

Section 7 Statement

Section 7 of the *Freedom of Information Act 1989* requires the Department to prepare and publish a statement outlining organisation, functions and powers, the categories of documents available and facilities provided for access to documents.

Organisation, functions and powers

The organisation and functions of the agency are described in the TAMS Annual Report. Legislation administered by Territory and Municipal Services is published in full in the Administrative Arrangements Order.

Public participation in decision-making

Avenues available for public participation in decision-making include 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

The Department holds several basic categories of documents:

- those that are freely available on request and without charge;
- those available for sale including those that are part of a public register; and
- all other kinds of documents that may be available under the FOI Act.

Documents available on request and without charge

Documents within this category include publications produced by the Department on various aspects of its activities. These are distributed from public counters and libraries throughout the Territory and may be available on the TAMS or ACT Government's Internet Home Page.

Documents available for sale

Documents available for public access but with a fee payable could include maps, plans, publications relating to land management.

Documents of other kinds that may be available under the Act include:

- 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 and 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;
- maps, plans and brochures;
- management plans for ACT parks and reserves;
- conservation plans relating to selected heritage places;
- technical and scientific reports and discussion papers; and
- grant applications.

Facilities for access to information

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

All FOI requests should be directed to:

Chief Executive
Territory and Municipal Services
PO Box 158
CANBERRA ACT 2601

The Department's street address is:

Level 5
Macarthur House
12 Wattle Street
Lyneham ACT 2602

Further information may be obtained from:

Ms Helen Willson
Cabinet and Assembly Liaison
Phone: (02) 6207 6254
Fax: (02) 6207 6229
Email: helen.willson@act.gov.au
Website: www.tams.act.gov.au