

## **FREEDOM OF INFORMATION ACT 1989 – SECTION 7 AND 8 STATEMENTS**

### **SECTION 7**

#### **Introduction**

Section 7 of the *Freedom of Information Act 1989* requires the ACT Planning and Land Authority (ACTPLA) to prepare and publish a statement outlining organisation, functions and powers, the categories of documents available and facilities provided for access to documents. This statement is correct to 1 April 2008.

#### **Organisation functions and powers**

ACTPLA is responsible for the Territory Plan, development applications, leases and licences, regulating development of the building industry, land use, community consultation and public education.

ACTPLA's functions are:

- Administering and reviewing the Territory Plan;
- Planning and land policy advice;
- Regulating development-of the building industry;
- Maintaining the digital cadastral database, and providing land information;
- Granting and administering leases and licenses;
- Deciding development applications;
- Land use compliance and enforcement;
- Ensuring community consultation and participation in planning decisions; and
- Promoting public education and understanding of the planning process.

A list of legislation under which ACTPLA or its officers exercise statutory powers or administer is given below.

- *ACT (Planning and Land Management) Act 1988 (C'wlth)* Sections 16, 19, 25, 29 and Part 10
- *Annual Reports (Government Agencies) Act 2004*
- *Architects Act 2004*
- *Auditor-General Act 1996*
- *Australian Capital Territory (Self-Government) Act 1988 (C'wlth)*
- *Building Act 2004*

- *Building Regulations 2004*
- *Common Boundaries Act 1981*
- *Community Title Act 2001*
- *Construction Occupations (Licensing) Act 2004*
- *Construction Occupations (Licensing) Regulation 2004*
- *Civil Law (Sale of Residential Properties) Act 2003*
- *Districts Act 2002*
- *Electricity Safety Act 1971*
- *Electricity Safety Regulation 2004*
- *Enclosed Lands Protection Act 1943*
- *Planning and Development Act 2007 (except Chapter 4)*
- *Lands Acquisition Act 1994*
- *Legislation Act 2001*
- *Public Interest Disclosure Act 1994*
- *Public Place Names Act 1989*
- *Public Roads Act 1902*
- *Public Sector Management Act 1994*
- *Recovery of Lands Act 1929*
- *Remuneration Tribunal Act 1995*
- *Surveyors Act 2007*
- *Trespass on Territory Land Act 1932*
- *Unit Titles Act 2001*
- *Utilities Act 2000 Part 5 and Division 10.3*
- *Utilities (Telecommunications Installations) Act 2001*
- *Utility Networks (Public Safety) Regulation 2001*

- *Water and Sewerage Act 2000*
- *Water and Sewerage Regulation 2001*

### **Public participation in decision-making**

Arrangements for public participation in decision-making include public submissions to development applications and Territory Planning processes, public submissions to inquiries, discussion at public meetings, consultative committees for specific purposes, access to records through FOI requests, comments on draft documents, comments on Bills before the Assembly and contact with the relevant Minister.

### **Categories of documents**

ACTPLA holds several basic categories of documents:

- those that are freely available on request and without charge;
- those available for sale including documents that form part of the public register;
- those that are exempt under the *Freedom of Information Act 1989*; and
- all other kinds of documents that may be available under the Act.

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

Documents within this category include publications produced by ACTPLA on various aspects of its activities, and inspection of development applications. These are distributed from the ACT Planning and Land Authority Customer Service Centre, Ground Floor, Dame Pattie Menzies Building, 16 Challis Street, Dickson and may be available on the Authority's Internet Home Page (<http://www.actpla.act.gov.au>).

### **Documents available for sale**

Documents available for public access but with a fee payable include maps, plans, publications relating to ACTPLA, for example, street names, some reports and surveys and certified copies of certificates, e.g. Compliance, Section 28DA, motor vehicle dealer advice and liquor licence advices.

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

- general files including internal, interdepartmental and public documents, minutes of meetings of management and other committees, agendas and background papers, policy statements, financial and staffing estimates;
- diaries, rosters, work sheets;
- program and policy files;
- records held on microfilm, computer or paper in connection with specialised divisional functions;
- photographs, videos and films;
- financial and accounting records;
- details of contracts and tenders;
- files on applicants and clients;
- records of government including the machinery of government;
- leases and deeds of agreement; and
- maps, plans and brochures.

## **Facilities for access**

Those seeking information are encouraged to seek access by contacting the Authority before resorting to the more formal FOI procedure. Physical access to the documents of the agencies is available at the listed address. In many cases it may be possible to access information far more quickly and efficiently through such an approach.

## **All FOI requests should be directed to:**

Chief Planning Executive  
Attention: FOI Coordinator  
ACT Planning and Land Authority  
PO Box 1908  
CANBERRA ACT 2601

## **The physical location is:**

Chief Planning Executive  
Attention: FOI Coordinator  
ACT Planning and Land Authority  
Dame Pattie Menzies Building  
16 Challis Street  
DICKSON ACT 2602

Further information may be obtained from:

Tania Carter

FOI Coordinator

Phone: (02) 6207 1685

Fax: (02) 6207 1683

Email: [ACTPLAFOI@act.gov.au](mailto:ACTPLAFOI@act.gov.au)

Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)

## **SECTION 8**

### **Introduction:**

Section 8 of the *Freedom of Information Act 1989* requires the principal officer to prepare and make available each year, a statement (which may be in the form of an index) specifying the documents that are provided by the Authority for the purposes of an enactment or scheme administered by the Authority. The following contains all Section 8 statements for the ACT Planning and Land Authority correct as at 1 April 2008

All enquiries regarding the inspection of these documents should be directed to the appropriate units, the details of which are outlined below.

## **ACT PLANNING AND LAND AUTHORITY**

### **Function:**

The ACT Planning and Land Authority (the Authority) brings together a range of state and local government services including:

- Territory planning: within the framework of the Territory Plan, the ACT Planning and Land Authority undertakes sustainable land use, infrastructure planning, social planning, urban projects, environmental planning and transport planning.
- Management of development activity: Development Application assessment processes, lease and compliance, lease preparation and management, infrastructure management.
- Land information: spatial information infrastructure management, including management of the ACT cadastre.
- Regulation and licensing: of the ACT building industry and of building, electrical, plumbing and associated services and land surveyors, including assessment and inspection of hydraulics applications and auditing of building certifiers, hydraulics certifiers and electrical self certifiers.

**Location:** Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT 2602

**Address:** GPO Box 1908, CANBERRA ACT 2601

**Enquiries:** (02) 6207 1926 or (02) 6207 1923

**TTY:** (02) 6207 2622

**Fax:** (02) 6207 1732

**Email:** [actpla.feedback@act.gov.au](mailto:actpla.feedback@act.gov.au)

## **PLANNING SERVICES BRANCH**

### **Function:**

The Branch undertakes Territory Plan coordination and administration, Territory Plan variations, systems reform and improvement, standards and codes administration and changes, planning and building policy, planning guidelines, environmental planning and impact assessment, social and cultural planning policy, strategic land use planning, open space planning, urban development coordination, land asset management, deed management, infrastructure planning, structure planning and

design, site selection, major projects coordination, urban design advice, master planning and the land supply strategy.

**Location:** Dame Pattie Menzies Building, 16 Challis Street, DICKSON ACT 2602

**Address:** GPO Box 1908, CANBERRA CITY ACT 2601

**Enquiries:** (02) 6207 1949

**Fax:** (02) 6207 2560

***Section 8 Statement***

Planning Studies

Register of Planning Guidelines

Draft Variations to the Territory Plan

Variations to the Territory Plan

Environmental Assessments

ACT Interim Planning Guidelines for Access and Mobility

Community Facilities Needs Assessment

Masterplans for town, group and local centres

Concept Plans for new development areas

Canberra Spatial Plan

All urban design guidelines registered under the Territory Plan

**DEVELOPMENT SERVICES BRANCH**

**Function:**

Provision of development application administrative and assessment processes, building, electrical and plumbing control, lease and compliance, lease management.

**Location:** 2<sup>nd</sup> Floor Sth, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT 2602

**Address:** GPO Box 1908, CANBERRA ACT 2601

**Enquiries:** (02) 6207 1980

**Fax:** (02) 6207 5548

**Email:** [actpla.feedback@act.gov.au](mailto:actpla.feedback@act.gov.au)

***Section 8 Statement***

Building Code of Australia Building Notes

Building Regulations

Building Statistics

Electrical Notes

National Plumbing and Drainage Code

ACT Planning and Land Authority Fees and Charges

ACT Planning and Land Authority Notes and guide

Plumbing Notes

## Practice Notes for Building and Hydraulic Certifiers

### SAA Wiring Rules

The following documents are produced in connection with administering the above legislation:

Compliance Certificates

Fitness Certificates – Display Homes Policy

Fitout Plan Certification

Land Rent reappraisal notices

Land Withdrawal notices

Land Acquisition notices

Approval/consents, notices, orders and advices

Determination of Change of Use Charge

Notice of Termination of Licences and Leases

Approvals of Unit Title applications

Approvals of Community Title applications

Notice of Decisions for Development Applications

COLA Notices

## **CLIENT SERVICES BRANCH**

The Branch provides wide ranging corporate and customer services to support the Authority's business outcomes.

**Location:** 3<sup>rd</sup> Floor Sth, Dame Pattie Menzies House, 16 Challis Street,  
DICKSON ACT 2602

**Address:** GPO Box 1908, CANBERRA ACT 2601

**Enquiries:** (02) 6207 2576

**Fax:** (02) 6207 1640

**Email:** [actpla.feedback@act.gov.au](mailto:actpla.feedback@act.gov.au)

## **CORPORATE & HUMAN RESOURCE SERVICES**

### **Function:**

The Section develops policy and in partnership with the Shared Services Centre is responsible for recruitment, learning, and development, performance management, corporate governance, industrial relations, budget planning and financial management, accounting, business strategy and accommodation services. The Section also administers the revenue collection for Land Rent.

**Location:** 3rd Floor Sth, Dame Pattie Menzies House, 16 Challis Street,  
DICKSON ACT 2602

**Address:** GPO Box 1908, CANBERRA ACT 2601

**Enquiries:** (02) 62071914

**Fax:** (02) 6207 1648

**Email:** [actpla.feedback@act.gov.au](mailto:actpla.feedback@act.gov.au)

## **Section 8 Statement**

Land Rent Charging Policies

Land Rent Payout Policy

## **CUSTOMER SERVICES**

### **Function:**

Customer Services (CS) provides the public face of ACT Planning and Land Authority through the operation of Services Centres at Dickson and Mitchell. The Section is responsible for handling telephone and counter enquiries, lodgement and checking of all building and Development Applications, building and lease conveyancing, sales of land information products, collection of fees and charges, the provision of electronic services and administration of the Territory's building files.

**Location:** Ground Floor, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT 2602

**Address:** GPO Box 1908, CANBERRA ACT 2601

**Business Hours:** 8:30am to 4:30pm. Monday to Friday.

**Enquiries:** (02) 6207 1926 or (02) 6207 1923

**Fax:** (02) 6207 1925

**Email:** [actpla.feedback@act.gov.au](mailto:actpla.feedback@act.gov.au)

**Location:** Mitchell Business Centre

**Address:** Cnr Lysaght and Hoskins Street, Mitchell ACT 2911

**Business Hours:** 8:30am to 4:30pm – Monday to Friday

**Enquiries:** (02) 6207 6262 or (02) 6207 1923

**Fax:** (02) 6207 6258

**Email:** [actpla.feedback@act.gov.au](mailto:actpla.feedback@act.gov.au)

### **Section 8 Statement**

Development Applications

Public Register

Approved Forms

ACT Planning and Land Authority Fees and Charges

## **INFORMATION SERVICES**

### **Function:**

Information Services oversees and manages ACTPLA's business systems, their development and support (through InTACT), the development and implementation of an ICT Strategy, records management policies and the provision of value adding mapping and Geographical Information systems. The Team is also responsible for managing ACTPLA's ICT projects including on line development and building application processes.

**Location:** Ground Floor Nth, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT 2602

**Address:** GPO Box 1908, CANBERRA ACT 2601

**Enquiries:** (02) 6207 1915

**Fax:** (02) 6207 1944

**Email:** [actpla.feedback@act.gov.au](mailto:actpla.feedback@act.gov.au)

### **Section 8 Statement**

ACTMAPi Documentation Manual

## **SURVEYING AND SPATIAL DATA**

### **Function:**

The Surveying and spatial Data Team is the custodian of the ACT's cadastre – the legal representation of all blocks of Territory Land. The team is also responsible for regulating the surveying profession, developing survey standards and directions and representing the ACT on national policy and operational committees.

**Location:** Ground Floor North, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT 2602

**Address:** GPO Box 1908, CANBERRA ACT 2601

**Enquiries:** (02) 6207 1915

**Fax:** (02) 6207 1944

**Email:** actpla.feedback@act.gov.au

### **Section 8 Statement**

Nomenclature Procedures

Street Numbering – Commercial Block, Detached Housing and Medium Density

## **GOVERNMENT & COMMUNICATION SERVICES**

### **Function:**

The function of this section is to manage the Authority's relationship with the Minister's Office and Legislative Assembly as well as support the various community committees and councils. The Communications team is responsible for the development and implementation of communication strategies, liaison with the Minister's media advisor, community education initiatives, media liaison and graphic design.

**Location:** 3rd Floor South, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT 2602

**Address:** GPO Box 1908, CANBERRA ACT 2601

**Enquiries:** (02) 6207 1764

**Fax:** (02) 6207 1683

**Email:** actpla.feedback@act.gov.au

### **Section 8 Statement**

Disallowable Instruments under the *Planning and Land Act 2002*, *Planning and Development Act 2007* *Building Act 1972*, *Community Title Act 2001*, *Construction Practitioners Registration Act 1998*, *Public Place Names Act 1989*, *Unit Titles Act 2001*

Practice Directions produced by ACT Planning and Land Authority

Section 29 (*Planning and Land Management*) Act 1988 - Direct Grant Policies and Procedures - Policy and Procedures