

No. S128, Wednesday 29 June 1994

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

### **INDEX OF SECTION 8 MANUALS**

#### **Introduction**

#### **Agency listings:**

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

## **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 1994 but several agencies have indicated completion of their segments before this date.

This edition replaces the previous edition published in the *Territory Gazette*, No. S121, 30 June 1993. It comprises a consolidated index of manuals (and their location) held by the ACT Government Service which comprises the following agencies:

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

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:

A.C.T. 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. 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 street lighting 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 Environment Protection Service
- Restoration of supplies
- Retrospective charging for electricity
- Streetlight columns - current standards and policy
- Temporary supply (electricity) - special conditions
- Theft of electricity/water
- 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 Bushfire Manual (Tree maintenance)
- ACTEW Land Development Procedures Manual
- ACTEW Service and Installation Rules and supplementary documents - Electricity
- ACTEW Water Supply and Sewerage Standards
- EEO Programme
- Installation procedures for safety switches 'RCDs'

### **A.C.T. TREASURY**

This statement is correct as at 26 May 1993

Listing and locations:

- Land Tax on Residential Properties (Level 2, FAI House)
- Land Valuations & General Rates (Level 2, FAI House)
- Revenue Circulars (Level 2, FAI House)
- Treasury Circulars (Level 6, FAI House)
- Treasury Directions (Level 6, FAI House)

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

#### **A.C.T. GOVERNMENT SOLICITOR**

This entry is correct as at 17 May 1994

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 62 of the Administrative Appeals Tribunal Act

#### **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 Appeals Tribunal Act

#### **Liquor Licensing, Parole and Operations Section**

Listing:

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

#### **Police Affairs and Law Enforcement Section**

Brochures produced:

- ACT Safety House scheme
- Adjust your sights to the new gun laws.
- Is there a gun in your house?
- Let's tackle crime together

### **CONSUMER AFFAIRS BUREAU**

This statement is correct as at 31 May 1994

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

Booklets:

- ACT ALERT - newsletter
- Write it and Right it

**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 - Interested in interest?  
Consumer Protection
- 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
- Fair Trading Act 1992
- Law Reform (Manufacturers Warranties) Act 1977
- Law Reform (Misrepresentation) Act 1977
- Lay-by Sales Agreement Act 1963
- 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 under the ACT Credit Act 1985

- the procedures to be followed by the Bureau's staff when preparing an annual report
- the product safety provisions in the ACT Consumer Affairs Act 1973
- Staff Information Manual for the Fair Trading Office

There is also a 'Legal Opinions' file.

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

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

#### LEGAL AID COMMISSION

This statement is correct as at 21 May 1993

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

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

#### MAGISTRATES COURT

This statement is correct as at 16 June 1994

Documents may be inspected at the 9th Floor, AMP Building, Hobart Place, Canberra 2601.

Listing:

- ACT Government Purchasing Manual
- ACTGS Access and Equity Guidelines
- ACTGS - Fraud and Corruption Control in the ACTGS
- ACTGS Strategic Training Plan 1993-95, 1991-1992 ACTGS Training and Development Survey Report
- Australian Standards - screen-based work stations, light and the visual environment for screen-based tasks and interior lighting
- Chief Minister's Directions on annual reports
- Comcare information and guidelines
- Departmental EEO Plan
- Disability Discrimination Act employment manual
- EEO Handbook
- Enterprise Bargaining Framework Agreement
- Finance Directions (including Overseas Directions)
- Fleet Management Guidelines
- Head of Administration Instructions
- Industrial Democracy in the APS
- Industrial relations publications - Guide to Industrial Relations and Workplace Reform Training Services, Resources Manual, Streetwise Manual
- Joint Council APS 2000 Research Program
- Making it Happen, EEO strategies for managers and supervisors, 1992
- Management Advisory Board (Management Improvement Advisory Committee) publications - Accountability in the Commonwealth Public Sector, Building a better Public Service, Improving Asset Management in the Public Sector, Strategic Planning for Training and Development, The Management of Underperforming Officers in the APS
- Ministerial Procedures Handbook
- OHS Act - Supervisors guide

- OHS Act - Supervisors guide
- OHS Recommendations - 201 Workplaces, 202 Ventilation and Thermal Control, 203 Interior Light and Colour, 206 Offices, 401 Material storage stacking and handling, 503 Explosive Powered Tools
- Performance Appraisal Guidelines
- Personnel Management Manuals
- Practice Directions of the ACT Magistrates Court
- Printing guidelines
- Public Service Commission - Developing People in the APS
- Public Service Commission - Focus on ability
- Public Service Commission - occasional paper- Maintaining a client perspective in a changing environment
- Quarterly Staffing Analysis ACTGS
- SES and SOS Guidelines
- Sexual Harassment Guidelines (Public Service Commission)
- Studybank Guidelines
- Various computer software training manuals
- Worksafe Standards - Guidance note for the prevention of Occupational Overuse Syndrome in keyboard employment, and manual handling

#### **MINISTERIAL AND CORPORATE SERVICES**

This statement is correct as at 17 June 1994

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
- Covert Optical Surveillance in Commonwealth Administration - Guidelines (Privacy Commissioner)
- 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
- Equal Employment Opportunity Policy
- Performance Appraisal Guidelines
- Sexual Harassment Policy
- Studybank Guidelines

#### **OFFICE OF DIRECTOR OF PUBLIC PROSECUTIONS**

This statement is correct as at 17 May 1994

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

- Prosecution Policy and Guidelines in the Australian Capital Territory

#### **PUBLIC TRUSTEE'S OFFICE**

This entry is correct as at 19 May 1994

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-GENERAL'S OFFICE**

This statement is correct as at 24 May 1994

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

**Associations**

- Current fees - Associations Incorporations Act 1991 (as gazetted)
- Requirements for lodging

**Births, deaths and marriages**

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

**Business Names**

- Application to Register a Business Name (information sheet concerning registration included)
- Current Fees - Business Names Act (1963) as gazetted

**Deeds and Instruments**

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

**General**

- Computer manuals and workbooks
- Corporate Plan
- Staff Handbook

**Land titles**

- Check Search Information Sheet
- Client bulletins
- Conference briefing papers
- Current fees - Real Property Act 1925 (as gazetted)
- Dial-a-search information sheet
- 'Land Titles Practice': Baalman and Wells, fourth edition
- LTO Precedent and Examiner Manual
- 'NSW Conveyancing Law and Practice': CCH Australia Ltd.
- Practice Notes
- Registrar's Office Manual
- Staff Notes
- 'The Torrens System in Australia': Douglas J Whelan

**SUPREME COURT**

This statement is correct as at 17 June 1994

The following documents are available from the Administration Section, Supreme Court of the ACT, 1st floor, ACT Law Courts Building, Knowles Pl, Canberra 2601

Listing:

- ACT Government Purchasing Manual
- ACTGS Access and Equity Guidelines
- ACTGS Consultancy Guidelines
- ACTGS Strategic Training Plan 1993-95



- Administrative Head Instructions
- Chief Minister's Directions on annual reports
- Departmental EEO Plan
- Department of Industrial Relations - APS Agreement Travelling Allowance 1994 rates
- Federal Court Judges Handbook
- Finance Regulations
- OH&S Manual
- OPSM circulars
- Performance appraisal guidelines
- Personnel Management Guidelines
- Personnel Policy and Practices Advice Notes
- Remuneration Tribunal Review
- SES and SOS guidelines
- Studybook options
- Treasury Manual

### **CANBERRA INSTITUTE OF TECHNOLOGY**

This statement is correct to 20 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 Fleet Management Procedures and Guidelines
- 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
- Canberra Institute of Technology Corporate Plan
- Canberra Institute of Technology delegations
- Course brochures
- Course Guide
- Course Guide for International Students
- Course Selection Policies
- Curriculum documents
- Credit Transfer
- Department of Finance Regulations and Directions
- DILGEA - Adult Migrant Education Program Eligibility
- Education Master Plan
- EEO Plan
- Emergency Procedures
- Employee Assistance Plan
- Enrolment Manual
- Facilities Master Plan
- Fees and Charges Policy
- Financial Plan
- Guidelines for Educational Management
- Guidelines for Retraining Programs
- Guidelines for Study Awards
- Guidelines relating Institute Financial Management Procedures

- Human Resources Plan
- Information Technology Strategic Plan
- Institute policies, procedures and guidelines
- Library Collection Development Policy
- Library Loans Desk Manual
- Maps, plans and drawings
- Marketing Plan
- Memoranda of Understanding with other educational institutions
- Minutes and papers relating to administrative meetings
- Minutes and papers relating to Advisory Committee meetings
- Occupational Health and Safety Plan
- Personnel management manuals
- Records Management Procedures
- Register of Advanced Standing Agreements with other Educational Sectors
- Register of Australian Tertiary Education (RATE) - guidelines for accreditation of courses
- Registrar of Advanced Standing Agreements with other Educational Sectors
- Registrar of Australian Tertiary Education (RATE) - guidelines for accreditation of courses
- Rehabilitation Plan
- Room allocation procedures
- Selection policy
- Sexual Harassment Processings
- Sponsorship policy
- Staff Development Plan
- Student Handbook
- Student Selection in CIT

#### **CHIEF MINISTER'S DEPARTMENT**

This statement is correct as at 17 June 1994

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

##### **Industrial Relations Branch**

##### **Listing:**

- A Guide for Forklift Truck Drivers
- A Guide to the *Occupational Health and Safety Act 1989*
- A Profit and Loss Statement - an introduction to occupational health and safety management
- Australian Capital Territory Prosecutions
- Child Safety on the Farm
- Conditions for use of a Manbox
- Excavator and front-end loader - safety information for Certificates of Competency
- Guidelines for Dogmen and crane chasers on how to obtain Certificates of Competency
- Guidelines for persons working on installation of lifts
- Guidelines for Preparation of Health and Safety Policies
- Information for Certification for pendant-controlled cranes
- Information on set-up and use of builders' cantilevered platform hoists
- Manual Handling (ACT Standard and Code of Practice) - 2nd revised edition
- New rules for reporting and recording workplace injury and dangerous occurrences
- Resolution of OH&S issues
- Safety information on pumped concrete boom operations
- Setting-up of builders' hoists

- Setting-up of builders' hoists
- Skin cancer and outdoor work

**Safety bulletins**

- A - Health and Safety Representatives (HSR)
- B - Designated Work Groups
- C - OH&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
- Jobskills Program Guidelines
- New Enterprise Incentive Scheme guidelines
- New Future in Small Business program guidelines
- Venture and Development Assistance (VADA) program guidelines
- Working Opportunities for Women Grants Guidelines
- Youth Conservation Corps program guidelines
- Youth Joblink 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
- ACTGS Strategic Training Plan, 1993-95
- Administrative Arrangements Orders
- Consultancy Management Guidelines
- Chief Minister's Directions on Annual Reports
- Departmental EEO Plan
- EEO Guidelines Nos. 1 and 2 (Public Services Commission)

- EEO Restructuring Guidelines
- Enterprise Bargaining Framework Agreement
- Finance Directions (including Overseas Directions)
- Fleet Management Guidelines
- Head of Administration Delegations
- Investigations Unit Procedures Manual
- Internal Audit Manual
- 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
- Quarterly Staffing Analysis ACTGS
- Secretary delegations and instructions
- SES and SOS Guidelines
- Setting the Agenda, EEO in the ACTGS 1992
- Sexual Harassment Guidelines (Public Service Commission)
- Studybank Guidelines
- 1991-92 ACTGS Training and Development Survey Report

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.

#### **DEPARTMENT OF EDUCATION AND TRAINING**

This statement is correct as at 20 June 1994.

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
- Bursar/Secretary completing P&C
- Community Use of School: Policy and Guidelines
- Department of Education and Training annual management report
- Non-Government Schools: Policy, Schools Bulletin, 7 November 1985
- Priority Enrolment Areas: Schools Bulletin 563, 16 December 1993
- 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 ACT Government School Buildings
- Report on Management of Accommodation in ACT 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

- 1994 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 1986: assistance by authorities and agencies policy

- 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
- ACT curriculum frameworks:
  - The Arts
  - English
  - Health & Physical Education
  - Languages other than English
  - Mathematics
  - Science
  - Studies of Society and the Environment
  - Technology
- Career Education and Counselling: Guidelines, Circular Minute 14/89
- Education and the Arts: Policy
- Guidelines for the care and use of animals in ACT schools
- 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**

- 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 (LOTE)**

- 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 Policy
- English as a Second Language Provision: Guidelines
- Guidelines for Mainstream/ESL Teachers Regarding Language Performance Ratings for ESL Students
- Guidelines for the identification of non-English Speaking Background students for ESL provision

**Enrolment**

- Enrolling at School in the ACT - Information Brochure
- Enrolment of Newly Arrived Non English Speaking Background Students: Policy and Mandatory Procedures
- Enrolment of Students from Overseas: Guidelines, Circular Minute 98/87, 1 September 1987
- Enrolment: Policy and Guidelines, Schools Bulletin 324, 10 March 1988
- Entry Age Enrolment Policy
- Exemption from Attending School: Policy and Mandatory Procedures
- Preschool Enrolment: Policy
- Priority Enrolment Areas: PIG
- Rural Preschools: Policy, Schools Bulletin 279, 5 February 1987
- Schools' Census and Audit of Enrolments: PMP

**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
- Teacher Review and Development (TRAD) - policy

**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**

- **Accounting Manual-Schools Authority Act 1986**
- **Charity Fund Raising/Promotion: Policy**
- **Expenditure on Official Hospitality: Guidelines and Mandatory Procedures**
- **Funding-School Policy Statement, Schools Bulletin 279, 1987**
- **Parental Contribution: Policy and Mandatory Procedures, Circular Minute 30/93, 12 March 1993**
- **Preschools - Financial Assistance by Parents: Guidelines**
- **Purchase and Hire of School Vehicles, Schools Bulletin 239, 20 February 1986**
- **Schools' financial returns - policy**
- **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**
- **A datafile on ACT public schools**
- **AIDS Education and Condoms in Primary and Secondary Schools: Policy, amended on POLDOC January 1993**
- **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.**
- **Bursar/secretary completing P&C work: policy**
- **Care and use of animals in ACT schools: guidelines, Circular Minute 34/91 & 122/91**
- **Commonwealth Employees and Political Participation: Policy and Guidelines**
- **Frequent-Flyer Program: policy and mandatory practice**
- **Gender Equity Education: Policy and Guidelines, Schools Bulletin 283, March 1987**
- **Gifted and Talented Children: Policy and Guidelines, Schools Bulletin 133, 4 August 1983**
- **High School Education Program: Policy and Guidelines, High School Education Program: Guidelines, 1987**
- **Protocols for school visits by Members of Parliament - policy**
- **Quality in Public Schooling.**
- **Requests for information by MLAs to ACTGS staff and officers of statutory authorities: policy and implementation guidelines**
- **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**
- **Services to Students with Special Needs: Policy and Mandatory Procedures, Schools Bulletin 504, 30 July 1992**
- **System Philosophy**
- **Unattended phones: policy**

#### **Gifted and talented children**

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



**Health**

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

**High schools**

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

**Industrial**

- Compensation (section 17)
- Industrial Action Affecting the Operation of Schools: Policy and Mandatory Procedures, Schools Bulletin 178, 16 August 1984

**Information technology**

- Annual management report
- Data file
- Strategic Plan for the administration of IT

**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**

- Children's Services Act 1986: assistance by authorities and agencies policy
- Compensation (Section 17)
- Copyright for Schools: Policy and Mandatory Procedures, Circular Minute 22/93, 19 February 1993
- Court Attendance and Production of Documentation to Courts and/or Solicitors: Policy and Guidelines
- Insurance and risk management implementation guidelines
- 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
- Student Compensation: Policy and Mandatory Procedures

**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.

**OH&S**

- Policy and procedures document for Occupational Health and Safety in ACT Government Secondary Schools
- Science laboratories

**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**

- Education Plan
- National Report on Schooling
- Quality in Public Schooling
- System Philosophy
- The Guiding Principles and Aims of the ACT Schools Authority

**Preschools**

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

**Primary Schools**

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

**Priority enrolment areas**

see Enrolment

**Professional development**

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

**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
- School Review Public Reports (for most schools)

**School and related operations**

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

**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 - Operation of', Schools Bulletin 11, 1979.
- School Boards - Partnership and Participation, Second Edition, 1990
- Selection of School Principals, Schools Bulletin 208, 1985.

**School canteens**

- Canteen employees - rates of pay: PIG
- 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

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

#### Smoking

- Smoking in the Workplace, Schools Bulletin 308, 1987

#### Special education

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

#### Sport

- ACT Department of Education Sports Policy Guidelines (1989)
- ACT Primary School Sports Association Constitution 1984
- ACT Primary School Sports Association Policy Decisions 1983
- ACT Schools Sports Council Constitution 1982
- ACT Schools Sports Council Discipline Policy
- ACT Secondary Schools Sports Association Constitution
- 'Inter-School Sport', Schools Bulletin 119, 1983
- Mandatory Procedures for Adventure Activities in Outdoor Education
- Policy and Procedures on the Wearing of Bicycle Helmets, Schools Bulletin 331, 1988
- School Sport: Policy and Procedures, Schools Bulletin 328, 1988
- Selection and Management Policy for ACT Representative Teams
- Specific Sports Guidelines - Circular Minute 119/89 November 1989
- Sponsorship Policy

#### 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)

**Statistics**

- A Datafile on Census figures (February and July figures)
- Census figures of public and non-government preschools
- Census figures on education centres
- Census figures on evening classes in the government sector
- July Home Suburb Analysis

**Student management**

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

**Student records**

- Policy and Procedures on Student Record Keeping, Schools Bulletin 340, 1988
- Guidelines for Access to Student Records, Schools Bulletin 340, 1938
- Schools Census and Audit of Enrolments: PMP
- Student Record-Keeping System - Data Access

**Supervision**

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

**System management**

- Changing the Name of an ACT School: Policy and Guidelines
- Education Plan for ACT Public Schools 1991-93
- School Boards: Policy and Guidelines, School Boards Partnership and Participation, 1986
- System Planning Principles and Criteria
- Teacher Review and Development (TRAD): policy

**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**

- Adolescent Development Program: Guidelines
- Children's Services Act 1986 - Assistance by Authorities and Agencies Policy
- Custody cases
- Exemption from Attending School in the ACT
- Guidelines for Resolving Cases of Sexual Harassment of Students in ACT Schools

- Policy and Procedures Concerning Pregnant Students in ACT Public Schools
- Procedures for the Notification of Children in Need of Care Under the Children's Services Act

#### Work education

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

## DEPARTMENT OF THE ENVIRONMENT, LAND AND PLANNING

### CORPORATE DOCUMENTS

This statement is correct as at 30 June 1994.

Manuals location: inquiries can be made through the Corporate and Strategic Development Branch, 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: Access and Equity 1993-94 Strategy
- Department of the Environment, Land and Planning: Access and Equity Report against 1992-93 barriers
- 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: Corporate Plan 1993-94 - 1995-96
- 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 AND CONSERVATION DIVISION

This statement is correct as at 30 June 1994

Manuals locations: inquiries: to the Heritage Unit, Homeworld Building, Anketell Street, Tuggeranong 2902.

#### 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
  - City Parks Dry Land Grass Mowing Manual
  - City Parks Turf Management Manual
  - Community Service Agreement for Horse Paddocks
  - Fire Management Policy for Nature Conservation Areas
  - Guidelines for Erosion and Sediment Control on Building Sites
  - Guidelines for Heritage Grant Applicants
  - Information for Heritage Grant Applicants Booklet
  - Landscape Design and Construction Guidelines for the ACT
  - Management Guidelines for Specific Sites - City Parks
  - Management Plan for Glebe Park, Canberra (Draft)
  - Management Plan for Jerrabomberra Wetlands (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
  - Pest Management Manuals: Agriculture and Landcare
    - Canberra Nature Park
    - City Parks
    - Googong Foreshores
    - Namadgi
  - Public Playgrounds in the ACT - Safety Guide
  - 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.

### **Office of Culture and Heritage**

This statement is correct as at 30 June 1994.

Manuals location: inquiries to the Heritage Unit, Homeworld Building, Anketell Street, Tuggeranong 2902.

#### **Listing:**

- ACT Cultural Council Charter
- Guidelines for ACT Cultural Development Grants for 1994
- Guidelines for City Decoration
- Guidelines for Event Co-ordination
- Opening the Doors - an Ernst Young report to the ACT Cultural Council on Performing Arts by youth in the ACT
- 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)

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 30 June 1994

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

### **A.C.T. PLANNING AUTHORITY**

The statement is correct as at 30 June 1994.

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

#### **1. Planning policies**

The planning policies of the ACT Planning Authority are those contained in the Territory Plan Map and the Territory Plan Written Statement.



To assist in the assessment of applications for planning approval, several documents have been prepared to complement the Territory Plan. These are:

- Guidelines for Residential Redevelopment in Area B1, north Canberra
- Guidelines for Residential Redevelopment in Area B2, Kingston/Griffith
- Guidelines for Residential Redevelopment in Forrest/ Red Hill/ Deakin/Griffith historic areas
- Schedule of Special 'Streetscape Conditions for Design and Siting Applications: Canberra Central District 1990.

An interim document on Parking and Access Guidelines may be viewed by contacting the principal transport planner, Metropolitan Planning Section, ACT Planning Authority, John Overall Offices, 220 Northbourne Avenue, Braddon 2601.

## BUREAU OF SPORT, RECREATION AND RACING

This statement is correct as at 30 June 1994

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

- Aussie Sports - operations manual
- 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'

## LAND DIVISION

This statement is correct as at 30 June 1994.

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

Location key:

- CS - Commercial Section, Business Office
- DE - Deed Management; Lease Administration Branch
- E - Estates Project Group; Land Development Branch
- LIO - Land Information Office
- LM - Lease Management, Lease Administration Branch
- LPRA - Lease Practices, Lease Administration Branch
- LPRO - Lease Projects, Lease Administration Branch
- LS - Lease Services, Lease Administration Branch
- PROG - Programming, Land Development Branch
- S - Sales, 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	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 Procedure	LIO
Betterment Policy	LS/LM/LPRA/LPRO
Boarding Houses Policy	LS
Bonds-Policy/Procedures	DE/LPRO
Boundary Variation	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 - 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/LS
Direct Grant Policies and Procedures	S
Dirty Blocks Policy and Procedures	LS/LM/LPRA
Doctors and Dentists Policy	LM
Dual Occupancy Procedures	LPRA
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	DE
Home Business - Policy and Procedures	LM/LIO
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
Multiple Unit Plan Procedures	LPRO
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 Policy and Procedures	SPAR
Statutory Authorities Policies	S
Stormwater Problem Procedures	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

**DEPARTMENT OF HEALTH**

In accordance with section 8 of the ACT *Freedom of Information Act 1989*, documents listed below are used by officers of the Department to make decisions or recommendations affecting members of the public. Copies may be inspected and purchased at the Department's central office, 2nd floor, North Building, London Circuit, Canberra City. The statement is correct as at 17 June 1994.

**Listing:**

- ACT Ambulance Policy Manual
- ACT Breast Screening Program Policy & Procedures Manual
- ACT Breast Screening Program National Accreditation Guidelines
- ACT Community Nursing Child Health Protocol
- AIDS Matched Funding Program Guidelines
- Airport Disaster Manual
- Alcohol and Drug Service, Conditions of Grant
- Assessment of ACT Health Grants
- Casemix reports of KPMG National AN-DRG Costing Studies
- Chiropractic and Osteopaths Board
  - Code of Ethics
  - Guidelines for Advertising
- 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 for dental prosthetists
- Emergency Department 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
- Hygiene code of practice of staff of child care centres
- Infectious disease and safety aspects of swimming and spa pool facilities code of practice
- Information Technology Strategic Plan
- Infection Control Manual
- Jindalee Policy Manual
- Mass Casualty Disaster Plan
- Mechanical ventilation in food premises guidelines
- Medical Board
  - Requirements of registration
- National Methadone Guidelines
- Nurses Board
  - Requirements for registration
- Optometrists Board
- Patient Admittance/Discharge Manual
- Pathology Manual
- Personnel Management Awards
- Pharmacy Board
  - Requirements of registration
- Physiotherapists Board
  - Requirements of registration
- Physiotherapy Procedure Manual
- Radiology Procedure Manual
- Recruitment manual
- Registration boards
  - Hearings of inquiries, guidelines and procedures
- Social Work Policy and Procedure Manual
- Treatment Program Referral Procedures Manual
- Veterinary Surgeons Board
  - Requirements of registration
- Youth Alcohol Strategy

**DEPARTMENT OF URBAN SERVICES****ACTION**

This statement is correct to 10 June 1994 and replaces previous listings of manuals held for ACTION (Australian Capital Territory Omnibus Network) by the ACT FOI Office and published in the Special Gazette No. S121, 30 June 1993.

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.

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

**ACTION Counter**  
ACT Govt. City Shopfront  
East Row Canberra - Telephone 207 5148

**Listing:**

- ACTION Service Objectives (v 2.3 July 1993)
  - Bus Book 3 (February 1993 Edition)\*
  - Bus Map
- \* A fee is payable for the purchase of these publications

**CITY SERVICES GROUP**

This statement is correct as at 17 June 1994

**Listing:**

- ACT Bus and Truck Drivers Handbook
- 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
- 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 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:**

- ACT Residential Guidelines Version 1
- Australian Standards 1742 Parts 1 - 13 (Road Signs)
- AustRoads Guide to Traffic Engineering Practices parts 1-14
- Basic Specifications Road Hydraulic Services Landscape
- Dimensions and Mass Unit Staff Instructions
- Guidelines for Engineering and Environmental Practices (G.E.E.P)

- Land Development Quality Assurance
- Inquiries regarding inspection of these documents can be made at the Traffic and Roads Section, first floor 255 Canberra Avenue, Fyshwick

#### Stormwater Section

##### Listing:

- ACT Urban Stormwater Edition 1, March 1994
- 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, 16 Colbee Court, Phillip 2606.

#### CORPORATE DEVELOPMENT GROUP

##### Security

- Protective Security Manual
- This document is held in Accommodation Services, Acton Peninsula site

#### 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.

##### 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 ground level, Allara House, Allara Street, Canberra 2601

#### **EMERGENCY MANAGEMENT GROUP**

##### **Rural Firefighting Service**

###### **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
- Draft Architectural Guidelines
- Draft Basic Brief for Civil Engineering and Architectural Projects - May 1994
- 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 - 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.

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

This statement is correct as at 17 June 1994

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

- a. ACT Housing Trust counter, ACT Government Shopfront, East Row Canberra 2601
- b. Level 1, Block A, Callam Offices, Easty Street, Phillip 2606
- c. Level 1, Block C, Callam Offices, Easty Street, Phillip 2606
- d. Level 3, Block B, Callam Offices, Easty St, Phillip 2606
- e. Level 3, Block B, Callam Offices, Easty St, Phillip 2606
- f. Community Corrections Centre, Elan Court, Belconnen 2617
- g. Belconnen Remand Centre, cnr Rae & Josephson Sts, Belconnen 2617
- h. Corrective Services, Callam Offices, Callam St, Phillip 2606
- i. Juvenile Justice, Mugga Lane, Symonston 2903
- j. Level 4, room 17, Wales Centre, London Circuit, Canberra 2601
- k. Housing Trust, Woden District Office, Plaza level, Cosmopolitan Building, Woden Town Centre, Woden 2606
- l. Housing Trust, Belconnen District Office, Swanson Plaza Belconnen Town Centre 2617
- m. Family Services, Southside District Office, ground floor, Centrepoint Building,



**Tuggeranong**

- n. Family Services, Northside District Office, 2nd Floor, Health Building, 1 Moore St Civic 2601
- o. Second Floor, Building A, Easty St, Phillip 2606
- p. Housing Trust, Tuggeranong District Office, Centrepoint Building, Tuggeranong Town Centre
- q. Ground floor, North Building, London Circuit, Canberra 2601.

**ACT Housing Trust**

- Home Ownership FOI Manual (under development) (c)
- Rental Housing Services FOI Manual (a, k, l, m, o, p)
- 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 housing program
- 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
- long stay caravan park assistance program
- public rental housing assistance program
- rent relief housing assistance program
- supported accommodation assistance program

**Community Programs Branch****Community Development**

(all manuals at c)

- Community Services Grants Program Rationale
- Community Services Grants Service Agreement for organisations funded under the program
- Community Services Grants Program Review Manual
- Community Services Grants Service Agreement
- Disability Services Grants Program National Service Standards
- Home and Community Care Advisory Committee: terms of reference
- Home and Community Care Agreement
- Home and Community Care Agreements for organisations funded under the program
- Home and Community Care National Service Standards

**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 (c)
- Residential Services Medication Policy (c)
- Resource and Assessment Services Orientation Manual (c)

**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)

**Office of Rental Bonds**

(all manuals at q)

- Deduction from bonds: advice for landlords
- Deduction from bonds: advice for tenants (both in conjunction with the Consumer Affairs Bureau)
- 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