

No. S22, Monday 7 May 1990

**A.C.T. GOVERNMENT LAW  
OFFICE**

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

SECTION 7 STATEMENT

2. ACT Freedom of Information Act 1989



Australian Capital Territory  
GOVERNMENT LAW OFFICE

Chief Law Officer

CORPORATE SUPPORT  
& PROJECTS

Director

ADMINISTRATIVE LAW &  
JUSTICE BRANCH

Deputy Law Officer

- . Ad. Instructive Law Policy
- . Privacy
- . Criminal Law Policy
- . Police & Law Enforcement
- . Evidence
- . Courts'
- . Prisoners
- . Parole
- . Gambling & Liquor
- . ACT Credit Tribunal

CONSTITUTIONAL &  
LAW REFORM BRANCH

Deputy Law Officer

- . Constitutional Law
- . Machinery of Government
- . Assembly Practice & Procedure
- . Legislation Services
- . Law Reform
- . Human Rights
- . Private & International Law
- . Censorship
- . Business Law
- . Consumer Affairs

GOVERNMENT SOLICITOR'S  
OFFICE

Chief Solicitor

- . Advisings
- . Litigation
- . Debt Recovery
- . Appearances before Tribunals
- . Contracts & Agreements
- . Legal Instruments

LEGISLATIVE COUNSEL'S  
OFFICE

Legislative Counsel

- . Drafting of ACT Acts & Regulations
- . Drafting of Private Members Bills
- . Legislation Bulletin
- . Reprinting of ACT laws

ACT GAMING &  
LIQUOR AUTHORITY

- . Totalizer Betting Facilities
- . Liquor Licensing
- . Gaming Machines

PUBLIC TRUSTEE

- . Probate & Trustee Serv
- . Wills & Powers of
- . Attorney

REGISTRAR'S OFFICE

- . Registration of Land Titles
- . Births Deaths & Marriages
- . Civil Marriage Ceremonies
- . Business Names & Assocs

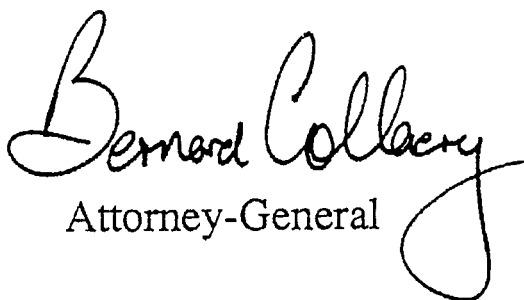
ACT LEGAL AID  
COMMISSION

- . Provisions of Legal
- . Aid Services

# GOVERNMENT SOLICITOR'S OFFICE

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

### SECTION 7 STATEMENT

  
Attorney-General

  
Date

ACT FREEDOM OF INFORMATION ACT 1989  
SECTION 7 STATEMENT

AGENCY: LAW OFFICE  
ORGANISATION UNIT: ACT GOVERNMENT SOLICITOR  
LOCATION: 1ST FLOOR GIO HOUSE

LEGISLATION:

The ACT Government Solicitor was established as a body corporate by the Government Solicitor Act 1989 which came into effect on 10 May 1989.

ORGANISATION:

Under s.5(4) of the Government Solicitor Act 1989 the Chief Solicitor may act personally in the name of the ACT Government Solicitor and he is also empowered to authorise certain qualified officers of the Government Law Office to act in the name of the ACT Government Solicitor. The office of the ACT Government Solicitor is located in Canberra.

FUNCTION:

The ACT Government Solicitor performs functions previously carried by the Australian Government Solicitor's Office on behalf of the Territory as well as those functions carried out by the Advising and Contracts Section of the former ACT Administration.

The Government Solicitor may act as solicitor for -

- (a) the Crown in the right of the Territory;
- (b) the Territory
- (c) a person suing or being sued on behalf of the Territory;
- (d) a Minister
- (e) a body established by or under an enactment;
- (f) a person who is-
  - (i) a member of transitional staff; (Commonwealth Public Servants on loan to the ACT)
  - (ii) an officer of the Public Service
  - (iii) employed by the Territory; or
  - (iv) employed by an authority established by or under an enactment;
- (g) a person holding office under an enactment or a law of the Territory;
- (h) the Australian Government Solicitor, by arrangement, as agent on behalf of clients of the Australian Government Solicitor; or
- (i) any other person, or body, for whom the ministers requests the Government Solicitor to act.

The work done in the name of the ACT Government Solicitor encompasses litigation, advisings, recovery, commercial and conveyancing work for ACT departments and authorities.

## POWERS

The Chief Solicitor may act personally in the name of the Government Solicitor and may also, either generally or otherwise authorise a qualified solicitor of the Government Law Office to act in the name of the ACT Government Solicitor. The Chief Solicitor or an authorised officer acting in the name of the ACT Government Solicitor bears the responsibility for conducting litigation and all other legal work in such a way as to secure the best interests of the ACT.

## CATEGORIES OF DOCUMENTS

The work of the ACT Government is carried by the Chief Solicitor and by officers authorised by him to act in the name of the ACT Government Solicitor under s.5(4) of the Government Solicitor Act 1989. Documents relevant to the operation of the ACT Government Solicitor are held by officers in the Branch.

## FACILITIES FOR ACCESS

The ACT Government Solicitor does not maintain its own facilities for access. Documents may be examined and copies obtained through the Business Manager, Public Affairs Branch.

## PROCEDURE AND CONTACT POINTS

All FOI requests should be directed to the ACT Government Service FOI Office, which is located at Level 4, 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. The office is accessible by wheelchair, but TTY facilities are not available.

6. ACT Freedom of Information Act 1989 Australian Capital Territory Gazette  
No. S22, 7 May 1990

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.

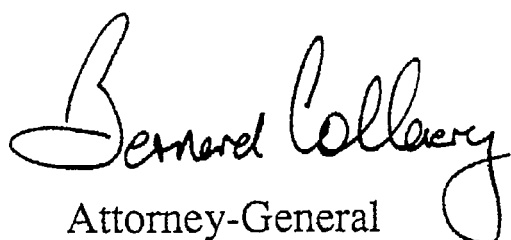
Telephone enquiries should be directed to the FOI Enquiries Officer, telephone (06) 275 8123, or the FOI Co-ordinator, telephone (06) 275 8884.

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.

## CONSTITUTIONAL AND LAW REFORM BRANCH

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

#### SECTION 7 STATEMENT

  
Attorney-General

  
Date

FREEDOM OF INFORMATION ACT 1989  
SECTION 7 STATEMENT

Agency: Government Law Office  
Organisational Unit: Constitutional and Law Reform Branch  
Location: 3rd Floor GIO Building

LEGISLATION

The Branch is responsible for developing policy on a variety of legislation including:

Administration and Probate Act 1929  
Age of Majority Act 1974  
Artificial Conception Act 1985  
Associations Incorporation Act 1953  
Birth (Equality of Status) Act 1988  
Business Names Act 1963  
Commercial Arbitration Act 1986  
Film Classification Act 1971  
Motor Traffic (Alcohol and Drugs) Act 1977  
Powers of Attorney Act 1956  
Public Trustee Act 1985  
Publications Control Act 1989  
Sale of Goods (Vienna Convention) Act 1987  
Sale of Goods Act 1954  
Sex Discrimination (Miscellaneous Amendments) Act 1986  
Termination of Pregnancy Act 1978  
Testamentary Guardianship Act 1984  
Trustee Act 1957  
Trustee Companies Act 1947  
Unclaimed Monies Act 1950  
Wills Act 1968

ORGANISATION AND FUNCTIONS

Constitutional and Law Reform Branch comprises:

Constitutional and Machinery of Government Section  
Human Rights and Community Law Section  
Law Reform Unit  
Legislation Section

The Branch is responsible for providing policy advice to the Attorney-General and ACT Government Service on a range of matters including:

- the ACT Self-Government package;
- law reform;



- associations incorporation and business names, trustee matters including matters relating to the Public Trustee, powers of attorney, wills;
- human rights including family matters, euthenasia, surrogacy, anti-discrimination, prostitution, censorship matters;
- international conventions;
- defamation;
- community mediation;
- machinery of government matters; and
- proposed legislation.

The Branch provides legal advice on matters within its areas of policy responsibility and is responsible for providing and, if necessary, co-ordinating the Government Law Office's comments and legal advice on policy proposals which are to be considered by the ACT Government. The Branch provides a service to areas of the ACT Government which require assistance in the preparation of legislation. It is also involved in the ongoing process of finalising, in conjunction with Commonwealth authorities, various aspects of the implementation of ACT Self-Government.

The section names within the Branch are generally descriptive of the work carried out within a section, however, because of the need to make best use of resources this is not invariably so.

#### ARRANGEMENTS FOR EXTERNAL PARTICIPATION

In common with most policy and administrative areas the main way in which persons or bodies outside the administration assist in policy development by the Branch is by making representations to the Attorney-General. The determination of what policies will be implemented is, of course, a prerogative of the Government. If the ACT Government thinks it desirable it will call for submissions on matters that are being considered. So far as the Branch's responsibilities are concerned this may happen when legislation is being developed or a law reform initiative is being pursued.

The ACT is a party to the Standing Committee of Attorneys-General. This Committee considers a variety of proposals basically aimed at achieving uniformity in the law. The Branch is responsible for co-ordinating the ACT's participation on the committee. The ACT also has observer status on the Ministerial Council on Companies and Securities Legislation.

#### CATEGORIES OF DOCUMENTS

The Branch places documents relating to policy and legal advice on Departmental files. If the advice relates to a matter to be considered by the ACT Government the relevant documents will be maintained in accordance with the appropriate guidelines.

The Branch has a stock of blank Enduring Powers of Attorney forms.

#### FACILITIES FOR ACCESS

With the exception of Enduring Powers of Attorney forms which may be collected by calling on the Branch, access to the Branch's documents would require a request.

#### PROCEDURE AND CONTACT POINTS

All FOI requests should be directed to the ACT Government Service FOI Office, which is located at Level 4, 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. The office is accessible by wheelchair, but TTY facilities are not available.

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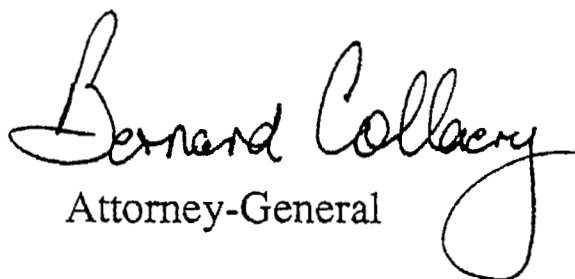
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# ADMINISTRATIVE LAW AND JUSTICE BRANCH

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

### SECTION 7 STATEMENT

  
Attorney-General

  
Date

FREEDOM OF INFORMATION ACT 1989 (A.C.T.)

SECTION 7 STATEMENT

AGENCY: A.C.T. GOVERNMENT LAW OFFICE

ORGANISATIONAL UNIT: ADMINISTRATIVE LAW AND JUSTICE BRANCH

LOCATION: 2ND FLOOR, G.I.O. HOUSE, 250 CITY WALK,  
CANBERRA CITY

ORGANISATION

The Administrative Law and Justice Branch forms part of the A.C.T. Government Law Office. The Branch is responsible for a range of legal policy matters including administrative law, legal aid, sentencing, bail and other justice related matters. The Branch also provides support to the Legal Aid Commission, Credit Tribunal and the Parole Board. The Branch is also responsible for the racing, gaming and liquor function.

The Branch is headed by the Deputy Law Officer, Administrative Law and Justice to whom are responsible the Directors of the Administrative Law and Courts, Justice, Police and Law Enforcement and Racing, Gaming and Liquor Sections.

Particulars of the Branch's activities and the legislation for which the Branch has responsibility are outlined below in relation to each Section.

POWERS

The Branch makes recommendations to the Attorney-General in relation to the exercise of his powers under:

Administrative Appeals Tribunal Act 1989

subsection 26(7) and section 35 - issuing a certificate concerning disclosure of information or answering a question as being contrary to the public interest

section 29 - Intervention on behalf of the Territory in Tribunal proceedings

section 59 - determination of fees

section 62 - provision of legal or financial assistance to parties

Administrative Decisions (Judicial Review) Act 1989

section 15 - issuing a certificate concerning disclosure of information as being contrary to the public interest

section 19 - intervention on behalf of the Territory in proceedings before the Supreme Court

Ombudsman Act 1989

subsection 11(5) - issuing a certificate concerning disclosure of information as being contrary to the public interest

section 37 - determination of fees and charges

Freedom of Information Act 1989

section 80 - determination of fees and charges

**ADMINISTRATIVE LAW AND COURTS SECTION**

**Functions**

This Section is responsible for administrative law policy, the ACT Administrative Appeals Tribunal and ACT Ombudsman, ACT court matters, the legal profession, access to law and privacy policy. It is also responsible for policy in relation to Justices of the Peace and their appointment.

**Legislation**

Administrative Appeals Tribunal Act 1989

Administrative Decisions (Judicial Review) Act 1989

Freedom of Information Act 1989

Ombudsman Act 1989

Justices of the Peace Act 1989

**POLICE AND LAW ENFORCEMENT SECTION**

**Functions**

The Section handles matters associated with the policing of the Territory, law enforcement policy, police powers and prosecutions under Territory law.

**Legislation**

Australian Federal Police Act 1979 (Clth) - arrangements under subsection 8(1A).

## JUSTICE SECTION

### Functions

The Section develops and implements legal policy in relation to criminal law, bail, sentencing, prisoners and juvenile justice issues, legal aid, domestic violence and law and order. The Section also provides administrative support to the Parole Board.

### Legislation

Legal Aid Act 1977

Parole Act 1975

Parole Orders (Transfer) Act 1983

Removal of Prisoners (Australian Capital Territory) Act 1968 (Clth)

Domestic Violence Act 1986

Police Offences Act 1930

Motor Traffic (Alcohol and Drugs) Act 1977

Crimes (Offences Against the Government) Act 1989

## ARRANGEMENTS FOR PUBLIC PARTICIPATION IN DECISION-MAKING PROCESS

Avenues available to the public include the making of submissions to the Legislative Assembly, its Committees and other public inquiries, representations to the Government, individually to ministers or members of the Legislative Assembly and public meetings. The Branch is responsible for matters relating to its functions which are dealt with by the Standing Committee of Attorneys-General representing each State and the Northern Territory and Australian Capital Territory.

The Branch maintains links with the A.C.T. Law Society and Bar Association and other interested bodies including the Criminal Law Consultative Committee.

#### CATEGORIES OF DOCUMENTS

The Administrative Law and Justice Branch maintains the following categories of documents:

- . Drafts of Cabinet documents, comments thereon and briefing to the Attorney-General relating to policy proposals being developed in respect of legislation administered by the Branch
- . Papers relating to the development and implementation of policy proposals and on the interpretation of provisions of legislation administered by the Branch
- . Briefing papers and submissions to the Attorney-General
- . General correspondence (including representations to the Attorney-General, correspondence with the public and correspondence with other agencies)
- . Questions asked in the Assembly, together with related replies
- . Training materials
- . Minutes and other papers relating to meetings attended by officers of the Branch
- . Agenda for, and minutes of, meetings of the various committees on which the ACT is represented.
- . Documents concerning the Attorney-General's consent or approval, as the case may be in relation to the exercise of powers under legislation administered by the Branch
- . Instructions for the drafting of legislation
- . Draft legislation and explanatory material
- . Material relating to the operation of statutory bodies
- . Applications for the appointment of Justices of the Peace
- . Internal working papers

The Branch maintains files containing papers relating to policy and advice on its activities - see attached list. If the advice relates to a matter to be considered by the Executive, the relevant documents will be available only in accordance with the guidelines applicable to the A.C.T. legislation relating to administrative law.

It also maintains files relating to the applications for appointment as a Justice of the Peace and the appointment of members of the ACT Administrative Appeals Tribunal.

#### FACILITIES FOR ACCESS

The Administrative Law and Justice Branch does not maintain its own facilities for access. Documents may be examined and copies obtained through the Business Manager, Public Affairs Branch.

#### PROCEDURE AND CONTACT POINTS

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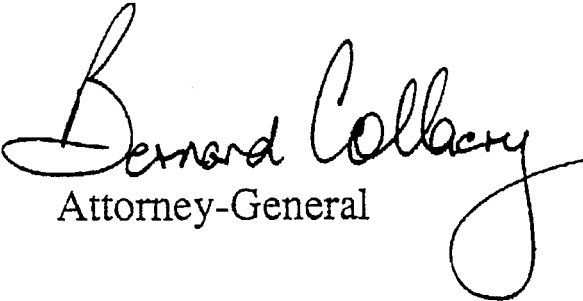
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# RACING, GAMBLING AND LIQUOR SECTION

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

SECTION 7 STATEMENT

  
Attorney-General

  
Date

FOI SECTION 7.

AGENCY: LAW OFFICE

ORGANISATIONAL UNIT Gambling & Liquor.

LOCATION: 3 floor, GIO House, 250 City Walk,  
City Centre. Telephone 274 4458

LEGISLATION LIST: LEGISLATION - LIQUOR AND GAMING MATTERS

LIQUOR ACT 1975 - incorporating amendments to 30 June 1979.  
Amendments No 34/1979, No 59/1982, No 87/1982, No 22/1984

LIQUOR REGULATIONS under the Liquor Ordinance 1975 - Regulations  
No 11/1979

GAMING MACHINE ACT 1987

UNLAWFUL GAMES ACT 1984 - No 21/1984

CANBERRA SHOWGROUND TRUST ACT 1976 - incorporating all amendments  
to 28 February 1979.  
Amendments No 26/1980, No 37/1982, No 19/1983

RACECOURSES ACT 1935 - incorporating all amendments to 31 March  
1989.  
Amendment No 37/1983

BETTING (TOTALIZATOR AGENCY) ACT 1964 - incorporating amendments  
to 28 February 1979.  
Amendments No 36/1979, No 42/1985

LOTTERIES ACT 1964 - incorporating amendments to 31 March 1989.  
Amendments No 13/1981, No 17/1982, No 44/1983 No 23/1984

POOL BETTING ACT 1964 - incorporating amendments to 31 March 1979.  
Amendments No 1/1981, No 18/1982, No 101/1982 No 26/1984

GAMES, WAGERS AND BETTING-HOUSES ACT 1964 - incorporating  
amendments to 31 March 1980.

GAMES, WAGERS AND BETTING-HOUSES ACT 1982 - No 16/1982

GAMING AND BETTING ACT 1906 (NSW ACTS APPLICATIONS ACT 1984)

COMMUNITY DEVELOPMENT FUND ACT 1981 - No 10/1981.

BOOKMAKERS ACT 1985 - No 43/1985

BOOKMAKERS REGULATIONS - No 24/1985

ACT GAMING AND LIQUOR AUTHORITY ACT - No 116/1981

CASINO ACT 1988.

ORGANISATION: The Director is assisted by 7 officers (ASO 1-7).

FUNCTION: The Gambling & Liquor Section provides policy advice on racing, gambling and liquor matters and administers the Bookmakers Act 1985 and the Lotteries Act 1964.

Some of the functions include:

- \* issuing licences to bookmakers operating in the ACT;
- \* collection of bookmakers' levies;
- \* issuing permits for lotteries including trade promotions, housie & silver circles;
- \* allocate the distribution of funds to the ACT Racing Clubs;
- \* advise Government on racing, gambling & liquor matters;
- \* liaise with Federal & interstate government departments, private associations and lobby groups;

#### ARRANGEMENT FOR EXTERNAL PARTICIPATION

Liaise with all Racing Clubs, Licensed Clubs Association, Australian Hotels Association, the ACT Gaming and Liquor Authority, ACT Bookmakers Association, Australian Federal Police, NSW and South East racing authorities, community sporting and charitable organisations, interstate and local government departments. Also meet with members of the public to advise and counsel on matters involving lotteries, housie, silver circles and trade promotions.

#### CATEGORIES OF DOCUMENTS.

Applications for the conduct of raffles, trade promotions and housie are processed on payment of the scheduled fee.

Documents available free of charge on request by the Public are: -

- information sheets and forms for lotteries, housie and trade promotions.
- for licensed bookmakers: bookmakers return sheets, betting ledgers and computer stationery.

Documents Available For Purchase. Nil.

Documents Available Under FOI. These include records and files relating to:

- \* personal files, eg bookmakers;
- \* raffle, trade promotion and housie permits and their relevant financial returns;
- \* policy statements and operating procedures;
- \* finance, staffing and administration;
- \* background papers, agendas & minutes of meetings.
- \* tax payment files (ie bookmakers and soccerpools)
- \* personnel files

#### FACILITIES FOR ACCESS.

Information sheets and forms for lotteries, trade promotions and housie are available from the office, or by mail and facsimile on request. Bookmakers return forms, betting ledgers and computer sheets are also available for licensed bookmakers from the office.

#### FOI PROCEDURES AND CONTACT POINTS

All FOI requests should be directed to the ACT Government Service FOI Office, which is located at Level 4, 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. The office is accessible by wheelchair, but TTY facilities are not available.

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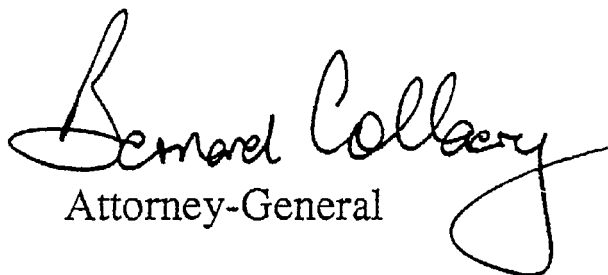
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**PAROLE BOARD OF THE  
AUSTRALIAN CAPITAL  
TERRITORY**

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

**SECTION 7 STATEMENT**

  
Attorney-General

  
Date

## PAROLE BOARD OF THE AUSTRALIAN CAPITAL TERRITORY

### Establishment

The Parole Board of the Australian Capital Territory was established in 1977 under the Parole Act 1976. The Board held its first meeting on 15 April 1977.

### Organisation

In 1982 the membership of the Board was increased from three to five members. The members are appointed by the Minister. Secretarial services to the Board are provided by an officer of the Government Law Office.

### Functions

The Board deals with matters relating to the release of ACT prisoners on parole. The Board's powers and functions are governed by the provisions of the Parole Act. When invited, the Board also provides advisory recommendations to the Attorney-General on applications made by ACT prisoners for release on licence.

### Arrangements for outside participation

ACT prisoners are detained in penal institutions in NSW to serve their sentences. Before the expiration of each prisoner's non-parole period, the Board requires reports from the NSW Department of Corrective Services in respect of the particular prisoner concerned. The reports are prepared by officers of the (NSW) Probation and Parole Service near, and officers engaged in the administration of, the penal institution in which the prisoner is detained. It is open to any member of the public to make written representations to the Board but, in general, a member of the public is not entitled to be present at a meeting of the Board.

### Categories of documents

The Board maintains the following categories of documents:

- . agendas for, and minutes of meetings of the Board
- . documents concerning the cases of individual prisoners
- . documents concerning administrative and financial matters
- . general correspondence in connection with the administration of the Board
- . internal administration papers and records.

The Board's annual reports are available to the public through the ACT Government Law Office, eighth floor, Electricity House, London Circuit, Canberra 2601.

### Facilities for access

The Board does not maintain its own facilities for access. Documents may be examined and copies obtained through the access facilities provided by the Government Law Office.

### FOI procedures and initial contact points

#### FOI PROCEDURES AND CONTACT POINTS

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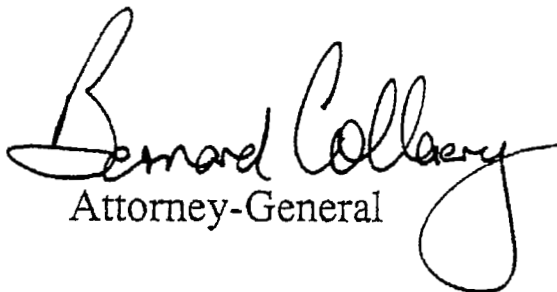
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**A.C.T. CONSUMER AFFAIRS  
BUREAU**

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

**SECTION 7 STATEMENT**

  
Attorney-General

  
Date

A.C.T. FREEDOM OF INFORMATION ACT 1989  
SECTION 7 STATEMENT

AGENCY : LAW OFFICE  
ORGANISATIONAL UNIT : CONSUMER AFFAIRS BUREAU  
LOCATION : LEVEL 3 NATWEST HOUSE 40 ALLARA STREET  
CANBERRA CITY

INTRODUCTION

The A.C.T. Consumer Affairs Bureau exists to promote fairness and equity in dealings between traders and consumers by :

1. Providing consumer protection through legislation and policies which encourage fair trading;
2. Ensuring traders comply with consumer legislation; and
3. Informing consumers and traders of their rights and obligations under consumer legislation.

LEGISLATION ADMINISTERED BY THE BUREAU

The Bureau is responsible for the following legislation:

- . Consumer Affairs Act 1973
- . Credit Act 1985
- . Door-to-Door Sales Act 1969
- . Landlord and Tenant Act 1949
- . Law Reform (Manufacturers Warranties) Act 1977
- . Law Reform (Misrepresentation) Act 1977
- . Lay-by sales Agreements Act 1963
- . Pyramid Selling Act 1973
- . Sale of Goods Act 1954
- . Sale of Goods (Vienna Convention) Act 1987
- . Sale of Motor Vehicles Act 1977
- . Trade Practices Act 1974 (Commonwealth)
- . Trading Stamps Act 1972
- . Weights and Measures Act 1929
- . Weights and Measures (Packaged Goods) Act 1970

## ORGANISATION

At present the Bureau has 4 sub-sections which carry out the following functions:

### DEVELOPMENT SUB-SECTION

- . The subsection assists the A.C.T. Credit Tribunal in licensing credit providers under the provisions of the A.C.T. Credit Act 1985;
- . handles, at the Director's discretion, those matters which for a time, require particular care and attention.

### INVESTIGATIONS SUB-SECTION

- . The subsection investigates and, where possible, resolves consumer complaints;
  - . advises A.C.T. residents on consumer issues and problems;
  - . ensures that the provisions of the Sale of Motor Vehicles Act are observed; and
- prosecutes (where appropriate) breaches of relevant legislation

### SECRETARIAT SUB-SECTION

- . The subsection develops consumer policy proposals;
- . initiates proposals for new consumer legislation;
- . ensures that existing consumer legislation in the A.C.T. is up-to-date;
- . liaises with organisations concerned with consumer affairs;
- . provides a consumer/trader education program in the A.C.T.

### TRADING STANDARDS SUB-SECTION

- . The subsection ensures fair trading in all sales or transactions by weight or measure through an equitable and uniform enforcement of weights and measures laws, codes of practices and trading practices; and
- . prosecutes (where appropriate) breaches of relevant legislation;
- . provides a comprehensive product safety service in the A.C.T.

### Decision making powers and other powers affecting members of the public

The Director, the Registrar of Motor Vehicle Dealers, an investigating officer or inspector has certain powers conferred upon them by the relevant Acts administered by the Bureau. In addition, the Director has the discretion, after thorough investigation, to have a trader named in the Assembly by the Minister responsible for Consumer Affairs. This avenue is open to the Director so as to inform the public of undesirable practices in the marketplace.

### ARRANGEMENTS FOR EXTERNAL PARTICIPATION

The Bureau is represented on a number of committees where external agencies and consumer/trader participation is available:

- . Commonwealth/ State Consumer Products Advisory Committee (CSCPAC). A body made up of one representative from each of the States, Territories and the Commonwealth. The Committee advises on the banning of unsafe goods, consumer product safety issues and information standards under the Trade Practices Act.

Consultative Committee On Trade Measurement A working party meets regularly to establish the matters and issues to be discussed at the Standing Committee on Trade Measurement. State and Territory authorities on Trade Measurement, concerned industry representatives and national consumer organisations usually provide one representative each to the working party.

Standing Committee on Trade Measurement. Formulates policy and makes recommendations on Trade Measurement and Packaging requirements to the Minister responsible for Trade Measurement in each State and Territory. The committee is made up of one representative from each State and Territory Trade Measurement Authority

Consumer Standards Advisory Board and various Technical Committees. These Committees oversee the development of standards in designated fields and evaluate the national benefits to be gained from proposed Standards projects. The committees usually comprise representatives from users and purchasing bodies, regulatory authorities, manufacturers' and suppliers' organisations, research and testing organisations, consumer bodies and independent professional and technical bodies.

Consumer Awareness Officers Meeting. Co-ordinate activities of Government consumer agencies to educate traders and consumers on their rights and obligations

Standing Committee of Consumer Affairs Ministers (SCOCAM). An advisory body comprising Ministers from the Commonwealth, all Australian States/ Territories and New Zealand. Discusses and formulates policy on issues raised by the above committee's. This body meets annually and provides a forum for co-operation and an exchange of views on consumer issues. Provides an avenue towards uniform laws and regulations throughout Australia and New Zealand.

Submissions by interested persons or groups are also welcomed by the Director on issues that may affect consumers generally.

### CATEGORIES OF DOCUMENTS

The A.C.T. Consumer Affairs Bureau holds several basic categories of documents;

#### **Documents available on request and without charge**

The Bureau has many pamphlets on consumer issues

The pamphlets:

- summarise the operation of Acts that the Bureau administers; and
- give advice on common consumer problems.

These pamphlets are available on request from the reception area of the bureau and the A.C.T. Shop-fronts. The bureau also makes available a board game and video on a loan basis. The Bureau's Annual report is also available upon request.

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

The Register of Motor Vehicle Dealers is available for inspection on payment of a prescribed fee.

#### **Documents available for purchase by the public**

None are held by the A.C.T. Consumer Affairs Bureau at this time.

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

- . documents relating to the Acts administered by the Bureau
- . application forms
- . files and records relating to staffing and administration
- . press releases
- . agenda for, and minutes of, meetings of senior officers of the Bureau
- . documents relating to the development of policy
- . finance and accounting documents
- . lists of assets, stores and stationery
- . files relating to investigations carried out by the Bureau (subject to confidentiality provisions)
- . files on consumer matters

- . records relevant to specialised Bureau functions which affect the public

### **FACILITIES FOR ACCESS**

Information about the A.C.T. Consumer Affairs Bureau publications may be obtained by writing to the Director, A.C.T. Consumer Affairs Bureau, GPO Box 158, Canberra 2601 or by telephoning (06) 275 8111

The A.C.T. Consumer Affairs Bureau is located on level 3 Natwest House, 40 Allara Street Canberra and has access for the disabled via lifts from the Allara Street level and also via a ramp located in the courtyard of Finlay Crisp Offices.

### **FOI PROCEDURES**

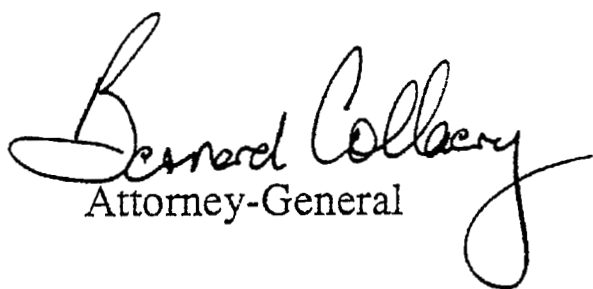
The A.C.T. Freedom of Information Office receives, monitors and co-ordinates all requests held by this agency. The A.C.T. FOI Office is located on level 3, A.C.T. Administration Centre, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9.00am to 4.00pm Monday to Friday, (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.

Enquiries regarding FOI matters can be directed to the FOI Officers on (06) 275 8884 or (06) 275 8123.

## REGISTRAR'S OFFICE

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

#### SECTION 7 STATEMENT

  
Attorney-General

  
Date



ACT FREEDOM OF INFORMATION ACT 1989  
SECTION 7 STATEMENT

Agency: Law Office  
Organisational Unit: Registrar's Office  
Location: Basement 1, Allara House

Legislation: Real Property Act (1925)  
City area Lease ACT (1936)  
Birth (Equality of Status) Act (1988)  
Unit Titles Act (1970)  
Lease Act (1918)  
Real Property Unit Titles Act (1975)  
Instruments Act (1933)  
Adoption Act (1965)  
Registration of Births, Deaths & Marriages Act (1963)  
Registration of Deed Act (1957)  
Registration of Deaths Abroad Act (1984)  
Power of Attorney Act (1956)

Organisation/Function (includes decision making powers and other powers affecting members of public)

- . Declaring title to land in the ACT
- . Conducting civil marriage ceremonies
- . Registering
  - dealing in land
  - units and unit plans (sub divisions
  - deeds, instruments and securities
  - births, deaths and marriages and adoptions
  - ministers of religion
  - foreign marriages and deaths abroad

Arrangement for external participation

Regular meetings with clients, invitations to address staff on matters of interest, consultancy with community groups, hospitals, Law Society on practices and legislative amendments, information/advice leaflets.

Categories of documents

Registers and dealings which form a public record that are available for perusal/inspection for a fee.

Facilities for access

Public counters, enquiry telephone lines

#### FOI PROCEDURES AND CONTACT POINTS

All FOI requests should be directed to the ACT Government Service FOI Office, which is located at Level 4, 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. The office is accessible by wheelchair, but TTY facilities are not available.

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.

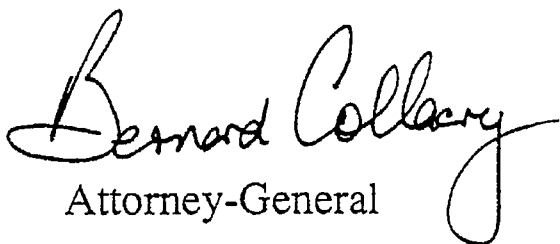
Telephone enquiries should be directed to the FOI Enquiries Officer, telephone (06) 275 8123, or the FOI Co-ordinator, telephone (06) 275 8884.

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.

# OFFICE OF THE PUBLIC TRUSTEE

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

### SECTION 7 STATEMENT

  
Attorney-General

  
Date

OFFICE OF THE PUBLIC TRUSTEE OF THE ACT  
FREEDOM OF INFORMATION STATEMENT

ESTABLISHMENT

The Office of the Public Trustee for the Australian Capital Territory was established on 28 October 1985 by the Public Trustee Ordinance 1985. It incorporated the functions previously undertaken by the Curator of Estates of Deceased Persons and provides a service similar to those provided by Public Trustees throughout Australia and other Commonwealth countries.

Under the Public Trustee Act 1985 the Public Trustee -

- (a) is a corporation sole by the name of the Public Trustee for the Australia Capital Territory;
- (b) has perpetual succession;
- (c) has an official seal; and
- (d) is capable, in the corporate name of the Public Trustee, of acquiring, holding and disposing of real and personal property and of suing and being sued.

All courts, judges and persons acting judicially are required to take judicial notice of the seal of the Public Trustee affixed to a document and shall presume that it was duly affixed.

FUNCTIONS

The functions of the Office of the Public Trustee are specified in the Public Trustee Act 1985 and include acting as;

- . A trustee of a will or settlement
- . An executor or administrator, including administrator pending litigation.
- . An agent or attorney.
- . A manager of property

ORGANISATION

The Office of the Public Trustee is a separate unit in the ACT Government Law Office. The Public Trustee Office is divided into three main functional areas: Trust and Estate management; Accounts and Administration.

The Trust and Estate section:

- . prepares Wills
- . administers deceased Estates
- . acts as trustee of moneys awarded by the ACT Supreme

Court and the ACT Magistrates Court to persons under a legal disability (eg persons under the age of 18 years and persons who are no longer capable of managing his or her affairs carries out a range of other services, eg acts as guardian ad litem in Supreme court proceedings where a party to the proceedings is mentally disabled

Accounts are responsible for managing moneys held in trust, banking, investment, payment of accounts and to beneficiaries and associated financial transactions and reports.

Administration provides support eg typing legal documents and assists with recruitment, staff development, improvement of office practice and procedures and general administrative tasks.

The office currently employes 20 staff.

#### ARRANGEMENTS FOR EXTERNAL PARTICIPATION

The Public Trustee Investment Board comprising the Public Trustee and two other members appointed by the Attorney General, provides direction on investment practice and funds management.

#### CATEGORIES OF DOCUMENTS

Documents held in the Office include;

- . Wills
- . Powers of Attorney
- . Enduring Powers of Attorney
- . Deceased Estate files
- . Trust files
- . Investment Board minutes
- . Tax returns
- . Various legal documents associated with Trust and Estate management eg birth, death and marriage certificates

#### FACILITIES FOR ACCESS

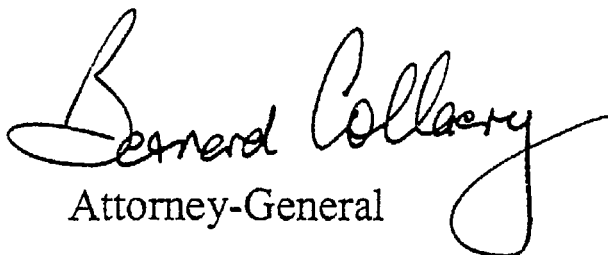
Information can be obtained from the Office of the Public Trustee counter located on the fourth floor of the Ansett Building 4 Mort Street, Braddon, ACT or by mail addressed to the Public Trustee, Office of the Public Trustee, GPO Box 515 Canberra City, 2601.

Information concerning Wills, Trusts, Deceased Estates, Powers of Attorney and all personal matters is strictly confidential and will only be made available to persons with a legal right to that information.

# A.C.T. GAMING AND LIQUOR AUTHORITY

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

### SECTION 7 STATEMENT

  
Attorney-General

  
Date

## ACT FREEDOM OF INFORMATION ACT 1989

### SECTION 7 STATEMENT

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#### AGENCY

Australian Capital Territory Gaming and Liquor Authority (GALA)

#### LOCATION

Head Office 26 Antill Street, Dickson, ACT 2602

#### LEGISLATION

- Australian Capital Territory Gaming and Liquor Authority Act 1987
- Betting (Totalizator Agency) Act 1964
- Liquor Act 1975
- Gaming Machine Act 1987

#### ORGANISATION

The Authority Board consists of a Senior Member, a Deputy Senior Member and three Members who are appointed by the Minister for up to five years. The Authority appoints a Chief Executive to administer GALA's functions.

#### FUNCTIONS

- to conduct or provide, in accordance with the Betting (Totalizator Agency) Act 1964, totalizator betting facilities in respect of races held within or outside the Territory by operating its own totalizator, or by means of agreements with interstate totalizators
- to conduct lotteries,
- to act as an agent of the person conducting a lottery for the sale of tickets or shares in tickets, in that lottery
- to conduct, as the promoter of an approved pool betting scheme, a pool betting competition under that scheme
- to act as an agent of the promoter of an approved pool betting scheme in the conduct by the promoter of a pool betting competition under that scheme
- to consider and determine applications or other matters under the Liquor Act 1975
- to conduct hearings in relation to applications or other matters under the Liquor Act 1975;

- to recommend the general standards that should be met in relation to the construction of premises in respect of which licences under the Liquor Act 1975 are sought
- to consider and determine applications or other matters under the Gaming Machine Act 1987
- to conduct inquiries in relation to matters under the Gaming Machine Act 1987
- to undertake under the Gaming Machine Act 1987 the acquisition of gaming machines for licensees within the meaning of that Act

#### **POWERS**

Under the Betting (Totalizator Agency) Act 1964 the Authority conducts totalizator betting facilities in respect of races held within or outside the ACT, determines rules relating to the acceptance of investments, the calculation of dividends, the cancellation or refund of investments, and the accumulation of pools, appoints agents determines the operation of ACT/TAB agencies and offices, enters into agreements with interstate totalizators conducts totalizator betting facilities at racecourses in the Territory, and sets aside moneys for payment to the ACT Government Trust Account to prescribed race clubs and the ACT Racecourse Development Fund

Under the Gaming Machine Act 1987 the Authority issues, renews suspends and cancels gaming machine licences, determines the payout percentage for gaming machines, the number and type of gaming machines in the ACT issues Repairer's and Collection Certificates, collects machine licence fees, and collects the levy on gaming machine gross revenue derived by the clubs and other approved licensed premises for payment to the ACT Community Development Fund Trust Account

Under the Liquor Act 1975 the Authority issues, renews, suspends and cancels liquor licences issues and cancels liquor permits; issues directions to licensees in various circumstances calculates and collects liquor fees, determines and regulates the standard of licensed premises

The Attorney General is responsible for the appointment of Authority members In the exercise of its powers and in the performance of its functions, the Authority is subject to the directions of the Attorney General

#### **ARRANGEMENTS FOR OUTSIDE PARTICIPATION**

Persons or bodies outside GALA may make representations in writing to the Authority on matters concerning them In addition, GALA officers are available for formal or informal consultation on matters of mutual interest

#### **CATEGORIES OF DOCUMENTS**

- Documents available to the public for purchase are
  - ACT/TAB Rules
  - Liquor Licensing Standards Manual
  - Lists of liquor licensees
- Various information brochures relating to totalizator betting are available free of charge on request.



- Documents that may be made available under the Freedom of Information Act 1989 are records and files relating to:
  - the Minutes and Common Seal Register of the Authority
  - Finance, staffing and general administration of the Authority
  - Statistical and transaction records of the totalizator betting operations
  - Control of gaming machines (including approvals, licence fees and taxes).
  - administration of liquor licences (including records on individual licences).
  - transcripts of liquor licensing hearings

#### **FACILITIES FOR ACCESS**

Facilities for access of documents made available under the Freedom of Information Act 1989 are provided in GALA Head Office (address below)

A list of liquor licensees, ACT/TAB Rules, Licensing Standards Manual and information brochures can be accessed at the GALA Head Office (address below)

#### **FOI PROCEDURES AND INITIAL CONTACT POINT**

General inquiries concerning access to documents should be directed to

Director, Administration  
Australian Capital Territory Gaming and Liquor Authority  
26 Antill Street  
Dickson ACT 2602

or,

PO Box 42  
Dickson ACT 2602

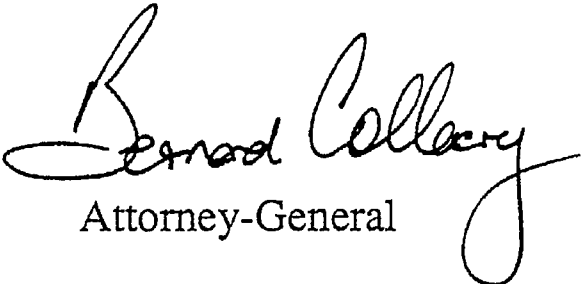
Telephone (062) 456311

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

## A.C.T. LEGAL AID OFFICE

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

#### SECTION 7 STATEMENT

  
Attorney-General

  
Date

LEGAL AID COMMISSION (A.C.T.)  
FREEDOM OF INFORMATION STATEMENT

Establishment

The Legal Aid Commission (A.C.T.) is established by the Legal Aid Act 1977. The Office (the Commission operates as the Legal Aid Office (A.C.T.)) came into existence on 3 July 1978, the Commission having been established on 6 July 1977. The Commission's offices are at Acton House, Corner Marcus Clarke Street and Edinburgh Avenue, Canberra City, A.C.T. The telephone number is (06) 243 3411, the facsimile number is (06) 247 5446.

Functions

The function of the Commission is to administer a program of legal aid in the ACT. (See Section 8 Legal Aid Act). This means the provision of financial assistance to those persons in the ACT who, by reason of disadvantage, do not access to justice to a level available to the majority of the ACT community. The duties of the Commission in that regard are set out at Section 10 Legal Aid Act. Legal assistance is provided subject to a means test, a merit test and a matter test. Guidelines in respect of the Means and Matter tests have been formulated by the Commission and bind the Office.

Organisation

The Commission consists of eight part time Commissioners, one of whom is the President of the Commission and a Chief Executive Officer who is a Commission ex officio. The Commission itself is non-executive. The Chief Executive Officer is, pursuant to Section 17, charged with the management of the operations and affairs of the Commission.

Arrangements for External Participation

The Commission's members represent a broad range of community groups and interest. Approaches from the community to the Commission are welcomed. Staff of the Commission are also represented on a number of bodies throughout the ACT community.

Proposed changes to Commission guidelines have been forwarded to welfare and legal bodies with whom the Commission has regular contact.

Categories of Documents

The Commission has no register or similar documents open to

the public. The information which it can provide either by document or other means is strictly limited by the secrecy provisions of Section 92 Legal Aid Act.

However, Commission guidelines and explanatory pamphlets on legal aid are available free of charge to interested persons and are circulated to relevant welfare and legal bodies.

The Commission makes available on request or under the Freedom of Information Act records and files relating to the affairs of the applicant (but not of persons other than the applicant).

Agenda and Minutes of Commission Meetings and of Meetings of Committees Established Pursuant to the Legal Aid Act

Where the Act allows for such documents and records generally to be made available they are so made available. These generally relate to finance, staffing and administration of the Commission. Access to private information, be it of staff or applicants for legal assistance would only be made available to that person.

Facilities for Access

Published documents may be obtained from the Legal Aid Office (A.C.T.).

Freedom of Information Procedures and Contact Points

Persons seeking access to documents in person should attend at the Reception area Block I Acton House, Canberra City. The Office is open from 9.00am to 5.00pm Monday to Friday excluding Public Holidays.

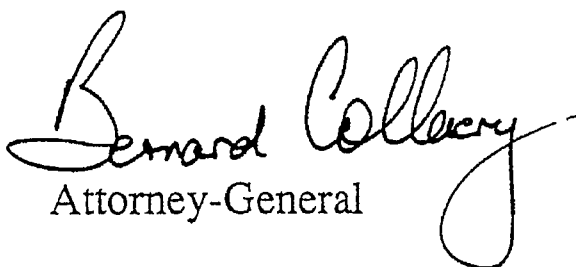
Written requests for documents under the Freedom of Information Act should be directed to the Chief Executive Officer, GPO Box 512, Canberra ACT 2600 or facsimile 475446. Telephone inquiries should be directed to the Chief Executive Officer on 2433 488 or the Administration Office on 2433 477.

The Office actually encourages people to contact it if they have any concerns about its administration and prefers to deal with the matters informally rather than force people to Freedom of Information remedies.

# HOUSING AND COMMUNITY SERVICES BUREAU

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

### SECTION 7 STATEMENT

  
Attorney-General

  
Date

**HOUSING AND COMMUNITY SERVICES BUREAU**

**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 Housing and Community Services Bureau was established under new Administrative Arrangements Orders for the ACT Government Service in December 1990.

The Bureau's Central Office is located on the second floor of the South Building, Civic. (Telephone 246 2337).

Other offices are located at

ACT Housing Trust

Second Floor  
ACT Legislative  
Assembly Building  
1 Constitution Avenue  
Canberra City  
Ph: (06) 275 8111

Second Floor  
South Building  
London Circuit  
Civic  
Ph: (06) 246 2529

ACT Housing Trust  
Counter  
Office of City  
Management Shopfront  
Ground Floor  
North Building  
London Circuit  
Canberra City  
Ph: (06) 246 3080

City District Office  
Plaza Level  
Allara House  
Cnr Allara Street &  
Constitution Avenue  
Canberra City  
Ph: (06) 275 8645

Belconnen District  
Office  
Belconnen Community  
Centre  
Chandler Street  
Belconnen  
Ph: (06) 251 6444

Woden District Office  
Plaza Level  
Cosmopolitan Centre  
Woden Town Centre  
Phillip  
Ph: (06) 282 3877

Melba Liaison Office  
121 Borovansky Place  
Melba  
Ph: (06) 258 1744

Community Programs Branch

Third Floor  
ACT Department of  
Health Building  
Moore Street  
Civic  
Ph: (06) 245 4239

Community Welfare Branch

Fourth Floor  
ACT Department of  
Health Building  
Moore Street  
Civic  
Ph: (06) 245 4431

Office of the Youth Advocate

Seventh Floor  
Canberra House  
Marcus Clarke Street  
Civic  
Ph: (06) 247 8722

Office of Sport, Recreation  
and Racing

First Floor  
Centrepoint Building  
Tuggeranong Town  
Centre  
Ph: (06) 293 5640

### Functions

The functions of the Housing and Community Services Bureau are:

- . to enable the ACT community to obtain appropriate and affordable housing; and
- . to contribute to the well-being of individuals and the ACT community as a whole by:
  - the efficient, effective and equitable provision of a comprehensive range of community, welfare and corrective services; and
  - promoting community participation in sport and recreation activities.

### Organisation

The Housing and Community Services Bureau is composed of five organisational units:

- . The ACT Housing Trust provides a range of government housing and housing-related assistance to ACT residents in accordance with the principles of the Commonwealth/State Housing Agreement. The Trust's potential client group extends to all those residents of the ACT who, without assistance, cannot obtain housing which is appropriate to their particular circumstances and affordable, given their income. The ACT Housing Trust is comprised of the following sections:
  - Corporate and Executive Support
  - Resources Co-ordination
  - Assets Management
  - Property Development
  - Information Systems
  - Rental Operations
  - Home Ownership
  - Melba Flats Project Team

The Housing Trust administers the following legislation:

- Housing Assistance Act 1987
- City Area Leases Act 1936  
Sections 19AA(3), 19(6A), 19(6), 19AA(1), 19AA(2), 19(1), 19(2)(b), 19(2)(c), 19(5) and 28(2)(c) insofar as they relate to the administration of Commissioner for Housing loans, mortgages and the sale of Housing Trust properties



- Recovery of Lands Act 1929  
Sections 4 and 5 insofar as they relate to Housing Trust properties.

The Community Programs Branch supports the development of a wide range of services through community agencies. The Branch fulfils this role through grants funding programs (Community Services and Health Grants, Home and Community Care and Supported Accommodation Assistance Program), by providing and maintaining facilities and by a close involvement in the delivery of targeted services. The Branch also has the responsibility for the operation of the ACT's adult corrective services, including probation and parole, community service orders, the Belconnen Remand Centre and related policy activities. The following sections comprise the Community Programs Branch:

- Community Grants Management
- Children's day Care Services
- Youth Affairs and Community Projects
- Community Facilities
- Adult Corrective Services

Community Programs Branch administers the following legislation:

- Community Development Fund Act 1981  
as it relates to the administration of Community Services Grants Programs
- Community and Health Service Act 1985  
paragraphs 6(2)(k)-(l) and paragraph 6(2)(o), subsections 6(3)-(4) and sections 72, 74, 75 & 78 insofar as they relate to the administration of paragraphs 6(2)(k)-(l)
- Supervision of Offenders (Community Service Orders) Act 1985.

The Community Welfare Branch provides administrative, managerial and professional support for the discharge of welfare responsibilities in the ACT. The Branch Head is currently the Director of Welfare with major statutory responsibilities under the Children's Services Act 1986 and the Adoption of Children Act 1965. The Director also has a peripheral role under other legislation and agreements, both ACT and interstate, regarding the health, welfare, transfer and supervision of children. The Branch also has the responsibility for the provision of juvenile justice services in the ACT. The Branch has the following sections:

- Executive Support
- Support Services
- Family Support

- Child Protection
- Adoption and Substitute Care
- Juvenile Justice
- Policy and Co-ordination
- Development and Training

The Community Welfare Branch administers the following legislation:

- Adoption of Children Act 1965
- Child Welfare (Saving and Validation) Act 1987
- Children's Services (Miscellaneous Amendments) Act 1986
- Children's Services Act 1986  
except parts III & X
- Community and Health Service Act 1985  
paragraphs 6(2)(g)-(j) and paragraph 6(2)(o),  
subsections 6(3)-(4) and sections 72, 74, 75 & 78  
insofar as they relate to the administration of  
paragraph 6(2)(g)-(j).

The Office of the Youth Advocate, which was established under the Children's Services Act 1986, protects the interests of children and receives, records and acts upon notifications concerning children who may be in need of care.

The Office of Sport, Recreation and Racing is responsible for the planning and policy development for sport, recreation and racing in the ACT. The Office administers Sports Development Grants, Sporting Advisory Services, the ACT Sports Academy and the Sports Loan Scheme. It also develops and administers programs such as 'Life. Be In It' and the Recreation Development Grants Program and is responsible for the development of the racing industry in the ACT and provides the secretariat for the Racecourse Development Fund Advisory Committee. Units within the Office are:

- Sport and Recreation Policy
- Sports
- Recreation
- Racing and Special Events

The Office of Sport, Recreation and Racing administers the following legislation:

- Betting (Totalisator Agency) Act 1964  
Part IIA
- Community Development Fund Act 1981  
as it relates to the administration of Recreation  
and Sports Development Grants Programs
- Racecourses Act 1935.

### Arrangements for External Participation

Individuals or organisations may participate in policy formulation by making representations to the Minister for Housing and Community Services or the General Manager of the Housing and Community Services Bureau, or by making contact with the appropriate branch or office. Approaches from the community are welcomed.

From time to time the public is invited to comment on various issues through the circulation of Discussion Papers. Advertisements seeking public comment are placed in local newspapers.

### Categories of Documents

The Housing and Community Services Bureau has no registers or similar documents open to the public for payment of a fee.

The Housing and Community Services Bureau has no documents available for purchase by the public.

Documents available free of charge on request cover information pamphlets on the various programs of the Bureau. They can be obtained from the Offices detailed above.

Documents which may be made available under the Freedom of Information Act 1989 are records and files relating to:

- . internal, inter-agency and community correspondence on housing and community services issues;
- . research papers and reports from consultants;
- . policy statements, position papers and operating procedures;
- . guidelines and manuals for various programs;
- . background papers, agendas and minutes of meetings; and
- . finance, staffing and administration.

### Facilities for Access

Documents available free of charge may be obtained from the various Bureau offices listed above.

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

### FOI Procedures and 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 Legislative Assembly Building, 1 Constitution Avenue, Canberra City, and is open to members of the public from 9am to 4pm 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.

Enquiries regarding FOI matters can be directed to the FOI Officers on 275 8884 or 275 8123.

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 Services as a whole to facilitate the processing of FOI requests.

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