

No. S121, Wednesday 30 June 1993

A.C.T. FREEDOM OF INFORMATION ACT 1989

INDEX OF SECTION 8 MANUALS

Introduction

Agency Listings:

- **ACT Treasury**
- **Chief Minister's Department**
- **ACT Board of Health**
- **Department of Education and Training**
- **Attorney General's Department**
- **Housing and Community Services Bureau**
- **Department of Urban Services**
- **Department of Environment Land and Planning**
- **ACT Institute of TAFE**
- **ACT Electricity and Water**

INTRODUCTION

This statement is compiled under section 8 of the ACT Freedom of Information Act 1989 which obliges agencies of the ACT Government Service to meet certain requirements about making documented rules and procedures available to the public for inspection. The publishing date is 26 June 1992 but several agencies have indicated completion of their segments before this date.

This edition replaces previous editions published in the Territory Gazette, No. S102, 30 June 1992. It comprises a consolidated index of manuals (and their location) held by the ACT Government Service which comprises the following agencies:

- ACT Treasury
- Chief Minister's Department
- ACT Board of Health
- Department of Education and Training
- Attorney-General's Department
- Housing and Community Services Bureau
- Department of Urban Services
- Department of the Environment, Land and Planning
- ACT Institute of TAFE
- ACT Electricity and Water

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

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

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

Tel: 205 0247

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

A.C.T. TREASURY

This statement is correct as at 26 May 1993

Listing and locations:

- Financial Regulations 1989 (Level 6, FAI House)
- Land Tax on Residential Properties (Level 2, FAI House)
- Land Valuations & General Rates (Level 2, FAI House)
- Revenue Circulars (Level 2, FAI House)
- Schedule of Bank Charges (Level 5, FAI House)
- Treasury Directions (Level 6, FAI House)

CHIEF MINISTER'S DEPARTMENT

This statement is correct as at 4 June 1993

Chief Minister's Division

Public Affairs Branch

Listing:

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

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

Industrial Relations Branch

Listing:

- Conditions for use of a Manbox
- Excavator and front-end loader - safety information for Certificates of Competency
- A Guide for Forklift Truck Drivers
- Guidelines for persons working on installation of lifts
- Guides for Dogmen and crane chasers on how to obtain Certificates of Competency
- Information for Certificates for Pendant-controlled Cranes
- Information on set-up and use of builders' cantilevered platform hoists
- Setting-up of builders hoists
- Safety information on pumped concrete boom operations
- Guidelines for Preparation of Health and Safety Policies
- New Rules for Reporting and Recording Workplace Injury and Dangerous Occurrences
- Australian Capital Territory Prosecutions
- Child Safety on the Farm
- A Guide to the Occupational Health and Safety Act 1989
- Skin Cancer and Outdoor Work
- Resolution of O H and S Issues
- A Profit and Loss Statement - An Introduction to Occupational Health and Safety Management
- Manual Handling (ACT Standard and Code of Practice) - 2nd Revised Edition

Safety Bulletins

- A - Health and Safety Representatives (HSR)
- B - Designated Work Groups
- C - O H & S Training for Managers and Supervisors
- 1 - Wood Dust
- 2 - Occupational Overuse Syndrome
- 3 - Flat Synthetic - Webbing Slings
- 4 - Concrete Placing Boom Machinery
- 5 - Motor Vehicle Hoist Installations in the ACT
- 6 - Electric Arc Welding
- 7 - Ladders
- 8 - Chainsaws
- 9 - Gas Welding and Cutting
- 10 - Hand and Portable Power Tools
- 11 - Roll Over Protection

- 12 - Solvents
- 17 - Young Workers and Manual Handling
- 18 - Hazardous Machinery
- 19 - UV Radiation and Outdoor Work
- 20 - Construction and Manual Handling
- 21 - Slips and Falls in the Construction Industry

Documents are held in the Branch, 1st Floor, North Building, London Circuit, Canberra 2601

Economic Development Division

Business Support and Employment Branch

Listing:

- Employment and Training Grant Program Guidelines
- Fares Assistance Scheme guidelines
- New Enterprise Incentive Scheme guidelines
- Working Opportunities for Women Grants Guidelines
- Jobskills Program Guidelines

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

Office of Public Sector Management

Listing:

- ACT Government Purchasing Manual
- ACTGS Access and Equity Guidelines
- ACTGS Consultancy Guidelines
- Departmental EEO Plan
- EEO Guidelines Nos. 1 and 2 (Public Services Commission)
- EEO Restructuring Guidelines
- Finance Directions (including Overseas Directions)
- Fleet Management Guidelines
- Head of Administration Delegations
- Making it Happen, EEO strategies for managers and supervisors, 1992
- Mature Age Women Traineeship Guidelines
- OPSM circulars
- OPSM Office Handbook
- Performance Appraisal Guidelines
- Personnel Management Manuals
- Printing guidelines
- Secretary delegations and instructions
- SES and SOS Guidelines
- Setting the Agenda, EEO in the ACTGS 1992
- Sexual Harassment Guidelines (Public Service Commission)
- Studybank Guidelines
- Administrative Arrangements Orders
- Quarterly Staffing Analysis ACTGS
- Investigations Unit Procedures Manual
- Internal Audit Manual
- Enterprise Bargaining Framework Agreement

- ACTGS Strategic Training Plan, 1993-95
- 1991-92 ACTGS Training and Development Survey Report
- Consultancy Management Guidelines
- Annual Reporting Guidelines

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

A.C.T. BOARD OF HEALTH

In accordance with section 8 of the ACT Freedom of Information Act, 1989, documents listed below are used by officers of the ACT Board of Health to make decisions or recommendations affecting members of the public. Copies may be inspected and purchased at the Board's central office, 2nd Floor, North Building, London Circuit, Canberra City. The statement is correct as at 25 June 1993.

Listing:

- ACT Ambulance Policy Manual
- ACT Breast Screening Program Policy & Procedures Manual
- ACT Breast Screening Program National Accreditation Guidelines
- Airport Disaster Manual
- Alcohol and Drug Service, Conditions of Grant
- Casualty Department Manual
- Child Health Immunisation Protocol
- Child Health Protocol
- Early Intervention Service Information Sheet
- Chiropractic Board
- Code of Ethics
- Guidelines for Advertising
- Requirements for Registration
- Community Mental Health Policy and Procedure Manual
- Community Nursing Operation Manual
- Dental Board
- Code of ethics
- Requirements for Registration
- Dental Services Information Handbook
- Dental Technicians and Dental Prosthetists Board
- Code of ethics
- Detoxification Centre Procedures Manual
- Fire and Emergency manual - Hospital
- Food Handling - Code of Practice
- Food Premises - Code of Constructional Standards
- Establishment & Operation of Temporary Premises
- Food Vendors - Vehicle Code for Itinerant Vehicles
- Health Advancement Services, staff procedures manual
- Health centre
- policy manual
- procedure manual
- Information Technology Strategic Plan
- Industrial relations circulars
- Infection Control Manual

- Jindalee Policy Manual
- Mass Casualty Disaster Plan
- Medical Board
- National Methadone Guidelines
- Nurses Board
 - Requirements for registration
- Optometrists Board
- Patient Admittance/Discharge Manual
- Pathology Manual
- Pharmacy Board
 - Requirements of registration
- Physiotherapists Board
 - Code of ethics
- Physiotherapy Procedure Manual
- Radiology Procedure Manual
- Recruitment manual
- Registration boards
 - Hearings of inquiries, guidelines and procedures
- Treatment Program Referral Procedures Manual
- Veterinary Surgeons Board
 - Code of Ethics
- Youth Alcohol Strategy

DEPARTMENT OF EDUCATION AND TRAINING

This statement is correct as at 1 June 1993.

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

3rd Floor
Manning Clark House
Reed Street
Tuggeranong ACT 2900

Access and equity

- Access and Equity Plan 1992 - 1994

Accidents

- School Accidents: Policy and Mandatory Procedures, Schools Bulletin 119, 14 April 1983.
- Administration of Medications, Injections & Catheters, Circular Minute NO 8/88 & 35/88.

Accommodation

see Buildings

Accounting

see Finance

ACT Board of Senior Secondary Studies

- ACT Board of SSS Papers - policy, information and discussion papers presented to the bi-monthly meetings of the Board and the Board/Principals' meetings
- ACT Board of SSS Policy Manual - published annually
- Advanced Standing pamphlet - explains the advanced standing arrangements with the Canberra Institute of Technology - jointly produced with CIT.

- A Guide to Best Practice in Criterion and Vocational-Competency Based Assessment and Reporting
- Applying to Tertiary Institutions - advice on further studies at tertiary level, produced annually
- Board Activities - membership and functions of the Board in pamphlet form
- Board Development Plan - the current 3-year Plan of the Board's role, principles, functions and issues faced, in pamphlet form
- Certificates You Could Obtain - details of the available certificates awarded during and at the end of Year 12 studies
- E Course Guidelines - information on development of Employment courses
- General Schedule - of events each year to fulfil Board policy
- Going on to Senior Secondary Studies - explains the ACT system of senior secondary studies
- Guidelines of Year 11/12 Courses in the ACT - policy and procedures
- Register of Advanced Standing - a register of agreed advanced standing arrangements, produced annually - jointly produced with CIT.
- Reviewing Your Y11/12 Study Program - basic information to assist students in reviewing their study packages
- What's the AST? - explains the Australian Scaling Test as used in the ranking process for tertiary entrance
- What's the TER? - explains the Tertiary Entry Rank
- Year 12 Study (full) - annual data arising from Y12 and tertiary entry Certification processes
- Year 12 Study (short) - shorter version of the above
- Your Rights to Appeal - details of the academic appeals processes

Administration Matters

- Access to Student Records: Policy and guidelines, Schools Bulletin 429, 13 September 1990
- Alternative Schools: Policy
- Community Use of School: Policy and Guidelines
- Non-Government Schools: Policy, Schools Bulletin, 7 November 1985
- Priority Enrolment Areas: Policy and Guidelines, Schools Bulletin 521, 10 December 1992
- Secondary College Placements: Policy and Mandatory Procedures

Australian Scholastic Aptitude Test (ASAT)

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

Bilingual Education

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

Boards

see School Boards

Buildings

- Fixed Assets-Recording Acquisition, Transfer and Disposal: Policy and Mandatory Procedures, Schools Bulletin 357, 1 December 1988
- Self-Help Projects: Policy, Schools Bulletin 340, 21 July 1988
- Community Use of Schools
- Administrative Procedures: Self-Help Projects and/or Acquisition of Equipment from non-government sources
- Guidelines on the Management of Space in A.C.T. Government School Buildings
- Report on Management of Accommodation in A.C.T. Government Schools
- System Plan Reports
 - Community Schools for Canberra 1989-2000
 - Community Schools for Canberra 1989-2000 (final report)

- Flexible - Spare Schools in the ACT - Information Brochure

Bursaries

1992 Information Paper - ACT Junior Secondary Bursar Scheme

Canteens

see School Canteens

Career Education

- Career Education: Policy and Guidelines, Schools Bulletin 209, 30 May 1985
- Let's Get Going
- Career Education in Australian Schools, April 1992
(see also work experience)

Children's Services Act

- Children in Need of Care under the Children's Services Act: Notification Guidelines, Schools Bulletin 330, 28 April 1988

Colleges

see Secondary Colleges

Community Use of Schools

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

Computer Education

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

Curriculum

- Aboriginal Education: Guidelines, Schools Bulletin 233, 28 November 1985
- Career Education and Counselling: Guidelines, Circular Minute 14/89
- Education and the Arts: Policy
- Interschool Sport: Policy and Guidelines, Schools Bulletin 119, 14 April 1983
- Religious Instruction: Policy
- Schools Sport: Policy and Guidelines, Schools Bulletin 328, 14 April 1988
- Role of School Boards/Community in Curriculum Decision Making: Policy and Guidelines, Schools Bulletin 154, 23 February 1984.
- Curriculum Responsibility in ACT Public Schools: Policy, Schools Bulletin 152, 9 February 1984
- "Curriculum Support Services" Schools Bulletin 159, 1984
- Sources of Existing Curriculum Policy for Government Schools
- Setting Directions for LOTE 1992 - 2000, An Action Plan
- Mathematics Curriculum Framework

Curriculum Development Projects Scheme

Education Plan for ACT Public Schools 1991-1993

Custody

- Custody Cases: Guidelines, Schools Bulletin 199, 7 March 1985.

Discipline

- Corporal Punishment: Policy, Circular Minute 134/87, 4 December 1987
- Detention in Schools: Policy
- Management of Student Behaviour: Policy and Guidelines, Schools Bulletin 358, 3 December 1988
- Suspension and Exclusion of Students: Policy and Mandatory Procedures, Schools Bulletin 380, 20 July

1989

Education and the Arts

- Education and the Arts: Policy

English as A Second Language (ESL)

- English as a Second Language Provision: Guidelines
Guidelines for Mainstream/ESL Teachers Regarding Language Performance Ratings for ESL Students in

ACT Government Schools

Enrolment

- Enrolment of Students from Overseas: Guidelines, Circular Minute 98/87, 1 September 1987
- Enrolment: Policy and Guidelines, Schools Bulletin 324, 10 March 1988
- Preschool Enrolment: Policy
- Enrolment of Newly Arrived Non English Speaking Background Students: Policy and Mandatory

Procedures

- Rural Preschools: Policy, Schools Bulletin 279, 5 February 1987
- Exemption from Attending School: Policy and Mandatory Procedures
- Enrolling at School in the ACT - Information Brochure
- Entry Age Enrolment Policy

Equal Employment Opportunity

- Equal Employment Opportunity: Policy and Guidelines, Schools Bulletin 181, 20 September 1984
- Equal Employment Opportunity Program 1993-4
- Equal Employment Opportunity Policy Statement and Implementation Guidelines

ESL

see English as a Second Language

Excursions

- Contracting Coach Services for Excursions: Guidelines, Circular Minute 64/87, 3 July 1987
- Excursions: Policy and Guidelines, Schools Bulletin 119, 14 April 1983.
- Overseas Excursions: Mandatory Procedures, Schools Bulletin 352, 27 October 1988.
- Outdoor Adventure Activities: Policy and Mandatory Procedures
- Mandatory Procedures for Adventure Activities in Outdoor Education, Departmental publication, 1991
- Preschool Excursions: Policy and Mandatory Procedures, Preschool Manual, 1986
- "Excursion Policy - Amendment", Schools Bulletin 129, 1983

Finance

- Charity Fund Raising/Promotion: Policy
- Preschools - Financial Assistance by Parents: Guidelines
- Purchase and Hire of School Vehicles, Schools Bulletin 239, 20 February 1986
- Parental Contribution: Policy and Mandatory Procedures, Circular Minute 30/93, 12 March 1993
- Funding-School Policy Statement, Schools Bulletin 279, 1987
- Accounting Manual-Schools Authority Act 1986
- Expenditure on Official Hospitality: Guidelines and Mandatory Procedures
- Treasury Manual -Audit Act 1989, Regulations and Directions

Foreign Languages
see Bilingual Education

General

- Aboriginal and Torres Strait Islander Education Directory Act
- Aboriginal Education Policy, Schools Bulletin No. 233 of 2 November 1985
- AIDS Education and Condoms in Primary and Secondary Schools: Policy, amended on POLDOC January 1993
- Gifted and Talented Children: Policy and Guidelines, Schools Bulletin 133, 4 August 1983
- Gender Equity Education: Policy and Guidelines, Schools Bulletin 283, March 1987
- Care and Use of Animals in ACT Schools: Guidelines, Circular Minute 34/91 & 122/91
- High School Education Program: Policy and Guidelines, High School Education Program: Guidelines, 1987
- Services to Students with Special Needs: Policy and Mandatory Procedures, Schools Bulletin 504, 30 June 1992
- Review of Services to Students with Special Needs: Policy and Guidelines
- School Planning and Development Programs Involving Student Free Days: Policy and Guidelines, Schools Bulletin 1871, November 1984
- A Vision of Service: Developing a Total Culture of Service for the ACT Schools Authority, Schools Bulletin 370, 1989
- A Vision of Service-Response and Progress, Schools Bulletin 394, 1989.
- Quality in Public Schooling.
- System Philosophy
- Commonwealth Employees and Political Participation: Policy and Guidelines

Gifted and Talented Children

- Gifted and Talented Children: Policy and Guidelines, Schools Bulletin 133, 4 August 1983
- Guidance and Counselling
- School Counsellors' Handbook

Health

- Ambulance Transportation: Guidelines, Schools Bulletin 329, 21 April 1988
- First Aid in Schools: Policy and Guidelines, Schools Bulletin 245, 3 April 1986
- Communicable Diseases including HIV/AIDS: Policy and Guidelines, Schools Bulletin 298, 2 July 1988
- Immunisation Records: Guidelines, Circular Minute 105/87, 10 September 1987
- Head Lice: Policy and Guidelines, Schools Bulletin 331, 5 May 1988
- Infectious Diseases Exclusion Periods: Guidelines, Circular Minute 122/92
- Smoking in the Workplace: Policy, Schools Bulletin 308, 24 September 1987
- Sunsmart: Policy and Mandatory Procedures, Circular Minute 49/93, 29 April 1993
- Pregnant Students in ACT Public Schools: Policy and Guidelines, Schools Bulletin 331, 5 May 1988
- Administration of Medication, Catheters and Injections: Policy and Mandatory Procedures, Circular Minute 8/88 and 35/88

High Schools

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

Industrial

- Industrial Action Affecting the Operation of Schools: Policy and Mandatory Procedures, Schools Bulletin 178, 16 August 1984

Interest Subsidy

- Interest Subsidy Scheme - General Information and Conditions

Learning Advancement/Learning Assistance

- Draft Guidelines for the Learning Advancement Program, Stage 1, 1992
- Learning Assistance Program Manual - Student Identification Procedures and Guidelines for use of the Resource in Schools

Legal

- Student Compensation: Policy and Mandatory Procedures
- Copyright for Schools: Policy and Mandatory Procedures, Circular Minute 22/93, 19 February 1993
- Liability for Persons Injured on Commonwealth Land or Premises: Guidelines, Circular Minute 125/87, 7 November 1987
- Sexual Harassment of/among Students: Policy and Mandatory Procedures, Policies and Guidelines for Dealing With Sexual Harassment, June 1992
- Court Attendance and Production of Documentation to Courts and/or Solicitors: Policy and Guidelines

Non-Government Schools

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

Non-Sexist Education

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

Paid Tutors

- Paid Tutors: Policy and Guidelines, Schools Bulletin 301, 23 July 1987
- System Planning Principles and Criteria, Community Schools for Canberra 1989-2000, November 1987

Policy Framework

- Quality in Public Schooling
- System Philosophy
- The Guiding Principles and Aims of the ACT Schools Authority

Preschools

- Playgroups: Mandatory Procedures, Preschool Manual 1986
- Early Entry of Preschool Students: Policy and Mandatory Procedures
- Preschool Enrolment Policy
- Rural Preschool Policy
- Preschool Excursions
- Financial Assistance by Parents for Preschools
- Policy and procedures for the early entry of students in a government school
- Preschool Handbook 1986
- Enrolling in Schools in the ACT

Primary Schools

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

Priority Enrolment Areas

see Enrolment

Professional Development

- O'Connell Education Centre Professional Development Section - Mission Statement
- Professional Development Handbook, Semester 1, 1993
- O'Connell Education Centre, Information Brochure
- Overseas Exchange: Information for ACT Teachers
- Overseas Exchange: Information for approved applicants
- The Training Guarantee: Information and Guidelines to assist ACT Government Schools (Draft)
- Professional Development
- Professional Development Handbook, Semester 1, 1991

Pupil Free Days

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

Safety

- Interschool Sports
- Policy and Procedures on the Wearing of Bicycle Helmets by Students in ACT

Public Schools

- Safety Procedures for the Use of Trampolines
- School Sports: Policy and Procedures

School Accidents

see Accidents

School Review

- Guidelines for School Review in ACT Public Schools (for most schools)
- School Review Public Report

School and Related Operations

- Policy and Procedures for the Operation of School Canteens
- Out-of-School-Hours Child Care Policy
- Paid Tutors: Policy and Statement and Implementing Guidelines for ACT Public Schools
- Playgroups
- Excursions
- Guidelines for Access to Student Records
- Policy and Procedures on Record Keeping
- School Planning and Development Programs involving Student Free Days
- Bicycle Helmets: Policy and Guidelines, Schools Bulletin 331, 5 May 1988
- School Year: Policy, Circular Minute 135/87, 7 December 1987
- Variation of School Starting/Finishing Times: Policy and Guidelines, Schools Bulletin 54, 8 October 1981
- High School Certification: Policy
- Student Record Keeping: Policy and Guidelines, Schools Bulletin 429, 13 September 1990

School Boards

- Financial arrangements between P&C Associations and School Boards: Policy and guidelines, Schools Bulletin 279, 5 February 1987
- 'Guidelines for the Role of School Boards - Community of Curriculum Decision Making' Schools Bulletin 154, -1984
- School Boards - Partnership and Participation, Second Edition, 1990
- 'School Boards - Operation of', Schools Bulletin 11, 1979.
- Selection of School Principals, Schools Bulletin 208, 1985.

School Canteens

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

School Hours

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

Schools Reorganisation

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

Secondary Colleges

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

Sexism in Education

see Non-Sexist Education

Sexual Harassment

- Sexual Harassment (Staff): Policy and Guidelines, Policies and Guidelines for Dealing with Sexual Harassment, June 1992
- Sexual Harassment Policy, Schools Bulletins 301, 1987 and 251, 1986 and 321, 1988
- Policy and Procedures for the Elimination and Resolution of Sexual Harassment of/among Students in ACT Government Schools

Smoking

- Smoking in the Workplace, Schools Bulletin 308, 1987

Special Education

- Procedures for the Review of Services to Students With Special Needs
- Policy for Services to Students with Special Needs

Sport

- ACT Primary School Sports Association Constitution 1984
- ACT Primary School Sports Association Policy Decisions 1983
- ACT Department of Education Sports Policy Guidelines (1989)
- ACT Schools Sports Council Constitution 1982
- ACT Schools Sports Council Discipline Policy
- Selection and Management Policy for ACT Representative Teams
- Sponsorship Policy
- School Sport: Policy and Procedures, Schools Bulletin 328, 1988
- Policy and Procedures on the Wearing of Bicycle Helmets, Schools Bulletin 331, 1988
- ACT Secondary Schools Sports Association Constitution
- 'Inter-School Sport', Schools Bulletin 119, 1983

- Specific Sports Guidelines - Circular Minute 119/89 November 1989
- Mandatory Procedures for Adventure Activities in Outdoor Education

Staff Development

see Professional Development

Staffing Manual

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

Student Management

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

Student Records

- Policy and Procedures on Student Record Keeping, Schools Bulletin 340, 1988
- Guidelines for Access to Student Records, Schools Bulletin 340, 1988
- Student Record-Keeping System - Data Access

Supervision

- Supervision of Pupils: Guidelines, Schools Circular, 19 June 1978

System Management

- School Boards: Policy and Guidelines, School Boards Partnership and Participation, 1986
- System Planning Principles and Criteria
- Changing the Name of an ACT School: Policy and Guidelines

Tertiary Entrance Score (TES)

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

Voluntary Contributions

- Parental Contributions: Policy and Mandatory Procedures, Circular Minute 30/93, 12 March 1993

Welfare

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

Work Education

- Experience Counts - a guide for schools, employers and unions on the ACT work experience (October 1991)
- Career Education Policy 1985
- Work Experience: Mandatory Procedures, Circular Minute 14/92, 28 January 1992
- Work Experience Log Book
(see also Career Education)
- TRAC Pack - Guidelines for Employers and Students in the Training for Retail and Commerce (TRAC) Program, February 1993

▲ ATTORNEY-GENERAL'S DEPARTMENT

ACT Government Solicitor

This entry is correct as at 21 May 1993

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

Listing:

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

Administrative Law and Justice Branch

Location: 2nd Floor, GIO Building, City Walk, Civic.

Listing:

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

Police Affairs and Law Enforcement

Brochures Produced:

- Adjust your sights to the new gun laws.
- Is there a gun in your house?
- ACT Safety House scheme.

Liquor Licensing, Parole and Operations Section

Listing:

- Guidelines and Procedures for Justices of the Peace
- Guidelines and Procedures for issuing licences and permits under the Liquor Act.
- Guidelines and Procedures for registering Brothels and Escort Agencies.
- Register of Brothels and Escort Agencies
- Register of Liquor Licensees and Licensed Premises

Administrative Law, Policy and Courts Section

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

Listing:

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

Consumer Affairs Bureau**This statement is correct as at 31 May 1993****The following documents are available from the ACT Consumer Affairs Bureau, Level 3, 40 Allara Street, Canberra 2601.****Booklets:****ACT ALERT - newsletter
Consumer Survival Kit****Brochures:**

- ACT Consumers guide to buying goods using Lay-by
- ACT Consumers guide to the Door-to-Door Trading Act 1991
- ACT Traders' Guide to Lay-By Sales
- Business and Refunds
- Buying toys
- Buying new and used motor vehicles
- Consumer Credit Laws - 1 General Provisions of the Credit Laws
 - 2 Your Contract
 - 3 What to do if you can't pay
 - 4 Going Guarantor
 - 5 Repossession and being sued
 - 6 Insurance
- Consumers and Refunds
- Deductions from Bonds - Advice for Tenants
 - Advice for Landlords
- Let's Talk - Condensation and Mould - English and Vietnamese
 - Consumer Protection
 - Moving House
- Rental Bonds: Guidelines for landlords
 - Guidelines for tenants
 - What is the ACT Office of Rental Bonds?
- Renting a private home
- REVS - for peace of mind when you buy a car privately

Information Sheets:

Advertising
Contracts
Credit and Budgeting
Fees and Charges on Savings accounts, Credit Cards and Home Loans
How can the ACT Consumer Affairs Bureau help you?
Impulse Buying
Motor vehicle repair guide
The ACT Consumer Affairs Bureau

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

- Consumer Affairs Act 1973
- Law Reform (Manufacturers Warranties) Act 1977
- Law Reform (Misrepresentation) Act 1977
- Lay-by Sales Agreement Act 1963
- Pyramid Selling Act 1973

- Sale of Goods Act 1954
- Trading Stamps Act 1972

Documents have also been produced on the following:

- among other things, the procedures to be followed by the Bureau's Fair Trading Office staff
- 'Consumer Affairs Bureau - investigating office procedure'
- 'Guidelines for investigation of breaches of ACT laws on consumer affairs/commercial practices'
- the administration and application of the ACT Landlord and Tenant Act 1949
- the main provisions of the ACT Sale of Motor Vehicles Act 1977 and which set out some of the procedures to be followed by the Bureau's staff when implementing the Act
- the procedures for determining who is entitled to be awarded a 'Fair trader of the month' award
- the procedures for receipting cheques received by the Bureau from credit providers and finance brokers
- the ACT Credit Act 1985
- the procedures to be followed by the Bureau's staff when preparing an annual report
- the product safety provisions in the ACT Consumer Affairs Act 1973

There is also a 'Legal Opinions' file.

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

- 'Inspector's Handbook - glossary of terms'
- 'Law precedent and legal interpretation' file
- Packaging materials
- Product safety procedures manual
- Test procedure manuals (numbers 1 to 22)
- 'Verifying authority' quality manual
- A Guide to the Sale of Beer and Spirits by Volume Measurement

Legal Aid Commission

This statement is correct as at 21 May 1993

The documents are held in North Building, London Circuit, Civic 2601

- Community Legal Education pamphlets
- Legal Aid Guidelines
- Personal Management Manual
- Rules, procedures and guidelines of Legal Aid Commission (ACT)
- Scales of Costs

Ministerial Liaison and Support

This statement is correct as at 22 June 1993

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

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

The following policies and practices are co-ordinated from the section for adoption and implementation across the Attorney General's portfolio:

- Access and Equity Plan

- Performance Appraisal Guidelines
- Studybank Guidelines
- Sexual Harassment Policy
- Equal Employment Opportunity Policy

Office of Director of Public Prosecutions

This statement is correct as at 13 May 1993

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

- Prosecution Policy and Guidelines in the Australian Capital Territory

Public Trustee's Office

This entry is correct as at 21 May 1993

The following documents may be inspected at 4th Floor, Ansett Centre, 4 Mort Street, Canberra 2601

- Current determination of fees and commission
- Procedures Manual and staff minutes dealing with procedures.

Registrar's Office

This statement is correct as at 20 May 1993

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

Associations

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

Births, deaths and marriages

- Birth Information Form, notes and instructions
- Civil celebrants in the ACT
- Current fees - Registration of Births, Deaths and Marriages Act 1963 (as gazetted)
- Death Information Form, notes and instructions
- Guidelines for issue of Birth, Death and Marriage certificates and searches
- 'Let's talk - Registering births in the ACT' brochure
- List of authorised celebrants
- Manage Celebrant Handbook
- Practice Manual
- 'Your Civil Ceremony' brochure

Business Names

- Current Fees - Business Names Act (1963) as gazetted
- How to Register a Business Name Information Sheet

Deeds and Instruments

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

General

- Client bulletins
- Computer manuals and workbooks

- Registrar's Report
- Registrar's Roundabout
- Staff Handbook
- Staff Notices

Land titles

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

HOUSING AND COMMUNITY SERVICES BUREAU

This statement is correct as at 20 May 1993

HOUSING AND COMMUNITY SERVICES BUREAU

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

- ACT Housing Trust counter, ACT Government Shopfront, East Row Canberra 2601
- Second floor, ACT Administration Centre, 1 Constitution Av, Canberra 2601
- First floor, Building C, Easty St, Phillip 2606
- Level 3, Block B, Callam Offices, Easty St, Phillip 2606
- Level 3, Block B, Callam Offices, Easty St, Phillip 2606
- Community Corrections Centre, Elan Court, Belconnen 2617
- Belconnen Remand Centre, cnr Rae & Josephson Sts, Belconnen 2617
- Corrective Services, Callam Offices, Callam St, Phillip 2606
- Juvenile Justice, Mugga Lane, Symonston 2903
- Level 4, room 17, Wales Centre, London Circuit, Canberra 2601
- Housing Trust, Woden District Office, Plaza level, Cosmopolitan Building, Woden Town Centre, Woden 2606
- Housing Trust, Belconnen District Office, Swanson Plaza Belconnen Town Centre 2617
- Family Services, Southside District Office, ground floor, Centrepoint Building, Tuggeranong
- Family Services, Northside District Office, 2nd Floor, Health Building, 1 Moore St Civic 2601
- Second Floor, Building A, Easty St, Phillip 2606

ACT Housing Trust

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

Housing assistance programs operating under the Housing Assistance Act 1987 are (all available at location o):

- community organisation rental housing assistance program
- crisis accommodation housing assistance program
- defence force rental housing assistance program
- HomeBuyer housing assistance program
- HomeSafe housing assistance program

- local government and community housing program
- long stay caravan park assistance program
- public rental housing assistance program
- rent relief housing assistance program
- supported accommodation assistance program
- short-term lodging housing assistance program

Family Services Branch

- Adoptions Procedures Manual (d)
- Children's Day Care Manual (d)
- Children's Services Act 1986 (d)
- Children's Services Amendment Act 1991 (d)
- Family Services Policy and Procedures Manual (d, l, m,)
- Intercountry Adoptions Fees Schedule (d)
- Juvenile Justice Procedures Manual (i)
- Juvenile Justice Residents' Handbook (i)

Community Programs Branch

Community Development

(all manuals at e)

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

Corrective Services

- ACT Remand Centres Act 1976 (h, g)
- ACT Remand Centre Regulations (h, g)
- Belconnen Remand Centre Standing Orders (other than security related) (g)
- Community Corrections Procedures Manual (f, h)
- Crimes Act 1974 (f, h)
- NSW Crimes Act 1900 (f, h)
- Parole Act 1976 (f, h)
- Parole Orders (Transfer) Act 1983 (f, h)
- Supervision of Offenders (CSO Ordinance) Act 1985 (f, h)

Disability Services

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

Office of Rental Bonds

(all manuals at j)

- Guidelines for Landlords
- Guidelines for Tenants
- Landlord and Tenant Act 1949
- Various forms including:

Bond Lodgement

Change of Managing Agent/Owner

Change of shared tenancy

Claim for refund of bond
Condition Report
Transfer of bond

DEPARTMENT OF URBAN SERVICES

CITY SERVICES GROUP

This statement is correct as at 25 May 1993

Listing:

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

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

Traffic and Roads Section

Listing:

- Australian Standards 1742 Parts 1 - 13 (Road Signs)
- Basic Specifications Road Hydraulic Services Landscape
- Guidelines for Engineering and Environmental Practices (G.E.E.P)
- Land Development Quality Assurance
- Motor Traffic Act
- NAASRA Guide to Traffic Engineering Practices Parts 1-12 (National Association of
- NCDC Technical Paper 37 Cycleways

Australian State Road Authorities)

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

Stormwater Section

Listing:

- ACT Floodplain Protection Policies and Guidelines (draft) - Willing & Partners, Oct. 1989 (Interim Territory Planning Authority)
- Also, Austroads, ARAB and Standards Australia documents
- Australian Rainfall & Runoff - Institution of Engineers, Australia, 1987
- Design Guidelines for Engineered Waterways - Scott & Murphy, 1989 (ITPA)
- Design Guidelines for Water Pollution Control Ponds (draft) - Peter Culling & Norris Sanders, June 1989 (NCDC)
- Gross Pollutant Trap Guidelines, April 1992 (Departments of Urban Services, and the Environment, Land and Planning)
- Guidelines on Engineering & Environmental Practices - Hydraulics, NCDC, April 1988

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

ACTION

This statement is correct to 21 May 1993 and replaces previous listings of manuals held for ACTION (Australian Capital Territory Omnibus Network) by the ACT FOI Office and published in the Commonwealth of Australian Gazettes.

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

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

ACTION Shopfront Counter
ACT Govt. City Shopfront
East Row - Telephone 2075148

Listing:

- ACTION FACTS (Biannually)
- Annual report 1991-92
- Bus Book 3 (February 1993 Edition)
- Corporate Plan 1999-93
- Fares schedule
- ACTION '92 Brochure
- Bus Map

FIRE AND EMERGENCY SERVICES GROUP

ACT Fire Brigade

Listing:

- Rural Fire Control Manual

This manual is available through the Civic Shopfront, ground floor, East Row (adjacent to bus information kiosk), Canberra 2601.

PUBLIC WORKS AND SERVICES GROUP

Listing:

- ACT Government Purchasing Manual
- Basic specification Vol 1 roads, hydraulic services landscape
- Basic specification Vol 2. Concrete Works
- Basic specification Vol. 4 Traffic Signals
- Canberra Landscape Guidelines - Private Leases
- Canberra Landscape Guidelines - Plant List
- Procedures manual for project managers
- Public Works and Services Business Plan
- Public Works and Services code of tendering
- Standard engineering brief

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

- ACT Asset Management Service Quality Manual (first printing June 1993)
- Asset Management Service - Business Plan
- Schedule of Fees for Road Openings
- Policy for the management and use of ACT Government 200 Series private plated non-SES self drive vehicles
- Policy for reporting, recording and investigation of incidents involving ACT Government vehicles
- Policy for the management and use of ACT Government SES private plated vehicles

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

CORPORATE SERVICES BUREAU

Client Services Branch

Listing:

Financial management

- ACT Audit Act
- ACT Purchasing Manual
- Finance Directions
- Finance Regulations

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

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

Security

- Protective Security Manual

This document is held in Accommodation Services, Acton Peninsula Site, Canberra.

Human Resources Branch

Personnel management

Listing:

Volume 1

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

Volume 2

- Determinations
- Salary scales

Volume 3

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

Volume 7

- Officers mobility provisions
- Separation procedures

Volume 8

- Employment conditions

Volume 9

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

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

All documents are held in Personnel Section, Akuna House, Canberra, and also in Personnel Policy and Practices Section, Level 4 Macarthur House, Northbourne Avenue and Personnel Section, Manning Clarke House, Tuggeranong.

- Information Technology Policy Framework guidelines

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

Publications and Public Communications

Listing:

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

Documents are held at Level 3, Act Administration Centre, 1 Constitution Ave, Canberra 2601

DEPARTMENT OF THE ENVIRONMENT LAND AND PLANNING

CORPORATE DOCUMENTS

This statement is correct as at 2 June 1993.

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

- Department of the Environment, Land and Planning: Access and Equity Plan 1991-1994
- Department of the Environment, Land and Planning: Access and Equity 1992/3 Strategy
- Department of the Environment, Land and Planning: Equal Employment Opportunity Policy Statement
- Department of the Environment, Land and Planning: Corporate Plan 1990/1991 - 1992/93
- Department of the Environment, Land and Planning: Preventing and Eliminating Sexual Harassment in the Workplace Policy Statement
- Department of the Environment, Land and Planning: Removal of Offensive Material Policy Statement
- Equal Employment Opportunity Program 1992-1994

ENVIRONMENT, CULTURE AND SPORT DIVISION

This statement is correct as at 2 June 1993

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

Listing:

- ACT Decade of Landcare Plan
- ACT Greenhouse Strategy
- ACT Noise Control Manual
- ACT Water Pollution Manual
- Australian Alps National Parks Style Manual
- City Parks and Yarralumla Nursery Information Handbook
- Guidelines for Erosion and Sediment Control on Building Sites
- Guidelines for Heritage Grant Applicants
- Information for Heritage Grant Applicants Booklet
- Management Guidelines for Specific Sites - City Parks
- Management Plan for Glebe Park, Canberra (Draft)
- Management Plan for Jerrabomberra Wetlands (Draft)
- Management Plan for Jervis Bay Nature Reserve (Bower Island) (Draft)
- Management Plan for Lake Ginninderra (Draft)
- Management Plan for Murrumbidgee River Corridor (Draft)
- Management Plan for Namadgi National Park

- Management Plan for Village Creek Open Space, Kambah (Draft)
- Occupational Health and Safety Agreement
- Office of the Environment Noise Policy for Motorsport Activities at Fairbairn Park
- Office of the Environment Noise Policy for Motorsport Activities at Sutton Park
- Office of the Environment Noise Policy for National Capital Motorsports Club
- Pesticides Register - all information on the register, except commercial in confidence information, e.g. formulation details
 - Urban Erosion and Sediment Control Design Manual
 - Urban Erosion and Sediment Control Field Guide
- Decisions for granting licences and permits under the Nature Conservation Act 1980 re decisions on granting licences and permits:
 - Draft Guidelines for the Assessment of Permit and Licence applications
 - Koala Display Policy
 - Policy for the Keeping of Wildlife for Rehabilitation
 - Guidelines for the Public Display of Animals
 - Reptile Policy
- For administering permit/licence system files are kept on permit/licence holders containing:
 - copies of permits/licences
 - inspection reports
- For enforcement purposes information reports are kept containing: - briefs of evidence where prepared - details of action taken - details of incident involving breach of legislation - name and address of person/s involved

The Environment and Conservation Division has a range of other documents available under Freedom of Information provisions. These include general files, minutes of meetings, policy statements, financial and staffing estimates; diaries, worksheets, rosters, job cards etc.; files on program and policy co-ordination, and grant applications; photographs, finance and accounting records; details of contracts and tenders; records of Government administrative arrangements and other machinery of government matters; management plans on ACT parks and reserves, and conservation plans relating to selected heritage places; technical and scientific reports and discussion papers.

The Arts

This statement is correct as at 2 June 1993.

Manuals location: inquiries can be made at 1st Floor, North Building, London Circuit, Civic.
Postal: PO Box 242, Civic Square, ACT 2608

Listing:

- Sharing The Vision: a framework for cultural development (ACT Cultural Council Policy Paper)
- Sharing The Vision: a preferred future for cultural development (ACT Cultural Council Discussion Paper)
- Guidelines for ACT Cultural Development Grants for 1994
- Guidelines for City Decoration
- Guidelines for Event Co-ordination
- ACT Cultural Council Charter

An information package, in the form of a monthly bailout, is circulated to the community and is available to any interested cultural organisation. The package comprises a newsletter, prepared in-house, which provides up-to-date information on matters relating to arts and special events. Newsletter and brochures, advertising upcoming events, are supplied by various organisations for inclusion in the package.

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

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

Heritage, Museums and Galleries

This statement is correct as at 2 June 1993

- Guidelines on Heritage Grant Applications
- Heritage Grants Program Policy Guidelines
- Management Plan for Calthorpe's House
- Guidelines for Floriade Sculpture (Student) and ACTEW Floriade Commission
- Information and Guidelines - Heritage, Objects Act 1991
- Guidelines - ACT Heritage Places Register

ACT Planning Authority

The statement is correct as at 2 June 1993.

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

1. Planning policies

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

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

A. Written statements

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

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

B. Planning reports

These are substantial documents, with text, explanatory material, plans and diagrams which specify the land uses permitted, and any planning controls which may apply, to nominated areas of Canberra. Copies are available for purchase, at costs of between \$2 and \$10:

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

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

C. Approved plans.

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

D. Policy plans in leaflet form.

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

Note:

All the above policy documents should be read in the context of the National Capital Plan, prepared by the National Capital Planning Authority and approved by the

Commonwealth Government. The object of this Plan is to ensure that Canberra and the Territory are planned and developed in accordance with their national significance. The principles and policies of the Plan provide a framework for land use, development and environmental protection in the ACT.

2. Supplementary documents

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

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

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

Copies of these are available on request.

3. Other documents

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

• Schedule No 1: Places on which decisions on Design and Siting may proceed without further consideration under section 6(2) (A) of the Buildings (Design and Siting) Act

• Schedule of Special 'Streetscape Guidelines': Canberra Central District 1990

• Schedule of Special 'Streetscape conditions for Design and Siting applications': Canberra Central District 1990

Please Note:

It is anticipated that the Territory Plan will come into effect in September 1993 at which time documents A; B; C and D referred to above will be concurrently revoked.

The documents listed in "Supplementary Documents" and "Other Documents" will become obsolete on variation to the Territory Plan in August 1993.

Copies of these documents may be viewed. An interim document on 'Standards for Car Parking Provision' may be viewed by contacting the Principal Planner, ACTPA

Transport Planning Section, John Overall Offices, 220 Northbourne Avenue, Braddon, ACT 2601.

Office of Sport and Recreation

This statement is correct as at 2 June 1993

Manuals Location: Inquiries can be made from the Sport and Recreation Office, Homeworld Building, Tuggeranong, ACT 2902

- Civic Olympic Pool Redevelopment Building Operational and Maintenance Manual
- For administering the permit/licence system in accordance with the Lakes Act 1976, files are kept on permit/licence holders containing copies of permits/licences.
- Guidelines and Application Forms under the Sport and Recreation Development Grants Scheme.
- Operations Manual for the Erindale Leisure Centre
- The 'Sport and Recreation Calendar'
- Aussie Sports - operations manual

Land Division

This statement is correct as at 2 June 1993

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

Location Key:

- LPRA - Lease Practices, Lease Administration Branch
- LM - Lease Management, Lease Administration Branch
- LPRO - Lease Projects, Lease Administration Branch
- LS - Lease Services, Lease Administration Branch
- S - Sales, Land Development Branch
- CS - Commercial Section, Business Office
- LIO - Land Information Office
- E - Estates, Land Development Branch
- ED - Estate Development, Land Development Branch
- PROG - Programming, Land Development Branch
- SPAR - Strategic Practices & Review, Business Office

Name/Title
 Act Executive Leases S
 Additional development of lease policies and
 procedures LS/LM/LPRA/LPRO
 Additional Land (Surrender/Regrant) LS/LM/LPRA/LPRO
 Aged Persons' Accommodation Policy S
 Amendment Land Rent Formula Policy CS
 Agents Certificates LS
 Art Galleries Policy LS
 Auction Balance - Extension to Pay Procedures LIO
 Betterment Policy
 (applications prior to 2 April 1992) LS/LM/LPRA/LPRO
 Boarding Houses Policy LS
 Bonds-Policy/Procedures ED/LPRO
 Boundary Variation (Surrender/Regrant) LS/LM/LPRA/LPRO
 Breaches of Lease Policy LS/LM/LPRA/LPRO
 Charging - Association, Welfare and Community
 Organisations S
 Charging Policy for Recreational Clubs S
 Clubs Policy S
 Community Facilities Policy S
 Community Leases Betterment Policy
 (applications prior to 2/4/92) LS/LM/LPRA/LPRO
 Community Leases - Insurance Policy S/LS
 Community Leases - General Policy S/LPRO
 Complaints Lease Covenants Procedures LPRO
 Complaints/Long Grass Procedures LS/LM/LPRA
 Complaints/Pollution Procedures LS/LM/LPRA
 Compliance Certificates Multiple Units by Block
 and Unit LPRO
 Compliance Certificate Procedures LIO
 Controlled Activities - Procedures for Applications LIO
 Deletion of Land from Lease Procedures LS/LM/LPRA/LPRO
 Direct Grant - Minor Industrial Policies and
 Procedures S
 Direct Allocation Policies and Procedures S
 Direct Grant Procedures S
 Dirty Blocks Procedures LS/LM/LPRA
 Dirty Blocks Policy and Procedures LS/LM/LPRA
 Doctors and Dentists Policy LM
 Dual Occupancy Procedures LPRO
 Expiry of Lease - Compensation Procedures LS/LM/LPRA/LPRO
 Extension of Time Procedures LS/LM/LPRA/LPRO
 Fences Advice SPAR
 Fitness Certificates - Display Homes Policy LS
 Guidelines Land Development Procedures ED
 Home Business - Section 10 Policy LM
 - Section 10 Procedures LM/LIO
 - Section 10 Renewal Procedures LM
 Housing Trust Sales Policy E
 Land Preparation Procedures S/PROG
 Land Rent Payout Policy LS

Land Rent Policy S
Land Rent - Reappraisal Policy LS/LM/LPRA/LPRO
Lease Termination Policy LS/LM/LPRA/LPRO
Lease Term Extension Policy LS/LM/LPRA/LPRO
Lease Transfers (80) Policy LPRO
Lease Variations LS/LM/LPRA/LPRO
Leasing of Sportsgrounds S
Leased Land Inspections LS/LM/LPRA/LPRO
Licences S/LS/LM/LPRA
Maintenance of Leased Territory Land
- Improvements/Buildings LS/LM/LPRA
Minor Industrial Sites - Application Procedures LS
Multiple Unit Plan Procedures LPRO
National Association -Barton S
National Association Policy S
Orders under Part VI of the Land Act LS/LM/LPRA/LPRO
Private Enterprise Land Development (PELD)
Procedures E
Plan Approvals Policy LS
Plan Perusal Procedures LS
Planning Areas Block Procedures LIO
Public Housing Lease Policy E
Purchase of Government-owned Improvements LS/LM/LPRA/LPRO
Purchasing Residential Land/Auction Procedures S
Purchasing Residential Land/LIO Counter LIO
Queried Plans Procedures LS
Recovery of Land Procedures LS
Renewal of Leases LS/LM/LPRA/LPRO
Reserve Price Policy - Commercial S
Reserve Price Policy - Multi Units S
Reserve Price Policy - PELD E
Reserve Price Policy - Residential S
Section 29 (Planning & Land Management) Act 1988
Policies and Procedures SPAR
Statutory Authorities Policies S
Stormwater Problem Procedure LIO
Street Numbering - Detached Housing LIO
Street Numbering - Medium Density LIO
Street Numbering - Commercial Block LIO
Surrender Policy LS/LM/LPRA
Surrender of Lease - Commercial Block LS/LM/LPRA
Transfer Policy Surrender Procedures LS/LM/LPRA
Trees - Advice LIO
Unit Plans Policy and Procedures LPRO

CANBERRA INSTITUTE OF TECHNOLOGY

This statement is correct to 21 June 1993.

In accordance with section 8 of the Freedom of Information Act 1989, the documents listed below are used by officers of the Canberra Institute of Technology to make decisions or recommendations affecting members of the public.

Copies of these documents may be inspected by contacting the Office of Director, PO Box 826, Canberra 2601. (Telephone 207 3391).

ACT Finance Regulations 1989

ACT Fleet Management Procedures and Guidelines

Canberra Institute of Technology Delegations

ACT Purchasing Manual

ACT Treasury Directions

Annual reports

Assets Procedures

Audio-visual materials

Australian Committee for Training Curriculum (ACTRAC) - Guidelines for Preparation of National Curriculum Project Proposals

Course brochures

Course Guide

Course Guide for International Students

Course Selection Policies

Curriculum documents

Department of Finance Regulations and Directions

DILGEA - Adult Migrant Education Program Eligibility

Estate Duty Officers - policy and procedures

EEO guidelines

Enrolment Manual

Fees and Charges Policy

Guidelines for Educational Management

Guidelines for Retraining Programs

Guidelines for Study Awards

Guidelines relating Institute Financial Management Procedures

Guidelines relating to Personnel Practices and Procedures

Institute policies, procedures and guidelines

Maps, plans and drawings

Memoranda of Understanding with other educational institutions

Minutes and papers relating to administrative meetings

Minutes and papers relating to Advisory Committee meetings

Personnel management manuals

Records Management Procedures

Registrar of Advanced Standing Agreements with other Educational Sectors

Registrar of Australian Tertiary Education (RATE) - guidelines for accreditation of courses

Room allocation procedures

Selection policy

Sponsorship policy

Student Handbook

A.C.T. ELECTRICITY AND WATER

This statement is correct to 31 May 1993 and replaces the statement of 4 June 1992.

In accordance with section 8 of the Freedom of Information Act 1989, the documents listed below are used by officers of ACT Electricity and Water (ACTEW) to make decisions or recommendations affecting members of the public. Copies of these documents may be inspected and purchased on request in writing to the Publicity Officer, GPO Box 366 Canberra City 2601.

Instructions

- Cancellation of Access Permit - Equipment not ready
- Clearance of Sewer Chokes at Private Residences in Canberra
- Current debt recovery
- Damage to streetlighting columns
- Debt recovery Small Claims Court
- Design of electricity reticulation systems for medium and high density residential development
- Dishonoured and Post Dated Cheques
- Emergency Plan
- Hot water complaints
- Lighting of exterior car parks and general area lighting
- Mains inspections
- Maintenance, clearance of vines and shrubs from streetlight columns
- Notification of Proposed Installation of ACTEW Distribution Plant
- Overhead lines - construction and maintenance
- Proof of legal right to premises
- Reporting of Sewage Overflows to Pollution Control Authority
- Restoration of supplies
- Retrospective charging for electricity
- Streetlight columns - current standards and policy
- Temporary supply (electricity) - special conditions
- Theft of electricity
- Vacated debt recovery
- Wastage of Water due to Continuous Leakage from Private Yard Taps

Schedules

- Charges and Conditions relating to Hydrant Standpipe Permits
- General Conditions of Supply - Electricity
- Schedule of Charges and General Conditions of Supply - Water and Sewerage
- Schedule of Charges - Electricity
- Schedule of Charges - Sewer and Stormwater Main Connections and Water Main Connections
- Schedule of Fees - Plumbing, Drainage and Water Permits and Plans

Others

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