



# **Department of Treasury**

## ***Freedom of Information Act 1989***

### **Section 7 & Section 8 Statements**

**As at June 2010**

## SECTION 7

### Introduction

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

This statement is correct to 30 June 2010.

### Organisation, Functions and Powers

Treasury is a central agency of the Government. It provides strategic financial and economic policy advice and services to the ACT Government with the aim of improving the Territory's financial position and economic management.

Treasury plays a leading role in promoting accountability and transparency in the delivery of services to the community and the management of resources. This is achieved through sound financial policies, robust analysis, and effective input into major change initiatives across the ACT Public Service.

Other specialist agencies within the Treasury portfolio include the Gambling and Racing Commission.

Legislation administered by the Treasurer is as follows.

*ACTEW/AGL Partnership Facilitation Act 2000*

*Appropriation Acts*

*Competition Policy Reform Act 1996*

*Duties Act 1999*

*Emergencies Act 2004, schedule 1*

*Financial Agreement Act 1994*

*Financial Management Act 1996*

*Financial Relations Agreement Act 2000*

*First Home Owner Grant Act 2000*

*Insurance Authority Act 2005*

*Land Rent Act 2008*

*Land Tax Act 2004*

*Legislation Act 2001, chapter 5*

*Legislative Assembly (Members' Superannuation) Act 1991*

*Motor Sport (Public Safety) Act 2006*

*Payroll Tax Act 1987*

*Rates Act 2004*

*Road Transport (Third-Party Insurance) Act 2008*

*Taxation Administration Act 1999*

*Taxation (Government Business Enterprises) Act 2003*

*Territory Owned Corporations Act 1990*

*Territory Superannuation Provision Protection Act 2000*

*Utilities Act 2000, part 3A*

*Utilities (Network Facilities Tax) Act 2006 Public Participation in Decision-making*

Arrangements in Treasury for public participation in decision-making include:

- facilitating submissions to public inquiries;
- consulting clients on proposed policies, procedures and legislation;
- interacting with peak industry and professional bodies;
- constituting public meetings to enable open discussion;
- enabling access to records through Freedom of information (FOI) requests;
- commenting on draft documents proposed for public exposure;
- commenting on Bills before the Assembly; and
- enabling contact by the public with the relevant Minister.

### **Categories of Documents**

Treasury 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
- other records and documents that may be available under the FOI Act.

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

Documents within this category include publications produced by Treasury on various aspects of its activities.

These documents can be accessed through Treasury's webpage

<http://www.treasury.act.gov.au/>.

### **Records and documents that may be available under the Act.**

These records and documents comprise:

- 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;
- files on applicants and clients;
- records of government including the machinery of government;
- leases and deeds of agreement; and
- brochures.

## **Facilities for Access**

Before submitting a formal FOI request, persons seeking information are encouraged to contact Treasury. In many cases, information can be provided more quickly and efficiently through such an approach.

## **Physical Location**

The physical location of Treasury is Level 1 Canberra Nara Centre, Cnr Constitution Avenue and London Circuit, Civic ACT 2601. Several bus stops are close to the Nara Centre in London Circuit. Short-term car parking is located opposite the Centre and a disabled car park space is available in Nangari Street alongside the Centre.

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

The FOI Coordinator  
Department of Treasury  
PO Box 158  
CANBERRA ACT 2601  
Ph: (02) 620 50623  
Fax: (02) 620 70304

## SECTION 8

### Introduction

Section 8 of the *Freedom of Information Act 1989* requires the principal officer of an agency 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 agency for the purposes of an enactment or scheme administered by it.

The following contains all Section 8 statements for Treasury correct to 30 June 2010.

All enquiries regarding the inspection of these documents should be directed to the appropriate unit. Details of all units are set out below.

### Department of Treasury Office of the Under Treasurer

**Function:** The Office of the Under Treasurer is a primary contact point for the Department. It provides strategic support to the Under Treasurer by undertaking high level coordination, research and reporting tasks; providing financial and economic advice on specific project issues; providing advice on Cabinet and Assembly procedures and processes; and managing and coordinating Cabinet, Assembly and legislative matters on a whole of department basis. The Unit also supports the Ministers and Ministers' Staff in meeting Cabinet and Legislative Assembly obligations and in responding to requests and correspondence from constituents.

**Location:** Level 1, Canberra Nara Centre, cnr Constitution Avenue and London Circuit, Canberra City ACT 2600  
**Postal Address:** GPO Box 158, CANBERRA ACT 2601  
**Business Hours:** 9:00am to 5:00pm Monday to Friday  
**Enquiries:** (02) 620 70261  
**Fax:** (02) 620 70304  
**Website:** <http://www.treasury.act.gov.au/>

### Section 8 Statement

- Department of Treasury 2007 - 2010 Strategic Plan;
- Guidelines on the ACT Freedom of Information Act 1989;
- Freedom of Information - Section 7 and 8 Statements;
- Procedures for Actioning Public Interest Disclosures;
- A Guide to the Public Interest Disclosure Act;
- 2007-10 Treasury Collective Agreement and previous agreement;
- Treasury Risk Management Plan;
- Treasury Fraud and Corruption Prevention Plan;
- Treasury Records Management Program; and
- Records Disposal Schedules.

## Finance & Budget Division

**Function:** The Division (FABD) is responsible for advising the Government and agencies on the development of the Territory's budget, advising on financial issues relating to agencies and the Territory, and accounting policies and financial frameworks. FABD comprises four branches: Accounting; Budget Management and Analysis; Budget Coordination and Reporting; and Project and Budget Management.

The Division is also responsible for:

- The improvement of the Territory's financial management framework and the provision of accounting expertise and strategic financial advice;
- Undertaking significant amendments to the Financial Management Act 1996; and
- The provision of financial training to agencies; and the issuing of sources of relevant financial instructions for the whole of government.

### Budget Coordination and Reporting Branch

**Function:** The Branch is responsible for providing strategic advice on the Government's financial position, the coordination and development of the Government's budget, and the consolidation of budget financial statements and financial outcome reporting. The Branch also provides periodic reporting to the Australian Bureau of Statistics (ABS) and the Commonwealth Grants Commission (CGC) on behalf of the Government. The Branch distributes Treasury memoranda and is responsible for the administration of the FMA. The Branch coordinates the development and ongoing monitoring of the Territory's capital works program, and is responsible for Whole of Government asset management policies.

### Budget Management and Analysis Branch

**Function:** The Branch is responsible for assisting in the development of the Territory's annual budget, monitoring, analysing and reporting to the Government and other stakeholders on the financial position of a broad range of Government agencies and businesses, and advising Government and agencies on financial management, resource allocation, and budget development issues.

### Project and Budget Management Branch

**Function:** The Branch is responsible for assisting in the development of the Territory's budget, analysing and reporting on agency and business financial performance and for managing a range of projects under the general oversight of the Finance and Budget Division. Projects include reviews of separate legal and/or government business entities, and the related implementation of government policy decisions such as the sale of Rhodium Asset Solutions. The Branch also provides policy advice about governance arrangements for those government businesses for which Treasury has direct portfolio responsibility.

### Accounting Branch

**Function:** The Branch is responsible for improving the Territory's financial management framework and providing accounting expertise and strategic financial advice. The Branch also has responsibility for undertaking significant amendments to the *Financial Management Act 1996* (FMA), providing financial training to agencies, and issuing sources of relevant financial instructions for the whole-of-government.

## Section 8 Statement

- Model Financial Report - updated annually to provide advice regarding latest financial reporting requirements;
- Management Discussion and Analysis Guideline;
- 2007-08 Model Statement of Performance;
- ACT Portable and Attractive Items Accounting Policy;
- Accounting for Major Bushfire Recovery Projects;
- ACT Property, Plant and Equipment Accounting Policy;
- ACT Software Accounting Policy;
- ACT Dividend Accounting Policy;
- ACT Capital Works Accounting Policy;
- ACT Finance Leases Accounting Policy;
- ACT Heritage and Community Assets Accounting Policy;
- ACT Impairment of Assets Accounting Policy; and
- ACT Disaggregated Disclosures Accounting Policy.

**Location:** Level 1, Canberra Nara Centre, cnr Constitution Avenue and London Circuit, Canberra City ACT 2600  
**Postal Address:** GPO Box 158, CANBERRA ACT 2601  
**Business Hours:** 9:00am to 5:00pm Monday to Friday  
**Enquiries:** (02) 620 70310  
**Fax:** (02) 620 70298  
**Website:** <http://www.treasury.act.gov.au/>

## Investment & Economics Division

**Function:** The Division is responsible for the Government's financial assets and liabilities, including superannuation liabilities and investments, economic policy and advice, insurance policy, the ACT Insurance Authority and federal financial relations.

Economics Branch prepares economic forecasts and monitors economic activity, provides advice on major projects and policies, and manages microeconomic reform.

The Investment Branch is primarily responsible for the management of the Territory's financial assets and liabilities including borrowings and investments of the Territory Banking Account, the unfunded employer superannuation liabilities and investments of the Superannuation Provision Account.

The Federal Financial Relations Unit is responsible for all aspects of financial relations with the Commonwealth and State and Territories. This includes GST revenues, Grants Commission submissions, and other Commonwealth payments to the ACT.

The Legal and Insurance Policy Branch provides internal legal advice and advice to Government on insurance matters affecting the broader communities. The Branch also provides general insurance and Risk Management advice to the ACT Community.

The ACT Insurance Authority is responsible for the management of the Territory's insurable risks as well as the promotion of risk management across Agencies.

**Location:** Level 1, Canberra Nara Centre, 1 Constitution Avenue,  
Canberra City ACT 2600  
**Address:** GPO Box 158, CANBERRA ACT 2601  
**Business Hours:** 9:00am to 5:00pm Monday to Friday  
**Enquiries:** (02) 620 70271  
**Fax:** (02) 620 70267  
**Website:** <http://www.treasury.act.gov.au/about/organisation/fig.shtml>

### **Economics Branch**

**Function:** Economics Branch prepares economic forecasts and monitors economic activity, provides advice on major projects and policies, and provides advice on microeconomic reform policies.

The Branch is comprised of four units that provide economic analysis and advice. Staff work closely with agencies and other areas of Treasury.

### **Macroeconomic Analysis Unit**

#### **Role includes:**

- preparing economic and revenue forecasts;
- monitoring, reporting and providing advice to Ministers and senior officials on the state of the ACT economy and property market;
- modelling the ACT and regional economies; and
- supporting agencies and other areas of Treasury regarding the availability and use of official (ABS) and privately produced statistical information.

### **Economic Analysis Unit**

#### **Role includes:**

- providing financial and economic analysis of policy proposals and briefing senior officers and Ministers accordingly;
- providing financial and economic analysis of policy proposals;
- assisting agencies to improve the quality of financial and economic analysis in reports, submissions and other documents;
- providing guidance on cost-benefit analysis;
- undertaking research on major areas of economic policy such as economic development, price determinations for regulated services, water and water infrastructure, and major land and planning issues;
- assisting agencies to improve the quality of financial and economic analysis in reports, submissions and other documents; and
- assisting agencies in the implementation of government projects and policies by providing advice and serving on steering committees.

## **Regulation Policy Unit**

### **Role includes:**

- implementing commitments under the Council of Australian Governments regulatory reform agenda;
- reviewing policy proposals for regulatory impacts and restrictions on competition;
- providing training and guidance on the preparation of Regulatory Impact Statements (RIS), and assessing RIS prepared by agencies;
- advising on competitive neutrality policy, including the application of the National Taxation Equivalent Regime in the ACT;
- advising on competition issues; and
- advising on economic issues relating to energy and climate change.

## **Competition Policy Unit**

### **Role includes:**

- providing advice on gambling and racing policy in the ACT; and
- administering ACT Government funding for the ACT's thoroughbred, harness and greyhound racing industries.

## **Section 8 Statement**

- Best Practice Guidelines for Preparing Regulatory Impact Statements.

**Location:** Level 1, Canberra Nara Centre, cnr Constitution Avenue and London Circuit, Canberra City ACT 2600

**Address:** GPO Box 158, CANBERRA ACT 2601

**Business Hours:** 9:00am to 5:00pm Monday to Friday

**Enquiries:** (02) 620 70337

**Fax:** (02) 620 70267

**Web links:** <http://www.treasury.act.gov.au/>  
<http://www.treasury.act.gov.au/snapshot>

## **Federal Financial Relations Unit**

**Function:** Manages Commonwealth-State issues associated with the financing of the ACT including:

- administrative and policy issues underpinning the administration of the:
  - ACT Government dealings with GST,
  - the Commonwealth Grants Commission and
  - Federal grant funding to the ACT within the Federal Financial Framework.

**Location:** Level 1, Canberra Nara Centre, cnr Constitution Avenue and London Circuit, Canberra City ACT 2600

**Address:** GPO Box 158, CANBERRA ACT 2601

**Business Hours:** 9:00am to 5:00pm Monday to Friday

**Enquiries:** (02) 620 70269

**Fax:** (02) 620 70267

**Web links:** <http://www.treasury.act.gov.au/>

## **Investment Branch**

### **Function:**

- manages the borrowings and investments of the Territory Banking Account;
- manages the Government's unfunded employer superannuation liabilities; and
- manages the investment assets of the Superannuation Provision Account.

**Location:** Level 1, Canberra Nara Centre, cnr Constitution Avenue and London Circuit, Canberra City ACT 2600

**Address:** GPO Box 158, CANBERRA ACT 2601

**Business Hours:** 9:00am to 5:00pm Monday to Friday

**Enquiries:** (02) 620 70187

**Fax:** (02) 620 70183

**Web links:** <http://www.treasury.act.gov.au/>

## **Legal & Insurance Policy Branch**

### **Function:**

- provides insurance and related legal policy advice (including advice on medical and professional indemnity, public liability and compulsory third party (CTP));
- represents ACT in discussions relating to broader insurance and compensation issues;
- manages residual issues arising out of the liquidation of Totalcare;
- oversees risk management policy;
- administers the ACT compulsory third party insurance scheme;
- manages superannuation claims and related superannuation issues arising out of Totalcare, AIHS and the ACT Government; and
- assists ACTEWAGL and the Commonwealth in the production of necessary files and other evidence in connection with superannuation claims issues.

## **Section 8 Statement**

- Public Liability Insurance Requirements – Procedure for Businesses
- Public Liability Insurance Requirements – Procedure for Community Groups

**Location:** Level 2, Canberra Nara Centre, cnr Constitution Ave and London Circuit, Canberra City ACT 2600

**Address:** GPO Box 158, CANBERRA ACT 2601

**Business Hours:** 9:00am to 5:00pm Monday to Friday

**Enquiries:** (02) 620 70284

**Fax:** (02) 620 54376

**Web link:** <http://insuranceriskadvice.act.gov.au>

## **ACT Insurance Authority**

### **Function:**

- manages the insurance of Territory Risk; and
- promotion of good risk management practices.

### **Section 8 Statement**

- ACT Insurance Authority Annual Statement of Intent;
- Asset Valuation Guide;
- Claim Forms;
  - Public Liability;
  - Property Damage;
  - Volunteers Personal Accident; and
  - Corporate Travel;
- Risk Management Guides;
  - Risk Management Guide;
  - Risk Management Toolkit;
  - Risk Management Sample Framework – small agency;
  - Risk Management Sample Framework – large agency; and
  - Risk Management Plan Templates and Forms;
- The ACT Government Risk Management Policy Statement;
- Example Insurance Replacement Calculation;
- Overseas Travel Application Form; and
- Enterprise Wide Risk Management Framework.

**Location:** Level 3, Canberra Nara Centre, 1 Constitution Avenue  
Canberra City ACT 2600

**Address:** GPO Box 158, CANBERRA ACT 2601

**Business Hours:** 9.00am to 5.00pm Monday to Friday

**Enquiries:** (02) 620 70184

**Fax:** (02) 620 70301

**Web link:** <http://www.treasury.act.gov.au/actia/>

## **Policy Coordination & Development Division**

**Function:** The Division is responsible for coordinating major policy development within Treasury and advising the Government in respect of significant long-term financial issues and risks likely to impact on the Territory's budget.

**Location:** Level 3, Canberra Nara Centre, 1 Constitution Avenue,  
Canberra City, ACT 2600

**Address:** GPO Box 158, CANBERRA ACT 2601

**Business Hours:** 9:00am to 5:00pm Monday to Friday

**Enquiries:** (02) 620 78940

**Fax:** (02) 620 70416

**Weblink:** <http://www.treasury.act.gov.au>

## Revenue Management Division

**Function:** The Division is responsible for providing advice on revenue and taxation policy; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land tax including valuations, remissions and rebates (pensioners); administering First Home Owner Grants in the ACT; administering the Home Loan Portfolio and administering the Mortgage Relief fund.

The Commissioner for ACT Revenue is a statutory position appointed, under the *Taxation Administration Act 1999*, by the Treasurer.

**Location:** Plaza Level, Canberra Nara Centre, 1 Constitution Avenue,  
Canberra City ACT 2600  
**Address:** PO Box 293, Civic Square ACT 2608  
**Business Hours:** Shopfront 9:00am to 5:00pm Monday, Tuesday, Thursday and Friday  
10:30am to 5:00pm Wednesday (excluding public holidays)  
Other areas 9.00am to 5.00pm Monday to Friday  
**Enquiries:** (02) 620 70028  
**Fax:** (02) 620 70026  
**Weblink:** <http://www.revenue.act.gov.au/>

### Section 8 Statement

- ACT Revenue Office Strategic Plan;
- ACT Revenue Office Circulars and Indexes;
- Ambulance Levy Return Form;
- City Centre Marketing and Improvements Levy;
  - pamphlet; and
  - postal address update form.
- Deferred Duty Application Form;
- Duty and levy return form;
- Duty on Commercial Leases - Leases and Licences Lodgement Form;
- Duty on Insurance - Taxable General Insurance Form, Dutiable Life Insurance Premiums Form;
- Duty on Property Purchases:
  - Declaration for “Off the Plan” Purchase Agreement Form;
  - Conveyance Lodgement Form;
  - Statement of Change in beneficial Ownership Form;
  - Affordable House and Land Package Declaration Form;
  - Application for discount land rent; and
  - Home Buyers Concession Scheme Application form;
- Duty on the Purchase of Shares – Transfer of Unlisted Shares or Units Lodgement Form;
- Easy Lodge Form;
- Easy Lodge Registration Form;
- Franchise Lodgement Form;
- Energy Industry Levy;

- Application for energy utility registration; and
- Return.
- First Home Owner Boost:
  - Information Sheet; and
  - Addendum - Lodgement Guide and Application Form for new homes.
- First Home Owner Grant (FHOG):
  - Lodgement Guide and Application;
  - Application Form; Eligibility Test;
  - List of Approved Agents (Participating Financial Institutions);
- Mortgage Relief Application;
- Statement of Rights – Objections and Appeals Pamphlet;
- Payment form;
- Payroll Tax:
  - Application for Payroll Tax Registration;
  - Payroll Tax Return Forms; and
  - Designated Group Employer Nomination Form.
- Rates and Land Tax:
  - Application for Certificate of Rates, Land Tax and Other Charges Form;
  - Notification of Rental Status of a Residential Property Form;
  - Notification of Appointment of an Agent for Rates and Land Tax & Notification of Rental Status of a Residential Property Form;
  - Rates Pamphlet;
  - Land Tax Pamphlet;
  - Direct Debit request Form;
  - Pensioner Rates Rebate Application Form;
  - Fire and Emergency Services Levy Pamphlet;
  - Postal address update form;
  - Rates Deferral (Hardship) Application Form; and
  - Rates Deferral (Pensioner) Application Form.
- Register of General Insurers;
- Register of Life Insurers;
- Special Application for the refund of ACT duty on insurance policies form;
- Transfer of Business Assets Lodgement form;
- Utilities (Network Facilities) Tax
  - Application for Registration; and
  - Annual Lodgement Form.
- Insured Person Return Form;
- The Inspection Process Pamphlet;
- Landholder Duty - transfer of unlisted shares, units and interests lodgment form;
- Landholder Duty - report by the responsible entity of a wholesale unit trust scheme form;
- Landholder Duty - application form for registration of a unit trust scheme;

- Landholder Duty - register of wholesale unit trust schemes;
- Energy Industry Levy Return Form;
- First Home Owner Boost Addendum - lodgment guide and application form for new homes;
- First Home Owner Boost – information sheet;
- Pensioner Duty Concession Scheme - application form;
- Land Rent:
  - application for discount;
  - application for discount based on financial hardship;
  - annual review of eligibility for discounted land rent;
  - leases and duty liability information sheet; and
  - postal address update form.

## ACT Gambling and Racing Commission

**Function:** The major objectives of the Commission are to:

- regulate gambling and racing activities in accordance with ACT gaming laws;
- review gaming laws to ensure their continued relevance and appropriateness;
- manage research and data collection in regard to the social and economic impacts of gambling in the ACT;
- ensure compliance by gaming organizations and persons with payment of fee and tax liabilities; and
- manage its resources in an efficient and effective manner.

**Location:** Level 2, Canberra Nara Centre, 1 Constitution Avenue,  
Canberra City ACT 2600

**Address:** PO Box 214, Civic Square ACT 2608

**Business Hours:** 8:30am to 5:00pm Monday to Friday (excluding public holidays)

**Enquiries:** (02) 620 70359

**Fax:** (02) 620 77372

**Weblink:** <http://www.gamblingandracing.act.gov.au>

### Section 8 Statement

- ACT Gambling and Racing Commission Statement of Intent 2010-11 and for preceding years;
- ACT Gambling and Racing Commission 2009-13 Strategic Plan;
- ACT Gambling and Racing Commission Gaming Machine Licensee Circulars;
- ACT Gambling and Racing Commission Compliance Bulletins;
- Community Contributions made by Gaming Machine Licensees - 1 July 2008 to 30 June 2009 and for preceding years;
- Records Management Policy;
- Gambling and Racing Commission's Records Disposal Schedules;
- Commission's Risk Management Plan;
- Fraud and Corruption Prevention Plan;
- Bookmaking:
  - Rules of Sports Bookmaking;
  - Sports Bookmaking Licence Application;
  - Application for a Sports Bookmaking Agents Licence;
  - Sports Bookmaker's Monthly Tax Return;
  - Application for a Race Bookmakers Licence;
  - Application for a Race Bookmakers Agents Licence;
  - Bookmaker Quarterly Tax Return;
  - Application to use ACT Race Field Information; and
  - Race Field Information Charge Monthly Return.
- Casino:
  - Casino Monthly Tax Return; and
  - Application for a Casino Employee Licence

- Gaming Machines:
  - Application for an Initial Licence – Club;
  - Application for an Initial Licence – Hotel/Tavern;
  - Application to Transfer licence – Club;
  - Application to Transfer licence – Hotel/Tavern;
  - Monthly Gaming Machine Tax Return – Clubs;
  - Monthly Gaming Machine Tax Return – Hotel/Tavern;
  - Application for Approval as a Supplier;
  - Application for an Approved Attendant Certificate;
  - Application for an Approved Technician Certificate;
  - Application for Renewal of an Approved Attendant/Technician Certificate;
  - Application to Transfer/Amend Approved Attendant/Technician Certificate;
  - Community Contributions Information - Financial Report by a Club; and
  - Community Contributions Information - Financial Report by a Hotel or Tavern.
- Lotteries:
  - Trade Promotion Application Form;
  - Trade Promotion Information and Conditions;
  - Raffle Application Form;
  - Raffle Information and Conditions;
  - Housie Application Form;
  - Housie Schedule Form;
  - Housie Information and Conditions;
  - Housie Rules;
  - Calcutta Application Form;
  - Calcutta Information and Conditions;
  - Calcutta Rules;
  - Card Jackpot Application Form;
  - Card Jackpot Information and Conditions; and
  - Amendment Form.
- Charitable Gaming:
  - Application for Approval to Conduct a Game.
- Gambling and Racing Control (Code of Practice) Regulation 2002:
  - Information for ACTTAB;
  - Information for Bookmakers;
  - Information for Casino operators;
  - Information for Gaming Machine Operators;
  - Information for Interactive Gaming Operators;
  - Information for Lottery Operators; and
  - Information for Patrons.
- Deed of Exclusion Form; and
- Exclusion by Licensee Form.