Section 8 of the (Commonwealth) Freedom of Information Act 1982.

ORGANISATION

The organisation is reflected in the attached Organisation Chart.

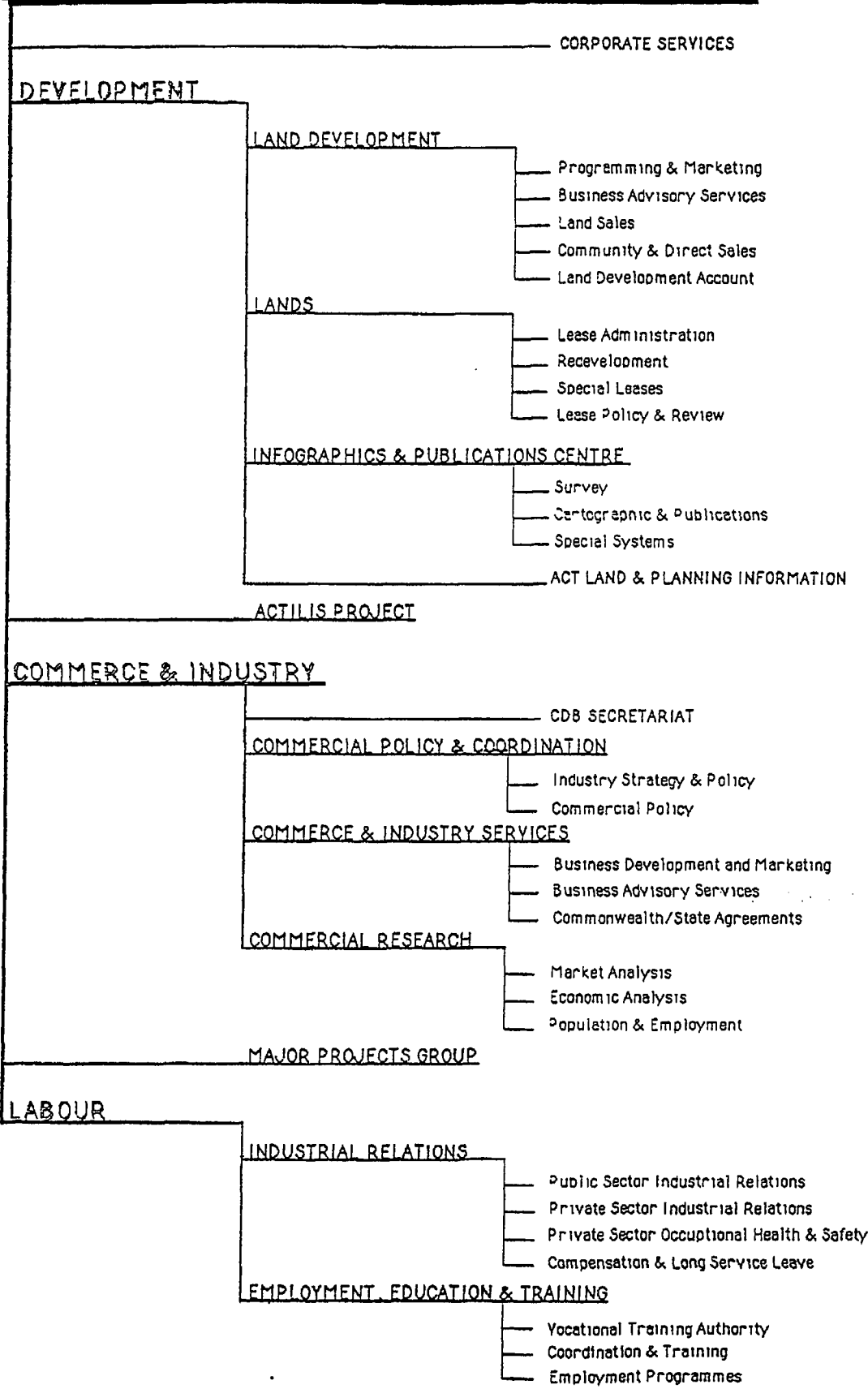
Program structures do not specifically reflect the depicted organisation arrangements.

FUNCTIONS

The Office of Industry and Development delivers programs and services, provides advice and develops policy for the following ACT Government Service Programs:

1. Economic and Industry Development
2. Land
3. Planning and Resource Management
4. Labour
5. Business and Employment

OFFICE OF INDUSTRY AND DEVELOPMENT
The Secretary - *Jeff Townsend*



The Office's roles and functions are described below.

CORPORATE SERVICES

The unit is responsible for the provision of a broad range of corporate services for the department, including:

- . Ministerial and Assembly liaison and coordination including Cabinet Submissions, Possible Assembly Questions (PAQ's), Briefings and Press Releases;
- . Interdepartmental policy coordination and special projects, the implementation of ACT Government policies and procedures and the servicing of departmental committees;
- . Budget coordination and control and the preparation of expenditure reports for management.
- . Financial administration (day-to-day finance and general services);
- . All personnel recruitment activities;
- . Staff development and training;
- . Management review and classification control; and
- . Equal Employment Opportunity (EEO) policy and administration.

The Corporate Services Unit is located on the Second Floor, South Building, Civic Offices, London Circuit, Canberra City.
Telephone 246 2211

MAJOR PROJECTS GROUP

The Major Projects Group (formerly the Civic Square Project Group) was established in December 1988 by the then Federal Minister for Arts and Territories, Mr Clyde Holding, to examine the redevelopment of Section 19, City. Its purpose was to ensure the smooth integration of the development with the proposed cultural facilities and their impact on master planning for the City Hill precinct.

In its current role the main function of the Major Projects Group is to examine, develop and manage specific major development and economic proposals for the ACT, particularly those projects providing employment, construction industry and tourism opportunities.

The basis of the Group's terms of reference and its independent operation allow it to draw on expertise both within and outside the ACT Government Service to provide detailed specialist advice on all aspects of a project. The Group comprises a core section of permanent staff but it may draw on specific areas of the ACT Government on an "as required" basis.

In 1989/90 projects being managed by the Group include: Civic Square Redevelopment, Kingston Foreshores Redevelopment, Museum of Australia and Bruce Stadium. The first priority in 1989/90 will be the negotiation of a successful settlement for Section 19, City.

To ensure the smooth implementation of projects, the Group liaises with all relevant public and private agencies and interest groups in the ACT including Federal Government Departments. It also ensures that aspects such as environmental and community concerns are thoroughly examined.

The Major Projects Group is located on the 2nd Floor, South Building, London Circuit, Canberra City. Telephone 246 2211.

DEVELOPMENT DIVISION

The Development Division is responsible for administering the Territorial Leasehold Estate in an efficient, effective and accountable manner. (All land within the ACT is Crown Land and can only be disposed of as a leasehold estate.)

In addition Development Division:

- . assesses the needs for leases of various categories,
- . prepares the land for sale,
- . sells/allocates leases,
- . manages the ongoing covenants of the leases, and
- . maintains information on all leases.

The Division is divided into three functional units, Land Development Branch, Lands Branch and Land Information.

Land Development Branch

The key objective of the Land Development Branch is to meet Territorial land needs through approved release strategies and programs for the servicing of land and the sale of leases.

- . The Programming and Marketing Section prepares and monitors the land development program and markets and promotes land in the ACT.

- . The Estate Development Section is responsible for land development investigations and feasibility assessments, preparation and management of the capital works program, and management of estate developments.
- . The Land Sales Section is responsible for public sale of residential and commercial serviced land and private sector estates.
- . The Community and Direct Sales Section is responsible for the sale of community land; and private sector estates.
- . The Land Development Account reports on expenditures and revenues associated with land development.

Lands Branch

The key objective of the Lands Branch is to manage Territorial leases within legislative and approved policy frameworks.

- . The Lease Administration Section manages ongoing covenants of all leases including ensuring compliance with development and user covenants, the payment of rent and the provision of conveyancing related services.
- . The Redevelopment Section processes standard commercial and residential redevelopment applications and investigates and processes lease variations.
- . The Special Leases Section is responsible for the sale of rural leases, minor industrial leases, new statutory authority sites and regularisation of existing holdings by government bodies and authorities.

Land Information

The three areas involved in land information are:

- . Land and Planning Information which provides a one-stop-shop service for the Office of Industry and Development;
- . Infographics and Publications Centre which offers a range of services, including publications and printing, photolithography, display preparation, graphic arts, survey coordination, mapping and cartographic services, land information systems and computer aided design and drafting. The Centre integrates data-based information with graphics. It also provides expertise in the co-ordination of survey requirements and maintains a comprehensive graphic database of Canberra; and

ACT Integrated Land Information System (ACTILIS) is responsible for the integration of land information in the ACT and the provision of public access to that information.

This involves:

- bringing together data from various land systems to provide a single source of information about all aspects of land,
- the provision of a public enquiry service for land information,
- acting as a commercial and business centre for the sale and distribution of land information and marketing data, and
- facilitating the transfer of land data between Government agencies.

The Development Division is located at Braddon Offices, 220 Northbourne Avenue, Braddon ACT. Telephone 246 8211.

ACTILIS is located on the Second Floor, South Building, Civic Offices, London Circuit, Canberra City. Telephone 246 2211.

COMMERCE AND INDUSTRY DIVISION

The Commerce and Industry Division is responsible for encouraging sustainable economic growth in the ACT by promoting and assisting private enterprise development and expansion.

The Division is comprised of three Branches which are described below:

Commercial Policy and Co-ordination Bureau

The Bureau is responsible for the co-ordination and development of Ministerial, policy and strategy matters for the Commerce and Industry Division. Individual section responsibilities are:

Industry Strategy and Policy Section

Responsible for the strategic planning of industry development and major development projects such as the Very Fast Train, an Economic Development Strategy for the ACT Region, an Advanced Technology Strategy, the Multi-Function Polis and the possibility of an International Airport for the South-East Region. This work involves liaison with Commonwealth and State Government Departments and Inter-Governmental Committees; liaison with local, State and Commonwealth private sector organisations and individuals; monitoring the ACT economy and industry situation; and examining industry development authorities, policies and incentives in order to advise and recommend on appropriate industry development policies and strategies for the ACT.

Commercial Policy Section

This section has responsibility for specific commercial policy issues and for facilitating a positive business environment in the ACT.

The functions of this Section currently include:

- . the provision of administrative and policy advice on regulatory matters concerned with the operation of the milk, egg, gas and petrol industries in the ACT;
- . the provision of policy advice and the development of proposals for improving the ACT business and commercial climate; and,
- . the provision of policy advice on other regulatory matters which impact on business development.

Resource Management and Co-ordination Section

The functions of this section are to:

- . establish a financial management system for the Commerce and Industry Division based on a Chart of Accounts
- . process the day-to-day accounts for the Division
- . coordinate and monitor Commerce and Industry Division input to cabinet and ministerial matters (including submissions, correspondence, briefings, meetings, speeches, launches and presentations)
- . coordinate liaison with commercial and industry organisations.

The Commercial Policy and Coordination Bureau is located on the 9th floor, Electricity House, London Circuit, Canberra City.
Telephone 246 2211.

Commerce and Industry Services Bureau

The Bureau is responsible for the provision of a supportive environment for the development and expansion of private sector enterprises.

Through its Business Development and Marketing activities it promotes Canberra to interstate firms as an attractive place to establish business operations, generates promotional material and coordinates market information for use in Canberra marketing activities with leading Canberra companies.

The Bureau's Business Advisory and Liaison Services include advice and referral services to new and existing business owners, primarily in the small business field which compliment those provided by private sector services.

The Bureau is also responsible for the administration of the Agents Act 1968, covering the licensing of travel, real estate, stock and station and business agents. It is also the departmental liaison point for the ACT Milk Authority and the National Exhibition Centre Trust (NATEX).

Joint Commonwealth/State programs delivered through the Bureau include the National Industry Extension Service (NIES) aimed at enterprise improvement and the Australian Civil Offsets Program.

The Commerce and Industry Services Bureau is located on the Ground floor, South Building, London Circuit, Canberra City. Telephone 246 2211.

Commercial Research Bureau

The Commercial Research Bureau is the strategic research arm of the Commerce and Industry Division. The role of the Bureau is to undertake detailed analysis of the industry and demographic characteristics of the ACT to assist in the determination of policy on Canberra's economic development. Within the Bureau responsibility falls to three sections:

Market Analysis Section

This section is responsible for detailed industry and project analysis, monitoring and forecasting market activity and related matters including:

- . industry market assessments and forecasts (residential, retail, offices, industrial etc);
- . research into the characteristics of key industries;
- . quarterly market report, eg accommodation industry, commercial property sectors, commercial floor space, residential house counts;
- . site specific feasibility studies;
- . evaluation of development options; and,
- . research and analysis into Canberra's advantages as a business location.

Economic Analysis Section

This section examines economic conditions, identifies and evaluates key industry activity, undertakes analyses of the structure, characteristics and prospects of industries in order to identify opportunities for future economic development including:

- . monitoring and forecasting industry activity
- . monitoring and evaluating key economic, locational and industry factors which are relevant to the economic development of the ACT
- . development and updating of an economic input/output model of the local economy.

Population and Employment Section

This section is responsible for monitoring, forecasting and reporting on trends in the ACT population, analysis of demographic/employment characteristics, and labour force analysis and forecasting including:

- . preparation and distribution of annual population projections including suburban settlement forecasts;
- . analysis and forecasting of demographic characteristics and trends;
- . preparation of employment projections including trends in key industries and likely locational distribution; and
- . labour market analysis forecasting.

The Commercial Research Bureau is located on the 9th floor, CBS Tower, Akuna Street, Canberra City. Telephone 246 2211

LABOUR DIVISION

The Labour Division's function is to develop and support appropriate strategies and programs for employment, vocational training and industrial relations.

The Division is divided into two Branches, Industrial Relations Branch and Employment, Education and Training Branch.

Industrial Relations Branch

The functional units of this Branch, and their role are:

Public Sector Industrial Relations Section

This Section:

- . provides industrial relations coordination, consultancy, monitoring, advisory and advocacy services;
- . coordinates the development of corporate industrial and employee relations policies and strategies for the ACT Government;
- . advises on work environment, work practice and employment condition matters; and
- . coordinates International Labour Organisation matters in the ACT.

Private Sector Industrial Relations and ACT Government Occupational Health and Safety Section

This Section provides:

- . monitoring, information, liaison and advisory service for government, employers and trade unions in the ACT;
- . support services for tripartite consultative mechanisms;
- . coordination for development and administration of the corporate policies and strategies relating to Occupational Health and Safety and in ACT Government employment; and
- . represents the ACT Government in industrial forums.

Private Sector Occupational Health and Safety Section

This Section:

- . develops and administers occupational health and safety related legislation applying to the ACT private sector;
- . services the Occupational Health and Safety Council.

Workers Compensation and Long Service Leave Section

This Section administers the Workmen's Compensation Act, Long Service Leave (Building and Construction Industry) Act, Standard and Summer Time Act, Holidays Act, Annual Holidays Act, and Trading Hours Act.

The Industrial Relations Branch is located on the First Floor, Ethos House, Ainslie Avenue, Canberra City. Telephone 246 2211.

Employment, Education and Training Branch

In general terms the Branch is responsible for the development of policy and implementation of programs in relation to training and employment and it reviews and advises on tertiary education matters in the ACT.

The functions of the component sections are given in more detail below.

Office of the Vocational Training Authority

This unit provides the Secretariat for, and supports the work of, the Vocational Training Authority. The Authority's functions are defined in section 8 of the Vocational Training Act 1989.

The Authority is responsible for promotion, development and the administration of apprenticeship and traineeship training in the ACT and for certification of training programs. Its broad charter is to develop improved training in agreed priority areas and work to increase the range and rate of development skills formation. It also has a responsibility for planning, monitoring, and reviewing vocational training in the ACT.

Associated programs for which the Office is responsible for ACT Government funding are the Group Apprentice Scheme and the Apprentice Block Release Scheme.

Co-ordination and Training Section

This section co-ordinates employment, education and training policy matters. It provides secretariat and briefing services to relevant bodies and co-ordinates resource planning and management for the Branch. The section is responsible for financial assistance for the Canberra Industry Training and Development Centre at Downer.

Tertiary Education Section

This Section is responsible for servicing the ACT Education and Training Council and other relevant working parties and committees.

It advises on a range of tertiary education issues including accreditation and maintains close relations with education institutions in the ACT on relevant matters including overseas students.

Employment Programs Section

This Section is primarily responsible for the management, review and development of employment-related programs in the ACT. The current range of programs include:

- . Employment and Training Grants Program of the Community Development Fund;
- . New Enterprise Incentive Scheme (NEIS);
- . Workers Compensation Rebate Scheme;
- . Fares Assistance Scheme; and
- . Skill Share (ACT Government assistance to projects).

Employment Programs also undertakes research, policy development and reviews of employment related policies and programs, addressing the needs of specified target groups.

The Section provides advice and support to government bodies and various community agencies and boards in relation to the development of employment in the ACT. It also provides secretariat services to the Ministerial Advisory Council on Employment.

The Employment Education and Training Branch, is located in South Building, Civic Offices, London Circuit, Canberra City. Telephone 246 2211.

The Vocational Training Authority is located in Gas Industry House, 7 Moore Street, Canberra City. Telephone 257 1133.

DECISION MAKING POWERS

MAJOR PROJECTS GROUP

The Major Projects Group does not operate under any legislation. The group is subject to Ministerial and Cabinet direction.

DEVELOPMENT DIVISION

Under Section 29 of the Australian Capital Territory (Planning and Land Management) Act 1988, "The Executive, on behalf of the Commonwealth:

- (a) has responsibility for the management of Territory Land; and
- (b) subject to section 9 of the Seat of Government (Administration) Act 1910, may grant, dispose of, acquire, hold and administer estates in Territory Land."

Pursuant to sections 43 and 54 of the Australian Capital Territory (Self-Government) Act 1988 of the Commonwealth, subsection 6(2) of the Public Service Act 1989 of the Territory, and in accordance with Australian Capital Territory Special Arrangements - the Chief Minister is empowered to approve matters in relation to land management, including land sales and development, grant, disposal, acquisition, holding and administration of estates in Territory land.

Under subsection 5(1) of the Australian Capital Territory Administration Act 1989 decision making has been delegated to officers within the Development Division.

The General Manager ACTILIS has no statutory decision making powers. Management decisions which may affect the public include recommendation to employ consultants, purchase of equipment and software.

LABOUR DIVISION

Industrial Relations Branch

The Minister has delegated most of his decision making powers to officers of the Branch. The powers retained by the Minister are:

Long Service Leave (Building and Construction Industry) Act 1981

Section 8 - Appointment of Board Members

Trading Hours Act 1962

Sections 6 and 10 - Declaration of the non-application of the Act in a part of the Territory and declaration of an alternate late shopping night

The powers delegated by the Minister are:

Annual Holidays Act 1973

Sections 2 and 7(4) - Appointment of authorised officer and prescribed officer

Holidays Act 1958

Sections 3 and 4 - Declare or cancel declaration of public holidays

Long Service Leave (Building & Construction Industry) Act 1981

Section 17(1) and 17(3) - Appointment of Registrar or Assistant Registrar of the Board.

Long Service Leave Act 1976

Section 13 - Appointment of inspectors

Trading Hours Act 1962

Sections 11 and 13(1) - appointment of inspectors and
issuing of certificates stating that a person is an
inspector

Workmen's Compensation Supplementation Fund Act 1980

Section 8 - Appointment of Fund Manager

Workmen's Compensation Act 1951

Section 15(1) - Appointment of medical referee
Section 16(1) - Appointment of inspectors
Section 18(2) - Appointment of self-insurers
Section 18(3) - Suspend or terminate self-insurer
Section 18(4) - Approval for insurer to refuse a workers
compensation policy
Section 18(8)(c) - Power to determine categories of workmen
Section 18(11) - Approve or revoke new insurers
Section 18A(1) - Power to require statistics to be
provided by approved insurers
Section 18B(1) - Appointment of nominal insurer
Section 18C(4) - Power to allow extension of an out of
time claim on the nominal insurer
Section 19(1) - Power to require an employer to produce
a certificate of insurance

Employment Education and Training Branch

The Chief Minister is responsible for the Vocational Training Act 1989 and the Minister for Finance and Urban Services is responsible for the Community Development Fund Act 1981 as it relates to the administration of Employment and Training Grants Programs.

ARRANGEMENTS FOR PARTICIPATION BY OUTSIDE BODIES AND MEMBERS OF THE PUBLIC

MAJOR PROJECTS GROUP

The Major Projects Group considers it essential to allow full participation and consultation with the ACT community and specific interest groups to ensure that the needs and desires of Canberra are reflected in the resulting development or project.

DEVELOPMENT DIVISION

Individuals or organisations may participate in policy formulation by making representations to the Chief Minister, to the Executive Deputy on Planning, Environment and Heritage, and Leasehold Management or directly to the Division.

Under subsection 29 (2)(a) of the ACT (Planning and Land Management) Act 1988 the public are notified of procedures for granting new estates in Territory Land.

Under subsection 29(4) of the ACT (Planning and Land Management) Act 1988 the National Capital Planning Authority "may intervene in any proceedings for review of a decision relating to the administration of an estate in Territory Land".

In addition the public is invited to comment to the Legislative Assembly Standing Committee on Planning, Development and Infrastructure on draft legislation, or to the Division on proposed gazettal/degazettal of roads as advertised from time to time in the local press.

ACTILIS

Interested industry and professional groups and individual members of the community are regularly consulted. There is a periodic ACTILIS newsletter and seminars are conducted on particular aspects of the project. The General Manager gives frequent talks to public groups. Information about the project is available from the Land and Planning Office at 220 Northbourne Ave, Braddon, ACT.

COMMERCE AND INDUSTRY DIVISION

Individuals or organisations may participate in policy formulation by making representations to the Chief Minister or the Secretary of the Office of Industry and Development. Approaches from the community are welcomed and are actively sought through public meetings. Provision of information for people involved or interested in Small Business will be provided through the Australian Small Business Association.

LABOUR DIVISION

Industrial Relations Branch

The Industrial Relations Branch is involved in the following outside participation:

- . it consults with Employee and Employer organisations in respect of nominations for membership of the Building and Construction Industry Long Service Leave Board;

- . it consults with the Insurance Commissioner and State compensation authorities in respect of the appointment of Inspectors under the Long Service Leave Act 1976;
- . it consults with unions and business in respect of trading hours; and
- . it consults with medical and legal experts, the Insurance Commissioner and State compensation authorities in respect of workmen's compensation matters.

Employment, Education and Training Branch

Vocational Training Authority

Members of the Vocational Training Authority are appointed under section 13 of the Vocational Training Act 1989-

- 3 members represent unions/ employees
- 3 members represent unions/employers
- 3 members are government appointees

This tripartite representation characterises the work of the Authority and its secretariat in their wide consultative processes in the development of policy and the administration of programs including specialist and ad hoc committees:

- Another peak body providing for external participation and consultation in Education and Training is the Education and Training Council. The council provides advice to the Minister and others on objectives and strategies for co-ordinated development of ACT education and training, and promotes co-operation and collaboration between various sectors involved in ACT education and training.

Members of the Council are appointed by the Minister on nomination by relevant education, industry, trade union and community groups.

In the employment programs area a number of bodies have been established to enable external participation in administration of schemes and policy development.

To make recommendations to the Minister on funding of projects under the Employment and Training Grants Program of the Community Development Fund an advisory committee is appointed under the Act by the Minister.

To make recommendations to the Minister on capital assistance grants under the New Enterprise Incentive Scheme the Minister appoints an advisory committee in accordance with a Commonwealth/ACT agreement.

A Ministerial Advisory Council on Employment is to report to the Minister by the end of 1990 on employment issues; its activities include community consultation.

The members of these bodies are persons with special interests and knowledge in the areas concerned.

Discussion papers are issued from time to time inviting submissions from interested groups, parties and members of the public. Submissions are then subject to examination and consideration prior to making recommendations to the Minister.

CATEGORIES OF DOCUMENTS

MAJOR PROJECTS GROUP

Due to the sensitivities of most projects, the majority of files maintained by the Major Projects Group are classified Commercial-in-Confidence. These may be made available under normal FOI conditions. All reports and brochures relating to projects and commissioned by the Group are also available subject to normal FOI conditions.

DEVELOPMENT DIVISION

Documents open to public access - fee payable:

plans, maps, publications relating to land development guidelines and street names

Documents available free of charge:

plans maps (different to above), extracts from Commonwealth Gazettes re street names, auctions brochures, lists of land available for allocation and successful bidders lists.

Documents which may be available under FOI Act are records and files relating to:

- . internal, inter-agency and community/non-Government correspondence on leasing issues,
- . research papers and reports from consultants,
- . activities on particular blocks of land within the ACT,
- . policy statements and operating procedures,
- . background papers, agendas and minutes of meetings, and
- . finance, staffing and administration.

ACTILIS

Documents include:

- . departmental files and correspondence
- . consultants' report
- . system specifications and requirements analyses
- . marketing, budget and planning information

COMMERCE AND INDUSTRY DIVISION

There are no registers or similar documents open to the public on payment of a fee.

Documents available for purchase by the public include the Multi Function Polis proposal, the ACT response to the Very Fast Train (VFT) Concept Report and the Study of the Economic Costs and Benefits of the Very Fast Train Project.

Documents which may be available under the FOI Act are records and files relating to:

- . internal reports
- . internal, inter-agency and community correspondence
- . policy statements and operating procedures
- . finance, staffing and administration
- . background papers, agendas and minutes of meetings.

LABOUR DIVISION

Industrial Relations Branch

Policy development and related files are held in the Branch. Other than staff-in-confidence and Cabinet-in-confidence, no confidential material is held and normal access applies.

Employment, Education and Training Branch

The Branch has no registers or similar documents open to the public on payment of a fee; neither does it have documentation available for purchase by members of the public.

A register is being set up for institutions catering for full fee paying overseas students in accordance with Commonwealth/State/Territory agreements.

The following documents held in the Branch are customarily made available to the public free of charge upon request:

Office of the Vocational Training Authority:

- . Application to Enter an Apprenticeship
- . Application to Employ an Apprentice
- . Contract of Training
- . Application for Skill Recognition
- . Trade Training Programs
- . Vocational Training Authority brochures.

Employment Programs Section:

- . Application for Employment and Training Grants Program of the Community Development Fund
- . Application for Workers Compensation Rebate Scheme
- . Application for Fares Assistance Scheme
- . Pamphlet and information package for the New Enterprise Incentive Scheme.

The Branch holds a general range of documents as outlined below:

- . Agenda for, and minutes of, meetings of committees etc and documents submitted to such bodies
- . Records of Cabinet matters
- . General correspondence and associated categories of documents according to subject matter
- . Studies, surveys, investigations on education, training and employment matters
- . Documents relating to day to day internal administration and management including:
 - correspondence files on staff and management services and
 - finance and accounting documents.

In particular the Branch holds files of applications, assessments etc associated with its specific functions and programs as outlined below:

Vocational Training Authority

- . Employer files
- . Trainee files
- . List of employers by trade group
- . Register of Certificates issued.

Employment Programs Section

- . Community Development Fund administrative, policy and individual project files
- . New Enterprise Incentive Scheme participant files
- . Workers Compensation Rebate Scheme policy, records of expenditure, ineligible applications, general correspondence and individual claim files
- . Fares Assistance Scheme policy, general correspondence and individual claim record files
- . Skill Share administration/policy and individual project files.

FACILITIES FOR ACCESS

All FOI requests should be directed to the ACT Government Service FOI Office, which is located at Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City. The Office is open to members of the public from 9.00am to 4.00pm Monday to Friday, excluding public holidays.

Written requests for documents under the FOI Act should be directed to PO Box 921, Civic Square, ACT 2608. The FOI address is different from that used by the ACT Government as a whole to facilitate the processing of FOI requests.

Telephone enquiries should be directed to the FOI Enquiries Officer, telephone 275 8123, or the FOI Coordinator, telephone 275 8884.

Persons seeking information are encouraged to seek details through existing free access avenues, as has been the practice in the past, before resorting to the more formal FOI procedures.

COMMERCE AND INDUSTRY DIVISION

Documents that are for sale are available from the ACT Government Shop Fronts or by phoning the enquiries number of the appropriate Bureau.

DEVELOPMENT DIVISION

Published documents may be obtained from ACT Land and Planning Information, Ground Floor, Braddon Offices, 220 Northbourne Ave or by mail at GPO Box 158, Canberra City, ACT 2600. (Cheques should accompany requests for priced publications.)

ACTILIS

All product information is available from the Land and Planning Information Centre at 220 Northbourne Ave, Braddon, ACT. Other information is available on request with the exception of confidential commercial material.

LABOUR DIVISION

Employment, Education and Training Branch

Documents listed as customarily available free of charge on request can be obtained from:

- . Vocational Training Authority information counter Level 3, Gas Industry House, 7 Moore Street, Civic or by writing to the Chief Executive, Vocational Training Authority, GPO Box 1982, Canberra 2601.
- . Employment Programs Section by writing to the Director, Employment Programs Section, Employment Education and Training Branch, GPO Box 158 Canberra 2601.

STATUTORY AUTHORITIES FUNCTIONS

AGENTS BOARD

The Agents Board, established under the Agents Act 1968 -

- . Grants registrations and licences to real estate, business and stock and station agents in the ACT.
- . Conducts enquiries into breaches of rules of conduct by agents, and other matters under the Act.

ARCHITECTS BOARD

The Architects Board, established under the Architects Act 1959 -

- . Registers persons engaged in the practice of architecture in the ACT and issues Certificates of Registration and Practising Certificates or the payment of a prescribed fee
- . Maintains a Register of ACT Architects

BUILDING & CONSTRUCTION INDUSTRY LONG SERVICE LEAVE BOARD

The Building and Construction Industry Long Service Leave Board, established under the Long Service Leave (Building and Construction Industry) Act 1981 -

- . Administers the scheme of portable long service leave benefits established by the Act in respect of employers and contractors engaged in the building and construction industry in the ACT
- . Establishes and maintains the Employers Register and the Employees and Contractors Register

INSURERS ADVISORY COMMITTEE FOR WORKMEN'S COMPENSATION SUPPLEMENTATION FUND AND FUND MANAGER

The Insurers advisory committee for Workmen's Compensation Supplementation Fund and Fund Manager, established under the Workmen's Compensation Act 1951 -

- . Advises the Manager in the performance of his functions or the exercise of his powers
- . Money for the Fund is obtained by a levy on employers or by other means listed in the Act, and is paid for the settlement of claims made under the Act.
- . The main purpose of the Fund is to provide a mechanism for the handling of business previously written by insurance companies which have gone into liquidation.

MILK AUTHORITY

The Milk Authority, established under the Milk Authority Act 1971-

- . Engages in, regulates and controls the supply, sale and distribution of milk in the Territory. Regulation includes the regulation of prices at which milk may be sold or the charges that may be made in connection with the sale of milk.

NATIONAL EXHIBITION CENTRE TRUST

The National Exhibition Centre Trust, established under the National Exhibition Centre Trust Act 1976 -

- . Manages the National Exhibition Centre.
- . Conducts exhibitions, shows and sporting, recreational and cultural activities. Provides buildings, arenas and facilities. Conducts other activities including monthly retail markets, conventions, weddings, auction sales, festivals and activities associated with elections conducted in the National Tally Room.

NOMINAL INSURER

The Nominal Insurer, established under the Workmen's Compensation Act 1951 -

- . is liable for payment of compensation where an employer is not covered by a policy of workers compensation insurance and defaults in payment to a workman.

PLUMBERS, DRAINERS AND GASFITTERS BOARD

The Plumbers, Drainers and Gasfitters Board established under the Plumbers, Drainers and Gasfitters Board Act 1982-

- . Administers registration of Plumbers, Drainers and Gasfitters, which includes Liquefied Petroleum Gasfitters and Sprinkler Fitters in the ACT
- . Takes an active part in formulating uniform regulations and reciprocal recognition qualifications within Australia and New Zealand
- . Establishes and maintains a register of plumbers, drainers, gasfitters and sprinkler fitters

SURVEYORS BOARD

The Surveyors Board, established under the Surveyors Act 1967 -

- . Requires surveyors in the ACT to perform surveys for land title purposes, examines candidates for registration and, under a common seal, issues certificates of competency and registration.

VOCATIONAL TRAINING AUTHORITY

The Vocational Training Authority, established under the Vocational Training Authority Act 1989 -

- . to plan and co-ordinate the provision of training programs;
- . to devise and develop training programs, including the determination of their nature, syllabus and duration;
- . to determine requirements as to age, education or any other matter to be satisfied by persons wishing to undertake training programs;
- . to accredit training programs, whether provided in the Territory or elsewhere;

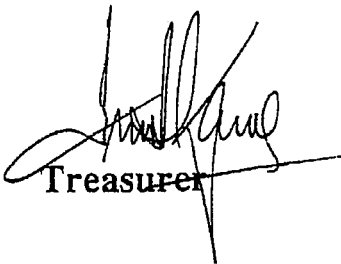
- . to accredit qualifications for training awarded by other bodies or persons;
- . to enquire into the provision of training programs outside the Territory and arrange for the provision of similar programs which the Authority considers should be provided to the Territory;
- . to promote the provision and undertaking of training programs;
- . to promote equity in access to training programs;
- . to keep under review the adequacy of training programs and their implementation;
- . to supervise generally the theoretical and practical training of trainees;
- . to keep under review the number of trainees under contracts of training;
- . to keep under review the adequacy of facilities provided at institutions concerned in the provision of training programs;
- . to assess, whether by examination or otherwise, the competency of persons who undertake training programs;
- . to issue, or arrange for the issuing of, certificates to persons who complete training programs;
- . to advise the Minister on matters related to training in the Territory;
- . to inquire into and provide advice to the Minister in relation to training in the Territory;
- . such other functions as are conferred on the Authority by or under this Act or any other law of the Territory.

In the performance of its functions, the Authority shall consult with such employee or employer associations and such other persons or bodies as it considers necessary.

A.C.T. TREASURY

A.C.T. FREEDOM OF INFORMATION ACT 1989

SECTION 7 STATEMENT


Treasurer

Date 1.5.90

INTRODUCTION

With the advent of ACT self-government on 11 May 1989, the *ACT FOI Ordinance 1989* (now retitled *Freedom of Information Act 1989*) became an enactment having effect within the ACT, and the Commonwealth's FOI Act ceased to apply to ACT Government agencies. The ACT FOI Act closely follows the Commonwealth legislation.

The ACT FOI Act requires the Minister responsible for any agency to prepare and publish FOI statements within 12 months of the effective date of the Act (i.e. 11 May 1990). The information in the statements must also be published in each agency's next available annual report.

The statement outlines the ACT Treasury's organisation, functions and powers, the categories of documents available, and facilities provided for access to documents. It is correct to 11 May 1990 and replaces the statement published in the *1988-89 annual report (volume 2) of the Department of the Arts, Sport, the Environment, Tourism and Territories*.

ORGANISATION

UNDER TREASURER

Capital Markets and Accounting

Inter-Governmental Financial Relations and Economic Policy

FUNCTIONS

The ACT Treasury is responsible for:

- . Advising and supporting the Treasurer on the management of all aspects of ACT finances.
- . Development and co-ordination of ACT financial and budget strategies and inter-governmental financial arrangements.

LEGISLATION CONFERRING POWERS

The ACT Treasury derives certain powers affecting members of the public under the following legislation:

- . *Audit Act 1989* except for sections administered by Chief Minister
- . *Community Development Fund Act 1981* except for responsibilities assigned to other Ministers
- . *Co-operative Societies Act 1939*.

POWERS CONFERRED

The ACT Treasury exercises the following powers which may affect members of the public:

- . determine whether vacant positions should be advertised.
(NOTE: Treasury should outline here any powers affecting members of the public, exercised under Finance Regulations or Directions. The heading also refers to any ministerial directions issued outside legislation).

ARRANGEMENTS FOR PUBLIC PARTICIPATION IN DECISION MAKING

Avenues include public consultation during the Budget process, and access to records through FOI requests.

CATEGORIES OF DOCUMENTS

The ACT Treasury holds several basic categories of documents: those that are freely available to the public on request and without charge, those that are part of a public register and are available to the public on payment of a fee; those available for purchase by the public; and all other kinds of documents that may be made available under the FOI Act.

Documents available on request and without charge

The ACT Treasury produces pamphlets on various aspects of its administration. These are distributed from public counters and libraries throughout the ACT.

Documents that are part of a public register and accessible on payment of a fee

Registrar of Co-operative Societies

Inspection of documents - Any person, on payment of the determined fee, may:

- inspect at the office of the Registrar the registration and rules of a society;
- obtain from the Registrar a certificate of the registration of a society and a certified copy of its rules; and
- with the permission of the Registrar, inspect at his office and obtain from him a certified copy of any other registered document or part of a document.

Documents available for purchase by the public

The ACT Treasury makes available for sale copies of the ACT Budget papers, the ACT Economic Report, and the ACT Statistics Directory.

Documents of other kinds that may be made available under the FOI Act

The documents include:-

- . general files containing internal, inter-departmental and public correspondence
- . minutes of meetings of management and other committees, agendas and background papers
- . policy statements, financial and staffing estimates
- . diaries, rosters, work sheets, job cards, inventories (and other administrative records relating to specific Branch and agency activities)
- . program and policy co-ordination files
- . files on applications for grants - act of grace payments
- . records held on microfiche, computer or paper in connection with specialised divisional functions
- . personnel files and recruitment documents
- . finance and accounting records (details of contracts and tenders)
- . files on applicants and clients

CAPITAL MARKETS AND ACCOUNTING BRANCH

Functions:

Develops and implements policy relating to the borrowings and investments of the ACT. Is also responsible for the central management of the ACT Public Account and associated bank accounts, risk management, accounting policy and associated procedures and financial management information systems.

Organisation:

Accounting Practices Section

Accounting Policy Section

Information Technology Support Section

Insurance and Special Projects

Capital Markets

Accounting Practices Section:

Provides a range of accounting services to ACT Government units, including the co-ordination of financial reporting.

Accounting Policy Section:

Advises on and co-ordinates accounting policy matters, and develops accounting procedures.

Information Technology Support Section:

Develops and implements ADP financial management systems for the ACT Government Service.

Insurance and Special Projects:

Develops policies and advises on insurance matters and other projects for the ACT Government Service.

Capital Markets:

Develops policy relating to the funding of ACT Government Service capital works for both general and semi-government purposes and for raising funds approved by the Australian Loan Council. Administers the funds management activities of the ACT Government.

**INTER-GOVERNMENTAL FINANCIAL RELATIONS AND
ECONOMIC POLICY BRANCH**

Functions

Advises on financial arrangements with the Commonwealth and the States on long-term financial policies, and on economic, demographic and social issues relevant to the ACT Budget.

Organisation

Inter-governmental Financial Relations

Economic Policy

Financial Policy and Co-operatives

Inter-governmental Financial Relations:

Advises on financial arrangements with the Commonwealth and the States, and other issues associated with the financing of the ACT. Reviews financial and methodological implications from, and co-ordinates ACT participation in, Commonwealth Grants Commission inquiries, and maintains an associated ACT financial data base.

Economic Policy:

Assesses and provides policy advice and information on ACT and national economic, social and demographic issues and trends. Analyses costs and benefits of specific policies, and provides budgetary cost and growth parameters.

Financial Policy and Co-operatives Section:

Advises on the financial revenue, expenditure and borrowing policies for the ACT. Evaluates the longer term financial and funding requirements for the Territory including specific Commonwealth/ACT agreements and new budgetary initiatives.

The Registrar of Co-operative Societies registers new societies and monitors the operations of all societies to ensure compliance with the *Co-operative Societies Act 1939*.

Facilities for access

Published documents may be obtained from the ACT Treasury, eighth floor, FAI House, London Circuit, Canberra 2601.

Facilities are provided in the ACT FOI Office (see address below) for access to, and inspection of, documents made available under the ACT FOI Act.

FOI procedures and contact points

All FOI requests should be directed to the ACT FOI Office located on level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City. The office is open to members of the public from 9 a.m. to 4 p.m. Monday to Friday, excluding public holidays.

Written requests for documents under the FOI Act should be directed to PO Box 921, Civic Square, Canberra, ACT 2608. The FOI address is different from that used by the ACT Government Service as a whole to facilitate the processing of FOI requests.

Telephone inquiries should be directed to the FOI Inquiries Officer, telephone (06) 275 8123, or the FOI Officer, telephone (06) 275 8884.

People seeking information are encouraged to seek details through existing access avenues, as has been the practice in the past, before resorting to the more formal FOI procedures.

INTERIM TERRITORY PLANNING AUTHORITY

A.C.T. FREEDOM OF INFORMATION ACT 1989

SECTION 7 STATEMENT

INTERIM TERRITORY PLANNING AUTHORITY

FREEDOM OF INFORMATION STATEMENT

Section 7(1) of the (ACT) *Freedom of Information Act 1989*, which came into effect from 11 May 1989, requires all agencies to prepare and publish a statement setting out their role, functions, structure, documents available for public inspection and facilities for access to such documents. This supersedes the former requirement under section 8 of the (Commonwealth) *Freedom of Information Act 1982*.

The statement below responds to this requirement.

Establishment

The Interim Territory Planning Authority (ITPA) is established by the *Interim Territory Planning Authority Act 1988* and came into existence on 31 January 1989.

Its office is located at 220 Northbourne Avenue, Braddon, ACT 2601. (telephone 46 8211)

Functions

The functions of the ITPA are the same as those identified for the Territory planning authority under the *Australian Capital Territory (Planning and Land Management) Act 1988*. These include preparing and administering a Territory plan, which shall be not inconsistent with the National Capital Plan prepared by the National Capital Planning Authority, establishing development guidelines and assessing development proposals.

Under the *Buildings (Design and Siting) Act 1964* the Authority is empowered to approve building applications with regard to their external design and siting.

Organisation

The ITPA is formally constituted by the Chief Territory Planner. To assist him there are three operational units:

- Strategic Planning Branch, which deals with broad planning issues relating to the form and structure of Canberra and the ACT; with broad implementation strategy and with the planning implications of social and economic change, environmental impacts; water resources, land use and transport issues

- . District Planning Branch, which develops and administers local plans and assess applications for development sites, change of lease purpose and Design and Siting approval
- . Program Planning and Resource Management Section, which co-ordinates and monitors the Authority's work program.

Arrangements for External Participation

Individuals or organisations may participate in policy formulation by making representations to the Chief Minister or the Chief Territory Planner; or by making contact with the Authority's Community Relations Section. Approaches from the community are welcomed.

In addition the public is invited to comment on Draft Variations to Policy. These proposals to change the land use on particular blocks are published from time to time in the local press.

Categories of Documents

ITPA has no registers or similar documents open to the public on payment of a fee.

Documents available free of charge on request cover Design and Siting Policies, NCDC Policy and Implementation Plans, ITPA Variations to Policy, suburban block and section maps, and consultation documents.

Documents available for purchase by the public include major NCDC Policy Plan reports and Environmental Guideline publications. A catalogue of these is available on request.

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

- . internal, inter-agency and community correspondence on planning issues
- . research papers and reports from consultants
- . activities on particular blocks of land within the ACT
- . policy statements and operating procedures
- . background papers, agendas and minutes of meetings
- . finance, staffing and administration.

Facilities for Access

Published documents may be obtained from the ITPA public information counter at 220 Northbourne Avenue, Braddon, ACT or by mail addressed to Publication Sales, Interim Territory Planning Authority, PO Box 158, Canberra City, ACT 2601. (Only limited credit facilities are available, so cheques should accompany requests for priced publications.)

Facilities are provided in the FOI Office of the ACT Administration (see address below) for access to, and inspection of, documents made available under the FOI Act.

FOI Procedures and Contact Points

All FOI requests should be directed to the ACT Government Service FOI Office, which is located at Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City. The office is open to members of the public from 9 am to 4 pm Monday to Friday, excluding public holidays.

Written requests for documents under the FOI Act should be directed to PO Box 921, Civic Square, Canberra, ACT 2608. The FOI address is different from that used by the ACT Government Service as a whole to facilitate the processing of FOI requests.

Telephone enquiries should be directed to the FOI Enquiries Officer, telephone (062) 75 8123, or the FOI Co-ordinator, telephone (062) 75 8884.

People seeking information are encouraged to seek details through existing access avenues, as has been the practice in the past, before resorting to the more formal FOI procedures.

FINANCE BUREAU

A.C.T. FREEDOM OF INFORMATION ACT 1989

SECTION 7 STATEMENT



Minister for Finance
and Urban Services

Date *1st May 1990*

INTRODUCTION

With the advent of ACT self-government on 11 May 1989, the *ACT FOI Ordinance 1989* (now retitled *Freedom of Information Act 1989*) became an enactment having effect within the ACT, and the Commonwealth's FOI Act ceased to apply to ACT Government agencies. The ACT FOI Act closely follows the Commonwealth legislation.

The ACT FOI Act requires the Minister responsible for an agency to prepare and publish FOI statements within 12 months of the effective date of the Act (i.e. 11 May 1990). The information in the statements must also be published in each agency's next available annual report.

The statement outlines the Finance Bureau's organisation, functions and powers, the categories of documents available, and facilities provided for access to documents. It is correct to 11 May 1990 and replaces the statement published in the *1988-89 annual report (volume 2) of the Department of the Arts, Sport, the Environment, Tourism and Territories*.

ORGANISATION

UNDER TREASURER

ACT Revenue Office

Budget Management

FUNCTIONS

The Finance Bureau is responsible for:

- . advising and supporting the Minister for Finance
- . advising the Treasurer on budget and revenue policy issues
- . administration of taxation and municipal rating laws
- . valuation of ACT land
- . administration of hardship and concessional schemes for rates and taxes
- . co-ordination of ACT budgetary arrangements
- . administration of the capital works program
- . implementation of budget strategy
- . reviews of resources allocations and utilisation practices

LEGISLATION CONFERRING POWERS

The Finance Bureau derives certain powers affecting members of the public under the following legislation:

- . *Ambulance Scheme Levy Act 1990*
- . *Appropriation Act 1989-90*
- . *Business Franchise (Tobacco and Petroleum Products) Act 1984*
- . *Financial Institutions Duty Act 1987*
- . *Land Rent and Rates (Deferment and Remission) Act 1970*
- . *Payroll Tax Act 1987*
- . *Rates and Land Tax Act 1926*
- . *Stamp Duties and Taxes Act 1987*
- . *Supply Act 1989*
- . *Taxation (Administration) Act 1987*

POWERS CONFERRED

The Finance Bureau exercises the following powers which may affect members of the public:

- . administration of revenue legislation including:
 - . determining accessibility
 - . making assessments
 - . administration of hardship and concessional schemes
 - . granting licences
- . determine valuation of ACT land
- . determine whether vacant positions should be advertised.

ARRANGEMENTS FOR PUBLIC PARTICIPATION IN DECISION MAKING

Avenues include public consultation during the Budget process, the making or amending of revenue laws, and access to records through FOI requests.

CATEGORIES OF DOCUMENTS

The Finance Bureau holds several basic categories of documents: those that are freely available to the public on request and without charge, those that are part of a public register and are available to the public on payment of a fee; those available for purchase by the public; and all other kinds of documents that may be made available under the FOI Act.

Documents available on request and without charge

The Finance Bureau produces pamphlets and information circulars on various aspects of its administration, including taxation and rates information. These are distributed from public counters and libraries throughout the ACT, and direct posting to all ratepayers and specialised categories of taxpayers.

Documents that are part of a public register and accessible on payment of a fee

Rating information is available at a cost of \$20 to owners of land and solicitors acting for parties in a conveyance of land.

Documents available for purchase by the public

The Finance Bureau through the ACT Treasury makes available copies of the ACT Budget papers.

Documents of other kinds that may be made available under the FOI Act

The documents include:-

- . general files containing internal, inter-departmental and public correspondence
- . minutes of meetings of management and other committees, agendas and background papers
- . policy statements, financial and staffing estimates
- . diaries, rosters, work sheets, job cards, inventories (and other administrative records relating to specific Branch and agency activities)
- . program and policy co-ordination files

- . records held on microfiche, computer or paper in connection with specialised divisional functions
- personnel files and recruitment documents
- finance and accounting records
- . files on applicants and clients

A.C.T. REVENUE OFFICE:

Provides services to taxpayers including ACT land valuation, tax assessment and accessibility, administration of hardship remission, and enforcement provisions of relevant legislation.

Client Services:

Values ACT land, assesses tax and administers hardship remission and enforcement provisions of relevant legislation.

Compliance:

Audits, investigates and researches tax avoidance and evasion schemes, recovers debts arising from taxation matters.

Policy and Appeals:

Develops policy, revises legislation and recommends amendments on revenue matters, reviews objections and appeals from ratepayers, and maintains management and budget data in respect of revenue collections.

BUDGET MANAGEMENT:

Develops the annual revenue and expenditure budgets of the ACT Government Service. Monitors expenditure and revenue, examines funding policies, and co-ordinates the construction and plant and equipment programs.

Budget Co-ordination:

Advises on budget matters including:

- . forward estimates
- . budget strategy
- . budget monitoring

. implementation of strategy

Budget Control:

Oversights the recurrent expenditure of all ACT Government agencies which includes providing policy advice on matters affecting the recurrent expenditure budget. Assesses agency requests concerning recurrent expenditures. Monitors and reviews staffing.

Capital Program Development:

Advises on expenditure items affecting the capital budget including co-ordination of the ACT Government's design, construction and plant and equipment programs.

Budget Development:

Examines and co-ordinates the Territory's revenue estimates, including co-ordination of fees and charges policy. Develops policy on broad budget issues and practices including the presentation of budget documentation.

Facilities for access

Published documents may be obtained from the Finance Bureau, eighth floor, FAI House, London Circuit, Canberra 2601.

Facilities are provided in the ACT FOI Office (see address below) for access to, and inspection of, documents made available under the ACT FOI Act.

FOI procedures and contact points

All FOI requests should be directed to the ACT FOI Office located on level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City. The office is open to members of the public from 9 a.m. to 4 p.m. Monday to Friday, excluding public holidays.

Written requests for documents under the FOI Act should be directed to PO Box 921, Civic Square, Canberra, ACT 2608. The FOI address is different from that used by the ACT Government Service as a whole to facilitate the processing of FOI requests.

Telephone inquiries should be directed to the FOI Inquiries Officer, telephone (06) 275 8123, or the FOI Officer, telephone (06) 275 8884.

People seeking information are encouraged to seek details through existing access avenues, as has been the practice in the past, before resorting to the more formal FOI procedures.