Government Gazette

OF THE STATE OF
NEW SOUTH WALES

Number 206
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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

Section 14 (1) (b) and (3)

FREEDOM OF INFORMATION
YOUR RIGHT TO KNOW

Part 3

All agencies, subject to the Freedom of Information Act 1989, are required to publish in the *Government Gazette,* an up-to-date Summary of Affairs. The requirements are specified in section 14 of Part 2 of the Freedom of Information Act.

The Summary of Affairs has to contain a list of each of the Agency's policy documents, advice on how the agency's most recent Statement of Affairs may be obtained and contact details for accessing this information.

The Summaries have to be published by the end of June and the end of December each year and need to be delivered to cmSolutions *two weeks* prior to these dates.

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FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

ALBURY CITY COUNCIL
(FOI Agency 2070)

SECTION 1 – POLICY DOCUMENTS

The following documents are available for public inspection:

- Adjoining Owners Notifications
- Agendas for Council & Committee Meetings
- Annual Report
- Auditors Report
- Building Approval Records
- Building Certificate Records
- Corporate Plan (see Management Plan)
- Delegations of Authority
- Development Applications/Consent Records
- Emergency Management Plan
- Investment Register
- Land Register
- Minutes of Open Council and Committee Meetings
- Pecuniary Interest Returns of Councillors and Designated Persons
- Policy Register (includes the following policies):
  - Absentee Policy
  - Access to the Built Environment
  - Administration – Subsidised use of ACPAC
  - Annual Leave in Non-Peak Periods Policy
  - Appeals Policy
  - Audit Committee Charter (Policy)
  - Banked Rostered Days Off Policy
  - Banners for Display Policy
  - Carparking – AlburyCity Administration Building (Amended)
  - Child Protection Policy
  - Code of Conduct for Councillors, Staff & Delegates
  - Code of Meeting Practice
  - Community & Cultural Services Policy
  - Complaints Management Policy & Procedures
  - Corporate Uniform Policy
  - Electronic (E-mail) Policy
  - Equal Employment Opportunity Policy (EEO)
  - Fees & Charges Policy (Sports Grounds)
  - Financial Assistance Policy
  - Flexible Work Arrangements Policy
  - Footpaths Policy
  - General:
    - Albury Lawn & Monumental Cemeteries & Crematorium

  - Sewer Mains – Construction of Buildings adjacent to or over mains
  - Tree Preservation Order
- Higher Duties Policy
- Internal Reporting Policy
- Internet Access Policy
- Job Share Policy
- Local Environment Plan 2000 – Albury (DCP & LEP Policies)
- Military Leave Policy
- Motor Vehicle Policy
- No Smoking Policy
- OH&S & Rehabilitation Policy
- Part Time Work Policy
- Performance Management Action Plan Policy
- Pigeon Policy (Keeping of Pigeons)
- Problem Solving/Grievance/Dispute Procedures
- Public Notification Policy
- Recruitment and Selection Policy
- Return to Work Program
- Salary Sacrifice Policy
- Salary System Policy
- Signs as Remote Supervision Policy
- Staff Media Liaison Policy
- Staff Recognition Policy
- Street Activities Policy
- Street Advertising Policy
- Street Parades, Marches, Rallies and other Public Assemblies Policy & Guidelines
- Tendering Policy
- Trade Waste Policy
- Volunteer Policy
- Workplace Harassment Policy
- Youth Policy

- Plans of Management for Community Land
- Register of Committees & Working Parties
- Section 94 Contribution Plans
- State of the Environment Report

SECTION 2 – STATEMENT OF AFFAIRS

AlburyCity has published a Statement of Affairs in accordance with S14 of the Freedom of Information Act 1989, as at 30th December 2003. This document is available for inspection at the Council's offices, 553 Kiewa Street Albury, between the hours of 8.30am and 5.00pm, Monday to Friday.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries regarding the inspection or purchase of the Council's policy documents and Statement of Affairs should be directed to:

FOI Co-ordinator
AlburyCity
553 Kiewa Street (PO Box 323)
ALBURY NSW 2640
Telephone: 02 6023 8111

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
ARMIDALE DUMARESQ COUNCIL
(FOI Agency No. 2071)
December 2004

SECTION 1 – COUNCIL POLICIES

Below is an index of Council's Policy Manual. The complete Policy Manual is available for public inspection at Council's Civic Administration building, 135 Rusden Street, Armidale during office hours.

CORPORATE		**Date of Adoption**
POL001*-Corporate	Economic Development and Incentives Policy	July 2003
POL002*-Corporate	Environment Policy	September 2000
POL003*-Corporate	Complaints Management	September 2000
POL004*-Corporate	General Conditions for Sponsorship Arrangements	September 2000
POL005*-Corporate	Competitive Testing Policy	September 2000
POL007*-Corporate	Internal Reporting Policy	September 2000
POL008-Corporate	Appointment of a Delegated Committee Under Section 555 of the Local Government Act, 1993	September 2000
POL009-Corporate	Community Contributions Policy	December 2003
POL010-Corporate	Freedom of Information Policy	September 2000
POL011-Corporate	Sister City and Overseas Friendship Policy	September 2000
POL110-Corporate	Rural Fire Service	September 2000
POL112-Corporate	Smoking in the Workplace Policy	October 2000
POL114*-Corporate	Disaster Recovery Plan	October 2000
POL115-Corporate	Records Management Policy	October 2000
POL116-Corporate	Private Work Policy	October 2000
POL121*-Corporate	Disability Action Plan	September 2000
POL128-Corporate	Asset Sustainability	August 2001
POL137-Corporate	Library Collection Development Policy	July 2003
POL143*-Corporate	Community Social Plan	October 2004
DRAINAGE and TOTAL CATCHMENT MANAGEMENT		
POL037*-Drainage	Stormwater Drainage and Flooding	October 2000
POL038*-TCM	Floodplain Management Policy	December 2003
EXECUTIVE		
POL013*-Executive	Payment of Expenses and Provision of Facilities to Councillors	August 2001
ENGINEERING		
POL119*-Engineering	Engineering Code	September 2000
FINANCE		
POL020-Finance	Trust Fund	October 2000
POL021-Finance	Depreciation of Non-Current Assets	October 2000
POL022-Finance	Joint Ventures	October 2000
POL023-Finance	Elimination Entries	October 2000
POL024-Finance	Cost Allocation	October 2000

POL025-Finance	Asset Accounting	October 2000
POL026-Finance	Significant Accounting Policies	October 2000
POL027-Finance	Corporate Credit Cards	October 2000
PARKS		
POL120*-Parks	Urban Streetscape Plan	May 2000
POL122-Parks	Tree Removal and Tree Root Encroachment	May 2001
POL123-Parks	Tree Valuation	May 2001
POL124-Parks	Street Trees and Solar Collectors	May 2001
POL125-Parks	Street Tree Maintenance by Residents	May 2001
POL127-Parks	Cost Sharing for the Retention of Street Trees Under Power Lines	August 2001
POL132-Parks	Grazing on Charleston Willows	August 2002
POL133-Parks	Footpath Obstructions	August 2002
POL138*-Parks	Armidale Greening Plan	September 2003
POL140*-Parks	Plan of Management for Charlston Willows	April 2004
PERSONNEL		
POL014*-Personnel	Equal Employment Opportunity Policy	October 2000
POL015-Personnel	Motor Vehicle Policy	October 2000
POL016-Personnel	Corporate Wardrobe Policy	October 2000
POL017-Personnel	Armidale Dumaresq Council Staff Exchanges with Other Councils and Familiarisation Visits	October 2000
POL018-Personnel	Recognition of Service and Employment Awards)	October 2000
POL019-Personnel	Education Assistance Policy	October 2000
POL101-Personnel	Annual Union Picnic Day Holiday	September 2002
POL113-Personnel	Child Protection Policy	October 2000
POL117-Personnel	Leave of Absence for Army Reserve Service	October 2000
POL118-Personnel	Policies Remaining Current for Staff of the Former Dumaresq Shire Council	October 2000
POL129-Personnel	Leave for Staff involved in Emergency Services	March 2002
POL142*-Personnel	Home Based Work Policy	June 2004
REGULATORY		
POL048*-Regulatory	Armidale Local Approvals Policy and Development Control Plan 1999	September 2000
POL049*-Regulatory	Residential Development Code	September 2000
POL050*-Regulatory	Parking Code	September 2000
POL051*-Regulatory	Industrial Development Code	September 2000
POL052*-Regulatory	Enterprise 10 Zone Development Code	September 2000
POL053*-Regulatory	Draft Outdoor Advertising Code	September 2000
POL054*-Regulatory	Control of Advertisements Code	September 2000
POL055*-Regulatory	Heritage Conservation Guidelines	September 2000
POL056*-Regulatory	Geotechnical Hazards Code	September 2000
POL057*-Regulatory	Design for Access and Mobility Code	August 2002
POL058*-Regulatory	Water and Sewerage Headworks Contribution Policy	May 2003
POL059*-Regulatory	Armidale Contributions Plan	September 2000
POL060*-Regulatory	Dumaresq Section 94 Contributions Plan	September 2000
POL061a*-Regulatory	Food Premises Code	March 2002
POL061b*-Regulatory	Food Vending Vehicles and Temporary Food Premises Code	Sept 2000
POL062*-Regulatory	Self Service Food Industry Code of Practice	September 2000
POL063*-Regulatory	Keeping of Animals (Urban Areas) Policy	September 2000
POL064*-Regulatory	Street Vending Control and Outdoor Eating Areas Policy	September 2000

POL065*-Regulatory	Development Related Security Policy	September 2000
POL066*-Regulatory	Public Car Parking Policy	September 2000
POL067*-Regulatory	Advertising Signs/Merchandising Tables	September 2000
POL068*-Regulatory	Landscaping and Tree Planting Policy	September 2000
POL069*-Regulatory	Amusement Machines Policy	September 2000
POL070*-Regulatory	Relocation of Buildings	September 2000
POL071*-Regulatory	Local Place Naming Policy	September 2000
POL072*-Regulatory	Contaminated Land Policy	March 2002
POL073*-Regulatory	Thermal Insulation of a Dwelling Policy	September 2000
POL074*-Regulatory	Servicing of Rural Allotments Policy	September 2000
POL075*-Regulatory	Road Intersections (Line of Sight) Policy	September 2000
POL077*-Regulatory	Swimming Pool Code	September 2000
POL078*-Regulatory	Mall Market Operations Policy	July 2002
POL079*-Regulatory	Pay for Parking Policy	September 2000
POL080*-Regulatory	Armidale Flora and Fauna Study	September 2000
POL081*-Regulatory	On-site Sewage Management Strategy	September 2000
POL082*-Regulatory	Busking Policy	November 2002
POL083*-Regulatory	Roadside Tributes Policy	September 2000
POL084*-Regulatory	Site-Specific Development Control Plans	September 2000
POL085*-Regulatory	Site-Specific Contribution Plans	September 2000
POL102*-Regulatory	Subdivisions - Development Control Plan No 1	September 2000
POL103*-Regulatory	Erection of Dwellings - Development Control Plan No 2	Sept 2000
POL104*-Regulatory	Environment Protection (Scenic Zone) Development Control Plan No 3	September 2000
POL105*-Regulatory	Bed and Breakfast Operations - Development Control Plan No 6	September 2000
POL106*-Regulatory	Exempt and Complying Development - Development Control Plan No 7	September 2000
POL108*-Regulatory	Dog Boarding and Breeding Establishments - Development Control Plan No 5	September 2000
POL109-Regulatory	Electric Fences in Rural Areas	September 2000
POL130-Regulatory	Sex Industry Development Control Plan	October 2001
POL131-Regulatory	Joint Companion Animals Management Plan	May 2002
POL134-Regulatory	Ambient Air Quality (Woodsmoke)	February 2003
POL135-Regulatory	Aquatic Centre Patron Code of Conduct	November 2002
POL139*-Regulatory	On Site Waste Disposal Policy	December 2003
RISK MANAGEMENT		
POL028-RiskMgt	Occupational Health and Safety Policy	July 2002
POL029-RiskMgt	Rehabilitation Policy	September 2000
POL030-RiskMgt	Safe Driving Policy	September 2000
POL126-RiskMgt	Supply and Consumption of Alcohol	October 2001
ROADS		
POL032-Roads	Roads - Distinction between “Public” and “Non-Public” Roads	October 2000
POL033-Roads	Policy for Location of Vehicular Footpath Crossings	October 2000
POL034-Roads	Kerb, Guttering and Footpaths	October 2000
POL035-Roads	Vehicular Driveway Construction	July 2004
ROADS (cont)	Date of	Adoption
POL087-Roads	Stock Grids on Public Roads	October 2000
POL092-Roads	Dedication of Public Roads	October 2000

POL093-Roads	Dust Laying Seals on Public Roads	October 2000
POL094-Roads	Grazing Permits on Public Roads	August 2002
POL095-Roads	Roads Maintenance	October 2000
POL097-Roads	Management of Road Reserves	October 2000
POL141-Transport	Rural Bus Stop Policy	February 2004
TRANSPORT		
POL098-Transport	Armidale Regional Airport - Fees and Charges	May 2001
POL099-Transport	Armidale Regional Airport - Car Rental Concessions	September 2000
POL100-Transport	Armidale Regional Airport - Groundsman's Residence	September 2000
UTILITIES		
POL039-Utilities	Water Supply	September 2000
POL045*-Utilities	Liquid Trade Waste Policy	August 2002
POL046*-Utilities	Liquid Trade Waste Pricing Policy	August 2002
POL047*-Utilities	Policy for the Financing of Water Supply and Sewerage Infrastructure	September 2000
POL136*-Utilities	Backflow and Cross Connection Prevention Guidelines	January 2003

SECTION 2 – STATEMENT OF AFFAIRS

The annual Statement of Affairs for Armidale Dumaresq Council was published on 30 June 2004 and is available for inspection at Council's Customer Service Counter, Civic Administration Building, 135 Rusden Street, Armidale and also at the Library in Faulkner Street, Armidale. The Statement contains the following information:

- Structure and Functions of Council
- How Council's Functions Affect Members of the Public
- How Can the Public Participate in Council's Policy Development
- Types of Documents Held by Council
- How Members of the Public May Access and Amend Council Documents

SECTION 3 – CONTACT ARRANGEMENTS

Requests and enquiries regarding access to documents or Freedom of Information can be made between 8.30am and 5.00pm, Monday to Friday, excluding Public Holidays, or can be made in writing and addressed to:

Public Officer
Armidale Dumaresq Council
PO Box 75A (135 Rusden Street)
ARMIDALE NSW 2350

Phone: (02) 6770 3516
Fax: (02) 6772 9275

rstachiw@armidale.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of

ASHFIELD MUNICIPAL COUNCIL
December 2004

SECTION 1 – POLICY DOCUMENTS

Council holds the following policy documents as defined in the Freedom of Information Act. Each document is available for inspection or purchase, or copies of individual pages may be obtained, at the address given in Section 3 below.

Policy Documents

- Backyard Burning Policy
- Change of Property Numbers Policy
- Charity Street Stalls and Street Collection Policy
- Code of Conduct
- Code of Meeting Practice
- Collection Development Policy
- Commercial Street Vending and Mobile Street Vending Policy
- Competition Policy
- Complaints Handling Policy
- Council Corporate Name Policy
- Culturally Diverse Society Principles Policy
- Development Applications (Advertising and Advising of Details Policy)
- Donations Policy
- Filming on both Public and Private Property within the Ashfield Municipality
- Footpath Repair and Maintenance Policy
- Heritage Items Assessing Policy
- Internal Reporting Policy
- Investment Policy
- Joining Ashfield Library Policy
- Library Community Noticeboards Policy
- Local Ethnic Affairs Policy
- Lost or Stolen Garbage Bins Policy
- Media Relations Policy
- Mowing of Verges Policy
- Naming of Public Reserves Policy
- Payment of Expenses and Provision of Facilities to Councillors Policy
- Pension Rebate on Rates and Charges Policy
- Planting of Additional Trees and Shrubs in Parks and Reserves Policy
- Privacy and Personal Information Act
- Protected Disclosures Act
- Protect Our Ratepayer's Confidential Information Policy
- Public Use of Internet Policy
- Purchasing Policy and Procedures
- Records Management Policy
- Returns of Disclosures of Interest Policy

- Refund of Permit or Consent Fees Policy
- Refund of Waste Charges Policy
- Section 94 Contributions Policy
- Sponsorship Policy
- Stormwater Management Policy
- Street Furniture Policy
- Sustainable Ashfield: ESD Policy
- Tree Preservation and Landscape Policy
- Use of Colourbond Fencing within the Municipality Policy
- Use of Council Halls and Meeting Rooms Policy
- Works for Other Bodies and Work on Private Property Policy

SECTION 2 – STATEMENT OF AFFAIRS

Persons wishing to inspect or obtain Council's most recent "Statement of Affairs" publications under the provisions of the Freedom on Information Act, 1989, should contact or attend the Council's offices referred to in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

All enquires regarding gaining access to the policy documents or FOI matters, should generally be directed to:

Mr Bob Stockham
Public Officer
Ashfield Municipal Council
260 Liverpool Road
ASHFIELD NSW 2131

Telephone: (02) 9716 1800

Hours: 8.40am to 5.00pm

It is strongly suggested that members of the public, telephone the Public Officer before attending Council or lodging applications to ensure that documents are available or can be made available when required.

Dr David Niven, General Manager, Administration Building, 260 Liverpool Road, ASHFIELD NSW 2131, December 2004.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

BALLINA SHIRE COUNCIL
(FOI Agency No. 2074)

SECTION 1 – POLICY DOCUMENTS

In accordance with the Freedom of Information Act, 1989 Council holds the following documents, which may be accessed for information or purchased at Council's Administration Centre, corner Tamar and Cherry Streets, Ballina.

Council Policies and Codes

Amphitheatre Policy
Alfresco Dining Policy
Busking Policy
Caravan Parks – Holiday Vans (Long Term Casual Occupants) Policy
Caravan Parks – Long Term Residents Policy
Child Protection Policy
Civic Expenses and Facilities Policy
Corruption Prevention
Code of Conduct
Code of Meeting Practice
Erosion and Sedimentation Control Policy
Flood Prone Land Policy
Footpaths & Cycleways – Inspection, Evaluation & Maintenance Policy
Fund Raising & Banners for Events Policy
Footpath Display Policy
Hardship Assistance for Rates and Annual Charges
Investments Policy
Interaction between Councillors and Staff
Markets Policy
On-Site Sewage Management Plan/Strategy
Protected Disclosures Policy
Richmond Room Hiring
Special Events Policy
Tendering Policy
Trade Waste Policy
Web Site Direct Links Policy

Planning Documents

Ballina Local Environmental Plan
Ballina Shire DCP No 1 (Urban Land)
Ballina Shire DCP No 3 (Coastal Hazard Protection, Lennox Head)
Ballina Shire DCP No 4 (Ballina Airport - Aircraft Noise)
Ballina Shire DCP No 5 (Bed and Breakfast Establishments)
Ballina Shire DCP No 6 (Alstonville Village Centre)
Ballina Shire DCP No 7 (Exempt and Complying Development)

Ballina Shire DCP No 8 (Lennox Head Village Centre)
Ballina Shire DCP No 9 (Energy Smart Homes)
Ballina Shire DCP No 10 (Brothels)
Ballina Shire DCP No 11 (Mosquitoes)
Ballina Shire DCP No 12 (Newrybar Scenic Escarpment)
Ballina Shire DCP No 13 (Stormwater Management)
Ballina Shire DCP No 14 (Advertising Signage)

Developer Contribution Plans
Ballina CBD Parking
Parks and Reserves
Community Facilities
Heavy Vehicle Traffic
Roads
Water Supply
Sewerage
Lennox Head Car Parking
Administration and Planning Studies

Human Resources Policies & Procedures
Carers Leave Policy
Drug & Alcohol Policy
Educational Assistance Policy
EEO Management Policy & Plan
Electronic Mail
Harassment Prevention Policy
Internal Audit
Loss of Licence Policy
Maternity Leave Policy
Non-smoking Policy
Occupational Health & Safety Policy
Recruitment Policy
Salary Sacrifice
Smoke Free Work Environment Policy
Software Usage Policy
Staff Immunisation Policy
Staff Support Policy
Travelling Allowance Policy
Vehicle – Light Policy

Other Documents
Annual Management Plan
Ballina Aerodrome Emergency Procedures Manual
Ballina Local Flood Plan
Bushfire Disaster Plan
Corruption Prevention Plan
Lennox Head Community Aspirations Strategic Plan
Local Disaster Plan
Plans of Management for Community Land
William Reserve Plan of Management
Privacy Management Plan

Records Management Plan
Recycling Strategy
Social / Community Plan
Staff Training Plan
State of the Environment Report
Wardell Strategic and Landuse Plan
Wardell Community Based Heritage Study

SECTION 2 – STATEMENT OF AFFAIRS

The Council's latest Statement of Affairs was produced in June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Access to these documents may be arranged by contacting Council's Public Officer. Requests for information in terms of the Freedom of Information Act (other than the documents listed earlier) are to be made in writing (an application form is available), accompanied by the appropriate fee.

Applications are to be addressed to:

Freedom of Information Officer,
Ballina Shire Council,
Cnr Cherry & Tamar Streets,
BALLINA NSW 2478
Telephone: 02 6686 4444

FREEDOM OF INFORMATION ACT 1989
Section 14(3)

SUMMARY OF AFFAIRS
of the
BANKSTOWN CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Council holds and has available for inspection various files, documents, plans, policies, practice notes, guidelines, codes and protocols including:

Access Charter

Advertising Policy

Agendas and Minutes of Council Meetings (excluding those parts of the meeting closed to the press and public in accordance with the Local government Act 1993).

Annual Management plans, including –

- Adopted Annual Budgets
- Cityplan (Council's Strategic Planning Document)
- Rating Policy
- Revenue and Pricing Policies (including fees and charges)

Annual Reports, including audited financial statements

Attendance at Seminars and Conference

Bankstown Older Residents Strategy and Policy

Bike Plan

Biodiversity Strategy

Business Continuity Plan

Business Investment Strategy

Catchment Management Strategy

City Health Plan

Code of Conduct

Code of Council Meeting Practice

Codes and Standards for Public Health Issues

Codes for Buildings

Commercial use of Footways Policy

Communication Protocol

Community Events Policy

Community Safety Strategy

Contaminated Land Management Policy

Council files including relevant correspondence and plans relative to all Council operational and strategic functions, activities and actions

Council's Land Register of Operational and Community Land

Council Sponsorship of Local Events and Activities

Councillor returns of pecuniary interests

Cultural Plan

Development Control Plans – various

Disability Discrimination Plan

Disclosure of Information – Complaints and Objections

Environmental Policy

Electoral Funding Act returns of Candidates

Grants & Donations Policy

Human Resources/Personnel Management Policies including –

- Counselling and Disciplinary Actions
- EEO
- Employee Assistance Programs
- Employee Education Policies
- Harassment
- Injury Management Plan
- Occupational Health and Safety
- Recruitment
- Redundancy
- Rehabilitation Policies and Practices
- Termination
- Use of Internet

Instrument of Delegated Authority

Investment Policy

Land Use Planning Instruments including Local Environmental Plans and Development Control Plan

Local Air Quality Management Plan

Neighbour Notification Policy

Multicultural Strategy and Policy

Orders and Approvals Policies

Payment of Rates by Pensioners

Plans of Management for Community Land – various

Policy for Interaction between Councillors and Staff and the Provision of Information to Councillors.

Policy for the payment of expenses and provision of facilities for Councillors

Privacy Management Plan

Protected Disclosure Policy

Public Lighting Strategy

Public Transport Improvement Plan

Representation by Bankrupt Lawyer/Solicitor

Results for Ordinary Elections of Council and Extraordinary elections

Road Safety Strategic Plan

Sale of Property Information Policy

Sport and Recreation Strategy

Sporting Facilities Masterplan

Stormwater Drainage and Flood Mitigation Policies

Street Tree Planting and Footpath Strategy

Tree Roots in underground Sewerage Pipes

Valuation Books

Various Administrative & Procedure Policies relating to the Operation of Council.

Waste Management Strategy

Youth Crime Prevention Plan

Youth Plan

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs is available for inspection from Council's Customer Service Centre, Upper Ground Floor, The Civic Tower – 66-72 Rickard Road, Bankstown.

Documents as required by Section 12 of the Local Government Act 1993 are available, either for inspection at Council's Customer Service Counter or by arrangement.

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information requests should be made in writing and directed to:

Manager, Governance & Administration/Public Officer
Bankstown City Council
PO Box 8
BANKSTOWN NSW 1885

Telephone 9707 9531
Facsimile 9707 9555

Bankstown City Council's costs associated with the lodgement of Freedom of Information requests:

$30.00 Application fee and first hour of inspection

$30.00 per hour thereafter

Plus photocopy costs per sheet if necessary

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

COUNCIL OF BAULKHAM HILLS
as at December 2004

SECTION 1 – POLICY DOCUMENTS

The following documents are publicly available for inspection at Council's offices:-

- Annual report (includes State of the Environment Report)
- Annual financial reports
- Annual reports of bodies exercising delegated council functions
- Auditor's report
- Any codes referred to in the FOI Act
- Building control policy register
- Business papers for council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Council's code of conduct
- Council's code of meeting practice
- Council's code of councillor practice
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's land register
- EEO management plan
- Environment planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- Introduction to Child Protection
- Leases and licences for use of public land classified as community land
- Local policies adopted by the council concerning approvals and orders
- Management practices register
- Management plan (Hills Shire Plan)
- Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Plans of land proposed to be compulsorily acquired by the Council
- Plans of management for community land
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Register of delegations
- Register of investments
- Returns on the interests of councillors, designated persons and delegates
- Statement of Affairs
- Strategic plan (Hills Shire Plan)

Council Policy Register which contains the following adopted policies of Council

1. STRATEGY DEVELOPMENT & SUPPORT UNIT

1.1 Councillors/General Management & Directors

1.1.1 Donation of Attendance Fee - Councillors

1.1.2 Policy for the Payment of Expenses and Provision of Facilities to Councillors (Section 252, Local Government Act 1993)

1.1.3 Access & Equity
1.1.4 Community Based Management Policy Position
1.1.5 Competition Policy "Competing for our Customers"
1.1.6 Code of Conduct
1.1.7 Protected Disclosures Policy
1.1.8 Baulkham Hills General Emergency Fund Regulations
1.1.9 Constitutional Recognition of Local Government
1.1.10 Policy for Supporting the Volunteer Network of the Shire
1.1.11 Complaints Management – Councillors
1.1.12 Volunteer Program Policy
1.1.13 Provision of Legal Brief in Conjunction with Legal Advice

1.2 Corporate Communications

1.2.1 Corporate Sponsorship
1.2.2 Council Conducted Competitions
1.2.3 Corporate Communications - External
1.2.4 School and Community Education Policy
1.2.5 Corporate Gifts – Distribution

2. CORPORATE SERVICES GROUP

2.1 Financial Management

2.1.1 Financial Planning
2.1.2 Financial Objectives
2.1.3 Investment of Surplus Funds

2.2 Administration

(There is no item 2.2.1)
2.2.2 Section 356 Donations (General)
2.2.3 Permanent Hall Hirers

2.3 Organisation Development

2.3.1 Staff Educational Assistance
2.3.2 Gratuities
2.3.3 Special Leave
2.3.4 Staff Attendance at Conferences - Allowance
2.3.5 Attendance at Blood Bank
2.3.6 Public Liability
2.3.7 Compensation Claims for Damage by Mower Stones
2.3.8 Compensation Claims for Tree Roots in Sewer
2.3.9 Reward & Recognition

2.4 Library Services

2.4.1 Library Services Strategic Direction
2.4.2 Free Public Library Services and Conditions of Membership
2.4.3 Castle Hill Community Centre Booking Policy

2.5 Land Information

2.5.1 House Numbering

2.6 Fleet Management

2.6.1 Council Fleet Policy
2.6.2 Financing of Plant and Equipment
2.6.3 Air Conditioning of Major Plant

3. SERVICES DELIVERY GROUP

3.1 Community Buildings

3.1.1 Commemoration Plaques

3.1.2 Physical Access Policy

3.2 Parks Operation

3.2.1 Showground - Rock Concerts

3.2.2 Helicopter Landing in Public Reserves

3.2.3 Honorary Rangers - Powers and Duties

3.2.4 Naming of Public Facilities

3.3 Roads Operations

3.3.1 Clothing Recycling Bins - Regulation

3.4 Technical Services

3.4.1 Consultation Policy for Infrastructure Projects

3.5 Children's Services

3.5.1 Vacation Care

3.5.2 Placement of Children with Disabilities at Long Day Care Centres

3.6 Youth Services

3.6.1 Youth Policy

4. PLANNING SERVICES GROUP

4.1 Forward Planning

4.1.1 Council Involvement in Development of Private Land

4.1.2 Management of Contaminated Sites

4.2 Development Control

4.2.1 Filling of Rural Land

4.2.2 Filling of Urban Land

4.2.3 Unauthorised Activities

4.2.4 Advertising Signage for Pedestrian Bridges on Classified Roads

4.2.5 Telecommunications Facilities

4.2.6 Section 102 Amendments to Consents

4.2.7 Meetings with Applicants and Objectors

4.2.8 Pump Out Systems

4.3 Building Control

4.3.1 Building Applications and/or Subdivisions in Flood Affected Areas

4.3.2 Encroachments over Drainage Easements

4.3.3 Excavation and Filling

4.3.4 Occupation of Incomplete Dwellings and Caravans During Dwelling Construction

4.3.5 Local Approvals Policy

4.4 Subdivision Control

4.4.1 Road and Drainage Works - Bonds

4.5 Health and Environment Protection

4.5.1 Piggeries

4.5.2 Smoke Emissions from Residential Fireplaces and Chimneys

4.5.3 Keeping of Animals in Residential Areas

4.5.4 Salinity Policy

SECTION 2 – STATEMENT OF AFFAIRS

Baulkham Hills Shire Council produces a Statement of Affairs as part of the Annual Report which is available at the Customer Information Centre at the address below.

SECTION 3 – CONTACTS ARRANGEMENTS

Freedom of Information Officer/Public Officer

Director - Corporate Services
Council Chambers
129 Showground Road
PO Box 75
CASTLE HILL NSW 2154

Telephone: (02) 9843 0120
Fax: (02) 9843 0400

Documents may be inspected free of charge at the Council offices between 9.00 am and 4.00 pm Monday to Friday.

Copies of documents may be provided at a fee as adopted in the current year's schedule of fees and charges.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

BEGA VALLEY SHIRE COUNCIL
December 2004

SECTION 1 – POLICY DOCUMENTS

The Council has the following policy documents available for inspection and/or sale:-

Management Plans – 1994 to date
Revenue Policy-1994 to date
Published Annual Reports
State of Environment Report
Annual Financial Statements
Auditors Reports
Adopted Income and Expenditure Estimates
Quarterly Revised Income & Expenditure Estimates
Regional Environmental Plans
Local Environmental Plans
Development Control Plans
State Environmental Planning Policies
Local Approvals Policy
Subdivision Code
Tree Preservation Code
Statement of Affairs under F.O.I. Act
Code of Conduct
Code of Meeting Practice
Delegations of Authority Register
Community Safety Plan
Library Services Strategy
Social Planning Policy
Disaster Plan(s)
Disclosures Register
E.E.O. Management Plan
Staff Procedure Manual
Investment Register
Building Certificate Register
Development consent register
Pecuniary Interest Register
Public Land Register
Waste Management & Minimisation Strategy
Minutes of Council Meetings
Business Papers & Reports to Council Meetings
Minutes of Committee Meetings
Business Papers & Reports to Committee Meetings
Plans of Management for Community Land
Policy Manual adopted on 23 October 2001 and updated thereafter classified as follows:
General Purpose policies

Finance Policies
Works Policies
Planning and Environment Policies
Community Services Policies
Staff Policies

The Council has the following documents available for inspection free of charge:-

Documents listed in Section 12 of the Local Government Act 1993.

SECTION 2 – STATEMENT OF AFFAIRS

Published with Council's 2003/2004 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by the Council can be directed by mail to:-

Mr David Jesson
General Manager
Bega Valley Shire Council
P.O. Box 492
BEGA N.S.W. 2550.

Requests in person can be made to the above at the Council's Administration Office located at:

Zingel Place
BEGA N.S.W.

Telephone enquiries can be made to the Manager Corporate Services on telephone number 02 64992277.

Hours of business: 8.30am to 5.00pm Monday to Friday except Public Holidays.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
BERRIGAN SHIRE COUNCIL

SECTION 1 – THE COUNCIL'S POLICY DOCUMENTS

The following documents are available at the Council's Offices for inspection:

- Annual Report
- Annual financial reports
- Auditor's report
- EEO Management Plan
- Policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- The Council's land Register
- Register of investments
- Returns of the interests of Councillors, designated persons and delegates
- Business papers for Council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
  (a) the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
  (b) such other matters as the Mayor resolves should be made public.
- Register of delegations
- Records of approvals granted and decisions made on appeals concerning approvals.
- Records of building certificates.
- Plans of land proposed to be compulsorily acquired by the Council.
- Leases and licences for use of public land classified as community land.
- Plans of management for community land.
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act, 1979 applying to land within the Council's area.
- Summary of Affairs and the register of policy documents required under the Freedom of Information Act 1989.
- Management Plan
- Local Emergency Management Plan (Displan)
- Policy Manual, including the following policies
  1. COUNCIL NAME BADGES
  2 UNAUTHORISED ADVERTISING STRUCTURE - REMOVAL OF
  3. REQUEST FOR DONATIONS
  4. STREET STALLS
  5. CURRENT INVESTMENT PRACTICES
  6. HIRE OF PLANT FOR COUNCIL WORKS
  7. BERRIGAN AIRSTRIP
  8. TOCUMWAL AERODROME
  9. MURRAY RIVER WATER POLICY STATEMENT ON WATER QUALITY
  10 MEMBERSHIP OF ASSOCIATED ORGANISATIONS
  11. STAFF SERVICE WITH THE AUSTRALIAN ARMY RESERVE

12. ATTENDANCE AT LOCAL GOVERNMENT CONFERENCES
13. HOUSING FOR STAFF MEMBERS
14. MAYOR'S SEDAN
16. USE OF THE COUNCIL CHAMBERS - FORMAL AREA
17. MONUMENTAL AND LAWN CEMETERIES
18. LIGHT VEHICLE, TRUCK AND LIGHT VEHICLE REPLACEMENT
19. FEES - APPROVED FIRST AID COURSE
20 AUTHORITY TO SEND BUSH FIRE CONTROL UNITS OUTSIDE THE COUNCIL'S AREA
21. AUTHORITY TO SEND COUNCIL PLANT OUTSIDE THE COUNCIL'S AREA IN EMERGENCY SITUATIONS
22. RATES, CHARGES & DEBT RECOVERY POLICY
23 HIRE OF COUNCIL PLANT FOR PRIVATE WORKS
24. SELECTION OF STAFF MEMBERS
25. TELEPHONE USAGE POLICY FOR STAFF
26 INSURANCE - RISK MANAGEMENT
27 KERB AND GUTTER AND FOOTWAY CONSTRUCTION CONTRIBUTIONS
28. ACCESS TO COUNCIL'S REFUSE DEPOT - SPECIAL EVENTS
29. STAFF CLOTHING POLICY
30. APPLICATION FOR WATER SERVICE
31. APPLICATION FOR SEWERAGE SERVICE
32. ROAD OPENINGS
33. SALARY POLICY
34. DOG AND DOG IMPOUNDING POLICY
35. PUBLIC LIABILITY CLAIMS PROCEDURE
36 OCCUPATIONAL HEALTH AND SAFETY AND OBJECTIVES POLICY
37 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
38. STREET AND PUBLIC PLACE NAMING POLICY
39 STAFF REMUNERATION PACKAGE
40 PURCHASING POLICY
41 SERVICE RECOGNITION
42 PRESENTATION ON RETIREMENT FROM THE COUNCIL
44 SMOKE FREE ENVIRONMENT POLICY
45 PRE EMPLOYMENT MEDICAL POLICY
46 REHABILITATION POLICY
47. STREET BANNERS POLICY
48 ANNUAL CHRISTMAS DINNER
49 DEFERRED DEBTORS
50. ASSISTANCE WITH LEGAL EXPENSES
52 LEAVE POLICY (see also Policy No. 72 Annual and Other Leave Policy)
53. CONFLICT OF INTEREST POLICY
54. INTERNAL REPORTING POLICY
55. DOMESTIC WASTE MANAGEMENT CHARGE
56. RATING AND REVENUE POLICY
57. DRIVEWAYCONSTRUCTION
58 EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT
59. TRAINING POLICY STATEMENT
60. QUALITY POLICY STATEMENT
61 LONG SERVICE PAYMENTS
62 LOCAL APPROVALS POLICY

63 REFUND OF APPLICATION FEES
64 WASTE MANAGEMENT
65 CUSTOMER REQUEST / SUGGESTION POLICY
66 LIABILITY MANAGEMENT POLICY
67 STOCK IMPOUNDING POLICY
68 ASSISTANCE FOR ATTENDANCE OF INDIVIDUALS AT SPORTING AND OTHER EVENTS.
69 NEW KERBSIDE GARBAGE COLLECTION SERVICES
70 WATER PRICING POLICY
71 HEAT STRESS POLICY
72 ANNUAL AND OTHER LEAVE POLICY
73 REIMBURSEMENT OF RELOCATION EXPENSES POLICY
74 E-MAIL POLICY
75 CHILD PROTECTION POLICY
76 CAPITAL GRANTS AND CONTRIBUTIONS POLICY
77. DRAINAGE CORRIDORS FIRE REDUCTION POLICY
78 TOURISM POLICY
79 CONSTRUCTED FOOTPATH RISK MANAGEMENT POLICY
80 ADMINISTRATION OF CONTRIBUTORY FOOTPATH AND KERB AND GUTTER SCHEMES PURSUANT TO CLAUSES 217, 218 & 219 OF THE ROADS ACT 1993
81 PUBLIC INFORMATION POLICY
82 BERRIGAN SHIRE LIBRARY SERVICE COLLECTION POLICY
83 INTERNET USAGE POLICY
84 DRUG AND ALCOHOL FREE WORKPLACE POLICY
85 TOURISM FUNDING POLICY
86 PUBLIC INTERNET USAGE
87 ATTENDANCE OF COUNILLORS AT COMMUNITY MEETINGS AND EVENTS
88. WATER TRADING POLICY
89 POLICY FOR VOLUNTEERING IN BERRIGAN SHIRE
90 PRIVATE USE OF COUNCIL VEHICLES
91 COUNCIL INVOLVEMENT IN NEW ENTERPRISES
92. TENDER EVALUATION POLICY
93 TOCUMWAL AERODROME RUNWAY 04/22
94 RISK MANAGEMENT
95 ROAD OPENING POLICY

The following Codes and Plans are also available for viewing:

- Code of Conduct
- Subdivision Code
- Australian Institute of Health Surveyors National Food Premises Code
- Code of Tendering for the Construction Industry
- Berrigan Local Environmental Plan 1992
  - Development Control Plan No. 1 - “Village”
  - Development Control Plan No. 2 - “Rural Residential”
  - Development Control Plan No. 3 - “Tourism”
  - Development Control Plan No. 4 - “Tree Preservation”
  - Development Control Plan No 5 for the Tocumwal Aerodrome
- Policy on the relocation of previously used residences
- Inland Rivers Water Quality Policy
- State of the Environment Report

- Flood Prone Land Policy
- Development Application Register
- Development Contributions Plan Sec 94
- Privacy Management Plan
- DCP No 3 – Parking
- Local Companion Animal Management Plan
- DCP No 2 Exempt & Complying Development
- On Site Sewerage Management Plan
- Plan for the Management of the Corella Population at Tocumwal
- Apex Park Plan of Management
- Stormwater Management Plan & SBP
- Residential Building Lines
- Roadside Vegetation Management Plan
- Tocumwal Foreshore & Recreation Reserve Plan of Management
- Social/Community Plan July 2002 to June 2005
- Drought Management Plan
- Local and Neighbourhood Parks Plan of Management
- Operational Environmental Management Plan (Oemp) For Effluent Reuse On Finley Golf Course

SECTION 2 – STATEMENT OF AFFAIRS

Copies of the statement of affairs of the Council, which was prepared as at 30th June, 2004, may be purchased from the Council for $5.00.

SECTION 3 – COUNCIL'S CONTACT ARRANGEMENTS

Any Freedom of Information inquiries concerning the Council's activities should be directed to:

Mr. Luke Taberner
Public Officer
Berrigan Shire Council
PO Box 137,
BERRIGAN 2712

Telephone (03) 5888 5100
Fax (03) 5885 2092
Email: luket@berriganshire.nsw.gov.au

The Council's office hours are 8.30 a.m. to 5.00 p.m. Monday to Friday(excluding public holidays).

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
BLACKTOWN CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following Policy Documents are available for inspection and/or sale.

Abandoned Vehicles
Aboriginal Reconciliation
Aboriginal Signage
Access and Equity
Animals
Aquatic Centres
Awards - Building
Brick Veneering Code
Bus Routes
Carports, Awnings, Pergolas, Garages and Small Extensions to Dwellings
Children's Services
Christmas Promotions
Clothing Recycling Bins
Community Buses
Community Communication, Consultation and Participation
Complaints and Compliments
Construction Zones
Contaminated Lands
Council Buildings and Properties
Council Plant
Cultural Plan
Disabled Persons Parking
Disposal of Furniture, Office and Computer Equipment
Dogs
Drugs
Electricity and Street Lighting
Emeritus Mayor
Energy Smart Homes
Equal Employment Opportunity Management Plan
Fences, Screen Walls and Building Lines for Dwellings
Festivals
Filming in City Areas
Financial Assistance to Community Organisations
Financial Assistance to Sportspersons and Representatives in the fields of Arts/Culture and Education
Financial Reviews
Fire Control
Flags
Food Premises
Footpaths

Fringe Benefits Tax
Garbage and Waste Services
Geographical Names
Graffiti Removal Guidelines
Guidelines for the Operation of Slow Combustion Heaters
Halls and Community Neighbourhood Centres
Hardship Policy - Pensioners
House Numbering
Information
Insurance
Internal Reporting
Keys of the City and Honorary Citizenship
Land Acquisition, Disposal & Dedication
Laneway Closure Procedure
Leases, Licenses
Legal Matters
Library
Livestock and Large Animals
Local Approvals
Local Orders - Keeping of animals on private property
Local Policies concerning building and development approvals
Management Committees - Parks & Community Facilities
Naming and Renaming of Roads
Naming of Shopping Centres
Noise Nuisance
Obstructions by Advertising Signs, Vehicles
Occupational Health & Safety
On-site Sewage Management
Outdoor Eating
Parks, Reserves and Playing Fields
Path Paving
Payment of Expenses and Provision of Facilities to Councillors
Pollution Control - Stormwater Quality Control
Privacy Management Plan
Protected Disclosures
Procurement Procedure
Rates and Debt Recovery
Records Management
Recycling
Roads
Roadside Memorials
Sewage
Soil Erosion and Sedimentation Control
Sporting Activities
Staff
State Environmental Planning Policies
Street Parties
Suburb Names
Swimming Pool Code

Telecommunications Cabling
Tenders and Contracts
Tobacco and Alcohol
Tree Preservation Controls
Vehicles
Vehicular & Gutter Crossings
Western Sydney Regional Organisation of Councils
Workers Compensation

SECTION 2 – STATEMENT OF AFFAIRS

Blacktown City Council produces a Statement of Affairs and is available by contacting the officers named below.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public may make application to view or be provided copies of information and documents held by Council with access governed by legislation including the Local Government Act, Freedom of Information Act, Privacy and Personal Information Protection Act and the Environmental Planning & Assessment Act.

There is a wide range of documents available for access, copies of which are available free of charge. There are other documents available, copies of which are available for a reasonable copy cost.

Enquiries concerning the procedure for inspecting and/or obtaining copies of documents available from Council, as well as requests for amendments to Council records concerning the personal affairs of a member of the public, should be directed to the following officers.

Mr Craig Dalli
Freedom of Information Officer

OR

Mr Ken Marsh
Governance Services Co Ordinator

Blacktown City Council
Civic Centre
Flushcombe Road
BLACKTOWN NSW 2148

Telephone: 9839 6000
Facsimile: 9831 1961
Email: council@Blacktown.nsw.gov.au

Hours: 8.30am - 4.30pm

General Manager, Blacktown City Council

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
BLAND SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following policy documents are publicly available for inspection at Council's offices:

- Code of Conduct
- Code of Meeting Practice
- Local Approvals Policy
- Local Orders Policy
- Local Disaster Plan
- District Fire Plan of Operations
- Policy Register
- Community Directory
- Section 94 Plan
- Tree Preservation Order
- Human Resources Policy Register
- Management Plan 2004/2009
- Audited Annual Financial Reports 2003/2004
- Auditors Reports
- Statement of Affairs 2003/04
- Register of Investments
- Local Environmental Plan 1993
- Development Control Plan 1999
- Annual Report – 2003/04
- Register of Disclosures
- Community Plan
- Community Profile
- Community Access Plan
- Cultural Plan
- Minutes of Open Council Meetings
- EEO Management Plan
- State of the Environment Report
- Policy on the Payment of Expenses and Provision of Facilities to Councillors

Copies of these documents may be provided at a fee as adopted in the current year's Revenue Policy.

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs (as at June 30, 2004) is available for inspection or purchase from Council.

SECTION 3 – ENQUIRIES

Rodney Martin
Director Corporate & Customer Services

Bland Shire Council
PO Box 21
WEST WYALONG NSW 2671

Council Chambers
Shire Street
WEST WYALONG NSW 2671

8.30 am – 5.00 pm

Email: council@blandshire.nsw.gov.au Website: www.blandshire.nsw.gov.au

Ph: 02 69 722266 Fax: 02 69 722145

FRANK ZAKNICH, General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
BOMBALA COUNCIL

SECTION 1 – POLICY DOCUMENTS

Bombala Council has the following policy documents available for inspection under Section 14(1)(b) and (3) of the Freedom of Information Act, 1989:

Corporate Structure

Committee Structure

Code of Conduct

Code of Meeting Practice

Contributions Plans

- Developer Headworks
- Section 64 Developer Contributions, Sewerage and Water Headworks

Delegations of Authority Register

Bombala Local Disasters Plan (DISPLAN)

EEO Management Plan

Model Policy for Interaction between Councillors and Staff

Internal Reporting Policy

Employment Codes

- Bombala Council Award Restructuring Policy
- Bombala Council Training Policy
- Bombala Council Salary System

Bombala Local Environment Plan, 1990 (as amended)

Expenses and Facilities Policy

Internal Reporting Policy

Provision of Information to and Interaction between Councillors and Staff Policy

Local Approvals Policy (unless otherwise superseded or overridden by government legislation, for example SEPP60).

Community Land Management Plan

- Sportsgrounds
- Parks and Gardens
- General Community Use

Management Plan (incorporating Estimates of Income and Expenditure and Schedule of Fees and Charges)

Privacy Management Plan

Minutes of Council and Committee Meetings

Policy Register (containing decisions by Council and forming policy)

Revenue Policy

State of the Environment Report

Tenders and Purchasing Policy

Notification of Adjoining Owners Policy (see Local Approvals Policy)

Local Approvals Policy - Notification of neighbours concerning Building Works (see note above)

Building - Conditions of Approval

Bombala Bush Fire Emergency Management Plan

Flood Prone or Floodway Lands – Minimum Floor Levels Policy
Food Premises Policy
Smoking in the Workplace Policy
Annual Report
Auditors Report
Disclosures Register
Land Register
Investment Register
Development Applications Register

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Bombala Council has been prepared in accordance with the provisions of Section 14 of Part 2 of the Freedom of Information Act, and is included as part of Council's current Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries for inspection or purchase of documents held by the Council should be directed to:

Mrs Robin Guthrie
FOI Officer
Bombala Council
71 Caveat Street
BOMBALA NSW 2632
Telephone: (02) 6458 3555
Fax: (02) 6458 3777
Email: council@bombala.nsw.gov.au

D L RAWLINGS, General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
CITY OF BOTANY BAY

SECTION 1 – POLICY DOCUMENTS

Policy details as required by the relevant sections of the Local Government Act, 1993 and the Freedom of Information Act, 1989. These include the following:-

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
  (a) the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
  (b) such other matters as the Council or Committee resolves should be made public.
- Contributions Plans
  – S.94 Contributions Plan No. 1, 2 and 3 CM
  – Mascot Station Precinct – 94 Contributions Plan
- Development Control Plans
  – Access DCP
  – Off-Street Parking DCP
  – Mascot Station Precinct DCP
  – DCP No. 29 - Waste Management & Minimisation Guidelines
  – Aircraft Noise DCP
  – Extended Public House Trading Hours DCP
  – Container Terminals DCP & Similar Facilities Handling Containers
  – Amusement Centres
  – 235-237B Bay Street, Pagewood
  – 28-40 Lord Street, Botany
  – 1365 Botany Road, Botany
  – 14a Baker Street, Botany
  – 25-27 Green Street, Banksmeadow
  – Energy Efficiency
  – DCP No. 24 - Notification of Development Applications

  - Exempt and Complying Development
  - DCP No. 25 - Moore and Baker Street, Banksmeadow
  - 26A Bunnerong Road, Daceyville
  - Building Design and Construction DCP
  - Stormwater and Drainage System Guidelines
  - DCP No. 30 - Botany/Randwick Industrial Area Land Use Safety Study
  - DCP No. 32- Landscape
  - DCP No. 34 - Contaminated Land
  - Draft DCP No. 36 - Daceyville Conservation Area (Draft)
  - DCP No. 33 - Industrial Development
  - Draft DCP 41 Outdoor Advertising
  - Subdivision DCP No. 7
  - DCP No. 37 – Heritage Conservation
  - DCP No. 38 – Houses and Ancillary Structures
  - Draft DCP No. 39 – Commercial Centres
  - DCP No. 40 – Environmental Protection of Wetlands
  - Draft DCP No. 42 – Waste & Recycling Industrial Development
  - Draft DCP No. 43 – Telecommunications and radio communications
  - DCP No. 44 – Swimming Pools
  - DCP No. 45 – Residential Development on two former nursery sites at Mascot
  - Draft DCP No. 46 – Access and Mobility
  - DCP No. 31 – Pemberton & Wilson Street Precinct
  - DCP No. 35 – Multi unit housing and residential flat building
  - Draft DCP 48 – Gardens R Us site
- Emergency Management Plan
- Fence Policy
- Contaminated Land Policy
- Financial Management Plan
- Internal Reporting Policy
- Local Environmental Planning Instruments - Botany Local Environmental Plan 1995
- Policy Register
- Pricing Policy
- Procedure Manuals exist for a number of Council activities
- Records/Disposal Policy
- Register of delegations
- Revenue Policy
- State of the Environment Report
- Tree Preservation Order
- Local Policies adopted by the Council concerning approvals and orders
- Records or Approvals granted and decisions made on appeals concerning Approvals
- Records of Building Certificates
- Plans of land proposed to be compulsory acquired by the Council
- Leases and Licences for use of public land classified as community land
- Plans of Management for community land
- Environmental Planning instruments, development control plans and plans made under Section 94AB of the Environment Planning and Assessment Act 1979 applying to land within the Council's area
- Privacy Management Plan
- Statement of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs (June 2004) may be obtained by contacting the Administration Office, 141-143 Coward Street, Mascot, 2020.

SECTION 3 – CONTACT ARRANGEMENTS

Principal Officer for Freedom of Information details:

Deputy General Manager
Public Officer

Address for inspection of Policy Documents and Statement of Affairs:

Administration Office
141-143 Coward Street
MASCOT NSW 2020

Inspection may be undertaken:

Monday to Friday - 9 am to 4 pm

Mailing address:

PO Box 331
MASCOT NSW 1460
Phone: 9366 3666
Fax: 9366 3777

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
BROKEN HILL CITY COUNCIL

SECTION 1 – DOCUMENTS

Subject to the Freedom of Information, 1989 the Council holds the following documents which may be accessed for information:

- Agendas and business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public).
- Minutes of Meetings of Council and its various Committees (but not including minutes in respect to matters considered when a meeting is closed to the public).
- Annual Reports.
- Schedule of Fees and Charges.
- Annual Financial Statement of Accounts.-
- Quarterly Financial Review Statements.
- Register of Investments.
- Assets Register.
- Food Premises Code.
- Willyama Commoners' Roll.
- Broken Hill Cemetery Records.
- Auditor's Report.
- Management Plan.
- Social Plan.
- Draft Cultural Plan
- Disability Access Plan
- EEO Management Plan.
- Privacy Management Plan
- Land Register.
- Returns of the interests of Councillors, designated persons.
- Register of Delegations.
- Policies concerning approvals and orders.
- Records of approvals granted and decisions on appeals.
- Records of Building Certificates.
- Local Environmental Plan 1996, Broken Hill
  - Amendment No. 1
  - Amendment No. 2
  - Amendment No. 3
  - Amendment No. 4
  - Amendment No. 5
- Management Plan – Community Land.
- State of the Environment Report.
- Willyama Common - Plan of Management.
- Living Desert – Draft Plan of Management.
- Development Application Register.
- S149 Certificate Register.
- Subdivision Register.

- Contaminated Land Register.
- S121ZP Certificate Register
- Development Control Plans:
  - 1 – Residential Development
  - 2 – Commercial Development
  - 3 – Heritage Development
  - 4 – Industrial Development
  - 5 – Neighbour Notification
  - 6 – Outdoor Advertising
  - 7 – Keeping of Horses
  - 8 – Rural Small Holdings
  - 9 – Exempt and Complying Development
  - 10 – Contaminated Land – Other Than Lead
  - 11 – Contaminated Land – Lead Management
  - 12 – Stormwater Collection, Usage and Disposal
  - 13 – Energy Smart Homes

POLICY DOCUMENTS

Access and Equity
Access to Library Services
Acquisition and Loan of Objects Relating to Cultural Heritage
Approved Students - Education/Training Institutions
Asset Management
Broken Hill City Art Gallery - Acquisitions
Broken Hill City Art Gallery - Appraisals
Broken Hill City Art Gallery Loan of Art Works to Council
Broken Hill City Art Gallery Loan of Works to External Locations
Broken Hill City Art Gallery Reporting Procedures
Broken Hill Entertainment Centre Conditions of Hire
Broken Hill Filming Policy
Child Protection - Employment Screening
Child Protection - Mandatory Reporting
Claims Information
Code of Business Practice
Code of Conduct
Code of Dress
Code of Meeting Practice
Community Assistance Policy
Community Consultation
Compliance
Computer Equipment & Software
Complaints Management
Conduct of Government Instrumentality Functions
Conflicts of Interest
Construction of Paving on Public Footways
Councillor Support Policy
Damage, Loss/Theft of personal property or personal effects
Debt Collection Policy
Directional Signs
Disciplinary Procedures

Disposal of Assets
Disposal of Council Real Estate
Disposal of Unwanted Plant, Equipment and Surplus Stock
Dispute Resolution
Donations and Gifts (Broken Hill City Art Gallery)
Drug and Alcohol Free Workplace
Drug and Alcohol Programme
Dumper Hire
E-mail-Internet policy
Employee Assistance Programme
Employee Leave Balances
Employee Travelling Expenses - In Relation to Workers' Compensation Claims
Employment of Contractors
Engagement and Training of Apprentices
Equal Employment Opportunity
Fire Safety in Existing Buildings
Food Hawker and Vendor Regulations
Footway Restaurants / Outdoor Settings
Format of Business Paper
Fraud Control
Freedom of Information
Gifts, Benefits and Bribes
Grievances Policy
HIV/AIDS
Harassment
Health and Building Surveyors Staff Training
Heritage Restoration Fund - Loan Funds
Human Services
Illegal Vehicular Passage on Footpaths
Improvements of Nature Strips
Installation of Planters in Argent Street
Interaction between Councillors and Staff
Investment
Issuing Certificates of Service and References
Keeping of Pigeons - Residential Area
Land Acquisition Policy
Land Development
Landscaping on Nature Strips
Lane Widening
Leasing/Licensing of Council Properties
Legionnaire's Disease
Library
Management Policy - GeoCentre
Media Policy
Mobile Phone Policy
Motor Vehicle Pool System and Private Lease
Motor Vehicle Usage Policy
Nuclear Waste Policy
Occupational Health and Safety
Occupational Rehabilitation

Places of Public Entertainment
Protected Disclosures
Provision of Reserves for Employees' Leave Entitlement
Public Art Policy
Purchasing
Records Management Policy
Removal of Oleander Bushes
Residential Buildings - Conservation
Risk Management Policy
Secondary Employment
Security of Taxation File Numbers
Signage of Major Tourist Attractions
Sponsorship
Statement of Ethical Principles
Stormwater Drainage Systems
Suspension of Driver's Licence
Tendering
Training
Travel on Council Business
Tree Planting on Nature Strips
Tree Removal and Tree Root Encroachment Prevention Policy
Vandalism Reward System
Volunteers
Waiving of Notice Preparation Fees - Protection of the Environment Operations Act
Workers' Compensation Claims Management
Working in Hot Conditions, Skin Cancer and Employee Clothing
Workplace Smoking Policy

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs comprises three documents, Council's current Annual Report, Summary of Affairs and 2004/2005 Management Plan.

Council's Statement of Affairs can be inspected at either of the locations listed below and copies of the documents comprising the Council's Statement of Affairs are available, free of charge, at those locations.

Administrative Centre
Blende Street
Broken Hill

Charles Rasp Library
Blende Street
Broken Hill

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the Council's Statement of Affairs, Summary of Affairs or requests made under the Freedom of Information Act, 1989 for access to documents may be made either in writing or in person to:

Administration Manager/Public Officer,
Ms. Cheryl Rafferty,
P.O. Box 448,
BROKEN HILL NSW 2880

Personal applications may be made to Ms. Rafferty during normal office hours, 9.00 am to 5.00 pm, Monday to Friday, at Council's Administrative Centre, Blende Street, Broken Hill, telephone (08) 80802222 or facsimile (08) 80881702.

FREEDOM OF INFORMATION ACT 1999
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of
BURWOOD COUNCIL

SECTION 1 – POLICY DOCUMENTS

Burwood Council has the following policy documents available for inspection or purchase:

COUNCILLORS (ELECTED REPRESENTATIVES)

- Councillors' Conference attendance
- Councillors' Travel interstate and overseas
- Councillors' Use of Council photocopiers
- Councillors' Access to Information & Interaction with Staff
- Councillors' Prosecution for Disorder
- Councillors' Expenses and Facilities Policy
- Decision making to be within Local Government's Charter under the Local Government Act
- Interaction with Staff
- Late Items Policy (for Council and Committee Meetings)
- Mayoral Chain
- Meeting Practice, Code of
- Petitions Received – report to Council
- Play of Australian National Anthem at Council Meetings
- Protocol for Determining Matters to be listed on Agendas for Council & Committee Meetings
- Representation on Local Traffic Committee
- Staff Resignations – report to Council
- Training, Education & Support of Elected Members

CORPORATE

- Access/Swipe Cards
- Authority Names & Address Register
- Code for Use of Overt Safety Cameras in Council's Customer Service Area
- Code of Conduct
- Competitive Neutrality - Complaints Management System
- Complaints Policy and Procedures
- Computer Directory Structure
- Conferences & Seminars
- Contracts & Leases Execution of
- Crisis Communication Plan
- Delegations of Authority - Position Statement
- Distribution of Political Material by an Political Organisation or Individual at Burwood Council Events
- Execution of Contracts by the General Manager
- Protected Disclosures Act 1994- Internal Reporting Policy
- Pecuniary Interest Guidelines
- Involvement of Council in joint projects with Government Departments
- Sub-delegations by the General Manager - Position Statement
- Receipt of Management of Confidential Documents
- Reports to Councillors - Content for reports in Business Papers

- Reports to Councillors – Section 96 Modifications
- Road Closures Guidelines
- Reports to Councillors – Content for reports in Business Papers
- Use of Recycled Paper
- Risk Management
- Risk Management – Strategic Plan
- Risk Management Manager's Handbook
- Sponsorship Policy
- Sister/Friendship City & Foreign Delegations
- Tendering & Procurement
- Privacy Management Plan
- Purchasing Guidelines
- Community Grants Program – Guidelines
- Fitzroy Centre Policy documents
- Local Ethnic Affairs Policy

HUMAN RESOURCES

- Staff – Blood Donations
- Staff – Cash Handling Procedures
- Staff – Child Protection
- Staff – Concessional Leave
- Staff – Concessional Leave – Part Time Staff
- Staff – Complaints Resolution
- Staff – Code of Conduct
- Staff – Disciplinary Procedures
- Staff – EEO Policy and Management Plan
- Staff – Employees' Handbook
- Staff – First Aid
- Staff – Grievance Procedures
- Staff – Guidelines for the Provision of Information to Customers
- Staff – Induction Procedures
- Staff – Interstate Travel and Overseas Expenses
- Staff – Interview Expenses
- Staff – Internet and Electronic Mail Policy for the use of
- Staff – Language Aides
- Staff – Leave Without Pay Policy
- Staff – Long Service Leave Requirements
- Staff – Maternity Leave
- Staff – Parental Leave
- Staff – OH&S Policy
- Staff – Performance Management
- Staff – Guidelines for Vehicle Usage
- Staff – Redeployment
- Staff – Recognition of Service
- Staff – Recruitment and Selection
- Staff – Rehabilitation Policy
- Staff – Termination of Employment
- Staff – Salary Policy & System – Statement of Intent
- Staff – Time off in lieu of overtime
- Staff – Use of Council photocopiers

- Staff – Use of Language Aides
- Staff – Training and Development
- Staff – Workers Compensation Guidelines
- Staff – Workplace Planning and Review

TECHNICAL SERVICES & OPERATIONS

- Advertising - signboards and articles on footpaths
- Building and household waste containers
- Burwood Park- Use of for Festivals & Major Gatherings
- Collection of discarded needles and syringes
- Collection of money on roadways
- Control of Traffic – Large Building Operations
- Number of Dogs permitted on any premises
- Parking on footpaths
- Pedestrian Facilities - Notification to Access Committee
- Protocols for Community Notifications
- Residential Parking Scheme
- Regulation of the placement of building waste containers
- Road Opening Permit Code
- Roads, Code for Activities Affecting
- Road Temporary Closure (including Festivals)
- Standing Plant
- Street Parties
- Street Trading
- Street Tree Management Strategy Volume 1 – Policy Matters
- Street Tree Management Strategy Volume 2 – Internal Procedures
- Street Tree Management – Appendices & References
- Storm water Management Code
- Traffic Light Collections
- Tree Preservation Order Policy
- Use of Sporting Fields
- Vehicle Crossings - second crossing
- Vehicular Crossing Policy

FINANCE

- Aggregation of rating values for the purpose of minimum rates
- Bank Guarantees
- Debt Recovery Procedures
- Deferment of Payment of Rates
- Exemption from Rating
- Interest Charges
- Investment Policy
- One & Two Cents Coins
- Pensioner Rebates for Rates
- Petty Cash Handling Procedures

PLANNING & ENVIRONMENT

- 12 Everton Road, Strathfield – Local Environment Plan No. 41
- 1-3 Byer Street – Local Environment Plan No. 45
- 197 Burwood Road, Croydon Park – LEP No. 67
- 59 Park Road, Burwood & Right of Way – Local Environment Plan No. 49

- 59 Wentworth Road – Local Environment Plan No. 51
- 6 Wychbury Avenue, Croydon – LEP No. 62
- 84 Queen Street, Croydon – Local Environment Plan No. 53
- 84-86 The Boulevarde, Strathfield – Local Environment Plan No. 55
- Advertising Signs – Development Control Plan No. 9
- Appian Way Conservation Area – Development Control Plan No. 4
- Brothels – Local Environmental Plan No. 38 (draft)
- Brothels – Development Control Plan No. 13 (draft)
- Burwood Area No 1 – Development Control Plan
- Burwood Planning Scheme Ordinance (BPSO) (as amended by various Local Environmental Plans)
- Burwood Town Centre - LEP 68 (Draft)
- Car Parking – Development Control Plan No. 22
- Carports, Code for
- Child Care Development Control Plan No. 26
- Cintra Estate (Rosa Brady) conservation Area – LEP No. 61
- Civic Precinct Development Control Plan No. 27 (draft)
- Civic Precinct – Local Environmental Plan No. 63 (draft)
- Community Consultation Protocol
- Commercial Buildings Locality/Streetscape Analysis
- Contamination – Dealing with Rezoning, Development & Building Applications on known or Potentially Contaminated Sites
- Crime Prevention through Environmental Design – Development Control Plan No. 23 (draft)
- Dual Occupancy – Development Control Plan No. 21
- Economic Development Strategic Plan
- Exempt & Complying Development – Development Control Plan No. 12
- Exempt & Complying Development – Local Environment Plan No. 47
- Garages – Development Control Code
- Fences on Heritage Premises – Development Control Plan No. 3
- Fences, Code for Front and Side Return
- Grosvenor Street – Development Control Plan No. 1
- Landscaping Code
- Liverpool Road/Byer Street Precinct – Development Control Plan No. 14
- Liverpool Road/Byer Street Precinct – Local Environment Plan No. 50
- Locality/Streetscape Analysis for Commercial Buildings
- Locality/Streetscape Analysis for Residential Flat Buildings
- Locality/Streetscape Analysis for Single House Residential Areas
- Lucas & Cheltenham Roads Precinct – Development Control Plan No. 16
- Malvern Hill Conservation Area – Development Control Plan No. 5
- Marmaduke Street – Development Control Plan No. 2
- Mechanical Parking Systems, Guidelines for the Use of
- Notification of Development Applications – Development Control Plan No. 6
- Outdoor Eating Policy
- Post Supported Street Verandahs Burwood Town Centre – Development Control Plan No. 7
- Railway Precinct Development Control Plan No. 28 (Draft)
- Residential Flat Buildings – Development Control Plan No. 18
- General Residential Development – Development Control Plan No. 8
- Section 94 Contributions Plan for Road & Traffic Facilities (Plan No 1)
- Section 94 Open Space Contribution Plan (Plan No 2)
- Section 94 Off-Street Car Public Parking Plan (Plan No 3)

- Section 94 Contributions Plan for Burwood Town Centre Community Facilities (Plan No 4)
- Section 94 Contributions Plan for Westfield Burwood (Plan No 5)
- Single Dwelling Houses, Code for
- Special Uses 5B (Railways) Zone – development Control Plan 33 (Draft)
- Subdivisions Guidelines for Single Dwelling Residential Development
- Tangarra Street, Croydon Park No.s 1-3 Local Environmental Plan No. 59 (draft)
- Town Centre LEP 2000 (draft)
- Townhouses – Development Control Plan No. 20 (Draft)
- Waste Management – Development Control Plan No. 17

OTHER DOCUMENTS/REGISTERS AVAILABLE FOR PUBLIC INSPECTION

(Note: access to some of the following documents/registers is subject to the provisions of the Privacy and Personal Information Protection Act (PPIPA))

- Annual Budget
- Annual Fire Safety Statement
- Annual Report (Statutory)
- Annual Report (Community)
- Annual Statement of Accounts
- Consents and Approvals, Register of
- The Vision Document – Incorporating: The Burwood Strategic Planning Review and Town Centre Masterplan – March 2004
- Building Certificates, Record of
- Agendas for Council and Committee Meetings
- Corporate Strategic Plan
- Disclosure of Interests and Other Matters, Register of
- Fees and Charges Schedule of
- Fire Detection and Alarm Systems for Dwellings - information handout
- Fire Safety Certificate/Interim Fires Safety Statement
- Gift Register
- Land Register
- Management Plan
- Minutes of Council and Committee Meetings
- Plans of Management for Community Land
- Pricing Policy (See Management Plan)
- Privacy Management Plan
- Revenue Policy (See Management Plan)
- State of the Environment Report

SECTION 2 – STATEMENT OF AFFAIRS

Burwood Council's Statement of Affairs as at 31 December, 2004 is available for inspection at Burwood Council Chambers, 2 Conder Street, Burwood and the Burwood Central Library, 2-4 Marmaduke Street, Burwood.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by Burwood Council and subject to the Freedom of Information Act and/or the Privacy and Personal Information Protection Act should be accompanied by a $30.00 application fee and directed in writing to:

The Public Officer
Burwood Council
2 Conder Street
BURWOOD NSW 2134

or

PO Box 240
BURWOOD NSW 1805

Telephone: (02) 9911-9911
Fax: (02) 9911-9900

Email: council@burwood.nsw.gov.au

Council's office hours are 8.30am to 5.00pm, Mondays to Fridays

Council's FOI Statement of Affairs and Policy Documents may be inspected and/or copies purchased at Burwood Council Chambers, 2 Conder Street, Burwood, 2134. Some codes, policies and reports are available for downloading from Council's Website - www.burwood.nsw.gov.au.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
BYRON SHIRE COUNCIL

SECTION 1 – GENERAL AND POLICY DOCUMENTS

Advertising Structures	5.26
Amusement Devices	5.28
Approvals For Activities Relating To Public Roads	5.29
Asbestos - Handling and Disposal	5.8
Assistance For Festivals and Community Functions	4.15
Award Restructuring Policy	3.17
Beaches - Motor Vehicles On Beaches	5.39
Building - Access For The Disabled	4.19
Building - Geotechnical Reports	5.18
Building - Hillside & Sloping Land	5.17
Building - Hoardings	5.10
Building - Occupation	5.14
Building - Separate Occupancy	5.15
Building - Survey Certificates	5.16
Building - Termite Treatment	5.12
Building - Wet Area Rooms	5.19
Building and Development - Minimum Fill Levels on Flood Prone Land	5.45
Building and Development - Payment of Developer Contributions	5.47
Building and Development - Release Of Plans	5.40
Building and Development Applications - Notification Of Neighbours and Procedures	5.41
Building Certificates	5.11
Building Fees - Amended Plans	5.13
Building over Pipelines and Other Underground Structures	4.20
Burials On Private Property	5.3
Burning Of Garden Waste Matter In Urban and Village Areas	5.5
Business and Commercial Activities	7.1
Busking	5.57
Cemeteries	7.5
Chattels On Footpaths	5.38
Circuses which include the use or display of exotic, wild or native Australian animals within Byron Shire	5.55
Code Of Conduct	1.8
Code Of Meeting Practice	1.3
Commercial Activities on Coastal Crown Reserves	5.52
Commercial and Other Activities On Public Land and Roads	5.37
Common Seal Of Council	3.11
Community Consultation and Participation in Council's Decision Making	3.38
Community Halls and Sporting Facilities - Management By Community Groups	3.25
Companion Animal Exercise Areas	5.31
Complaints Procedures	3.22

Concrete Slabs	5.21
Construction Of Civil Works	4.2
Construction Of Fences In Urban Areas	5.25
Construction Of Garages and Outbuildings On Vacant Land	5.22
Contracts and Consultants	3.2
Contribution To The Cost Of Sealing Of Unsealed Roads Adjacent To Properties At Request Of Owners	4.17
Contributions For Construction Of Kerbing and Guttering and Footpaths	4.7
Control Of Amusement Parlours/Centres	5.27
Councillors' Access to Information	1.14
Cultural Policy	3.42
Debt Recovery	2.3
Demolition Of Buildings	5.24
Development	3.23
Development Panel	5.43
Dog Population	5.33
Dog Registration Fee	5.32
Donations To Community Organisations, Other Groups and Persons	3.13
Engagement of Consultants	3.2
Engagement Of Contractors Other Than Hired Plant and Haulage	3.30
Engagement Of Hired Plant and Haulage Contractors	3.29
Equal Employment Opportunity (EEO)	6.2
Erosion and Sediment Controls	5.1
Excess of Power and Procedural Fairness	3.35
Filling of Water Tankers from Council Water Mains - Fees and Conditions of Use	4.21
Filming on Council Owned and Controlled Land	3.41
Five Year Works Program	4.4
Food Premises	5.9
Footpath Dining	5.54
Footpaths and Nature Strips	4.16
Freedom Of Information	3.24
Fund Raising - Community Organisations	5.36
Guidelines for Investment	2.5
Harassment Prevention	6.9
Hazardous Waste	4.13
Hearing Protection and Noise Reduction	3.36
Infectious Diseases	3.37
Insurance Claims	3.32
Interim Policy on Genetically Modified Agriculture in Byron Shire	5.56
Itinerant Food Vendors	5.4
Leave For Reserve Military Service	3.27
Leave For Volunteer Bush Fire, Town Fire Brigade and Rescue Organisation Members	3.19
Legal Costs - Assistance To Councillors, Committee Members, Officers and Council Employees	1.10
Liquid Trade Waste Approvals	4.23
Local Approvals Policy	5.49
Local Orders for the Keeping of Animals	5.30
Maintenance and Improvement Of Council Owned Community Buildings	7.4
Maintenance and Repairs Of Roads and Other Assets	4.5
Maintenance Of Parks By Private Individuals and Community Groups	7.2

Markets Within Byron Shire	5.51
Mayor and Councillors Travelling Expenses and Other Assistance	1.1
Occupational Health and Safety	3.6
On-site Sewage Management in Urban Areas	5.59
Payment Of Developer Contributions	5.47
Payment Of Gratuities	3.15
Planting and Landscaping on Footpaths and Nature Strips within Road Reserves and Drainage Easements	4.15
Procedures for Cases of Financial Hardship to Undertake repair works to prevent Adverse Environmental or Public Health Impacts	5.58
Protected Disclosures	1.11
Provision Of Driveways	4.8
Public - Sun Protection	5.7
Public Consultation - Proposed Works	4.3
Public Gates and Cattle Grids On Council Roads	4.18
Purchase and Disposal Of Plant and Motor Vehicles	3.28
Purchasing Of Stores and Equipment	3.31
Rainwater Tanks in Urban Areas	5.48
Rates and Charges - Writing-Off	3.26
Reconsideration of Development Proposals and Mediation	5.53
Recycling Of Waste Matter	4.12
Register Of Roads Maintained By Council	4.6
Release Or Sale Of Dogs	5.35
Resiting Of Dwellings	5.23
Resource Management And Energy Efficiency - Council Properties	5.50
Role and Protocol of the Dispute Resolution/Legal Services Committee	3.34
Section 356 Donations to Charitable and Community Organisations	3.39
Section 356 Donations to Public Halls and Community Centres – Rates and Charges	3.40
Sewerage Charges - Charitable Nursing/Aged Care Homes	2.2
Smoke Free Environment	3.20
Sponsorship Of Council	1.7
Sporting Grounds	7.3
Street Names and Signs	4.14
Temporary Use Of Land	5.46
Traffic Control at Worksites	4.22
Tree Preservation Order	5.42
Unauthorised Development and Activities Policy	5.60
Unemployment Schemes	6.1
Unwanted Dogs and Cats	5.34
Urban Enhancement Planning Program	5.44
Use and Occupation Of Caravans	5.20
Use Of Public Footpaths For Restaurant Purposes	4.9
Waiving Of Fees For Building and Development Applications	5.2
Waste Management Service	4.11
Water and Sewer Charges - Religious Properties	3.5
Water Conservation	4.1
Water Meters and Charges On Strata Units	3.4

Procudure Manuals

Council's procedure manuals are concerned with internal management functions.

General

Annual Report
Auditors Report
Business papers for council and committee meetings
Council's land register
Development Control Plan
Financial Plan (see Management plan)
Local Environmental Plans
Management plan 2004/2007
Minutes of council and committee meetings as per LG Act section 10E
Privacy Management Plan
Records of building certificates
Records Plans of management for community land
Register of consents for various applications for property development
Register of Delegation
Register of Investment

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council is produced in Council's 2003/2004 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public who wish to inspect the Statement of Affairs, Summary of Affairs of policy documents of the Byron Shire Council should contact the Freedom of Information Officer (Cheryl Thorne) by telephoning (02) 6626 7000 between 8.30am to 4.00am or by writing to:

The FOI Officer
Byron Shire Council
PO Box 219
Mullumbimby 2482

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
CABONNE COUNCIL

SECTION 1 – POLICY DOCUMENT

Policy documents under the following categories are available at the Council's Molong office for inspection:

1. Governance
2. Management & Corporate Services
3. Council Finances
4. Tourism & Promotion
5. Emergency Services
6. Community Services
7. Economic Development
8. Environmental Health
9. Environmental Planning & Building Regulations
10. Waste Management
11. Animal Control
12. Council Property & Assets
13. Transport Infrastructure
14. Town Beautification, Parks, Sporting& Recreational Facilities
15. Noxious Weeds
16. Water
17. Sewerage

- Management Plan 2004/2005 incorporating:
  - Budget to 30 June 2005
  - Five Year Financial Plan
  - Fees and Charges for 2004/2005
  - Waste Management Charges 2004/2005
  - Strategic Plan 2004/2005
  - Community Social Plan
- Cabonne Council LEP and Amendments
- Development Control Plans
  - Cabonne DCP No. 1 – Spring Glen Rural Small Holdings
  - Cabonne DCP No. 2 – West Canowindra Rural Small Holdings
  - Cabonne DCP No. 4 – Longs Corner Road Rural Small Holdings
  - Cabonne DCP No. 5 – General Rural Zones
  - Cabonne DCP No. 6 – Rural Small Holdings
  - Cabonne DCP No. 7 – North St Canowindra Industrial
  - Cabonne DCP No. 8 – North Molong Industry
  - Cabonne DCP No. 9 – Strathnook Lane Rural Small Holdings
  - Cabonne DCP No. 12 – Weemelah Rural Small Holdings
- Contributions Plans
  - Roading Contributions Plan – General Rural Zones
  - Roading Contributions Plan – Rural Small Holdings Zone
  - Bushfire Services Contributions Plan

SECTION 2 – STATEMENT OF AFFAIRS

Cabonne Councils' Statement of Affairs as at the 30 June 2004 has been published as part of Councils' Annual Report and may be obtained contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Any Freedom of Information enquiries concerning the Council's activities should be directed to:

Ms Joanne Smith
Public Officer
Cabonne Council
P.O. Box 17
MOLONG NSW 2866

Telephone: (02) 6392 3200
Facsimile: (02) 6392 3260

Email: council@cabonne.nsw.gov.au

Council's office hours are 9.00 a.m. to 5.00 p.m. Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14(3)

SUMMARY OF AFFAIRS
of the
COUNCIL OF CAMDEN

SECTION 1 – POLICY DOCUMENTS

1. Policy documents held by Council -

Council's comprehensive Policy Manual is available for inspection during office hours by contacting Council's Customer Service Centre on (02) 4654 7777.

Documents below are available in hardcopy and as indicated on Council's website (www.camden.nsw.gov.au)

- Annual Report (website)
- Management Plan and Revenue Policy (website)
- Minutes of Council & Committee Meetings (various from 2000 on website)
- Schedule of Fees & Charges (website)
- Development Control Plans (various)
- EEO Management Plan
- Internal Reporting Policy (Protected Disclosures Act)
- Local Approval Policies
- State of the Environment Report (website)
- Plans of Management for Community Land
- Section 94 Contributions Plan (website)

2. Listing of Public Registers held by Council in addition to the above -

- Record of Development Approvals
- Land Register
- Register of Burials
- Register of Delegations
- Register of Investments
- Register of Returns of the Interests of Councillors, Designated Persons and Delegates
- Register of Returns as to Candidates' Campaign Donations
- Register of Premises undertaking Skin Penetration
- Rates Record
- Contributions Register
- Clean Up Notices Register issued under the Protection Of the Environment Operations Act
- Prevention Notices Register issued under the Protection Of the Environment Operations Act

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs as required under Section 14(2) of the Freedom of Information Act, 1989, was issued in June, 1989 and has continued to be issued in June each year thereafter. A copy is available at no cost from Council's website, or from the Freedom of Information Co-Ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and enquiries regarding Freedom of Information should be addressed to -

The Freedom of Information Co-Ordinator
Camden Council
P.O Box 183
Camden NSW 2570

during office hours 8.30am - 5pm Monday to Friday or telephone (02) 4654 7777.

A fee of $30 per application or hour (according to circumstance) is charged, plus additional costs as provided in the Freedom of Information Act, if required.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of

CANTERBURY CITY COUNCIL
(FOI Agency No. 2100)
December 2004

SECTION 1 – POLICY DOCUMENTS

The policy documents held by Council are as follows:

- Aboriginal Reconciliation - Statement of Commitment
- Access to Council Records
- Advertising - Bus Shelters
- Advertising - Income
- Aerial Bundled Cables
- AIDS and HIV
- Apprenticeships
- Australian Made Goods and Products
- Bad/Doubtful Debts
- Banner
- Brothels
- Building - Site Soil and Water Management
- Building - Unauthorised Works
- Canterbury and District Historical Society
- Carparking - Free Areas
- Carparking - Roselands
- Carparks
- Cats
- Child Care Centres - Staffing
- Children's Services
- Circuses - Use of Wild Animals
- Citizenship Ceremonies
- Clothing Bins
- Code of Conduct
- Codes and Development Control Plans - Revision
- Common Seal of Council
- Community Development
- Community Events
- Competitive Tendering - Outsourcing Works
- Complaints Management
- Construction of Pre Paid Works - Allow Private Contractors
- Contaminated Lands
- Contribution Plans - Crossing Places
- Contribution Plans - Footpaths
- Contribution Plans - Section 94 Deferred Payments
- Council Buildings - Flags
- Council Buildings - Functions

- Council Land
- Council Meetings - Code of Meeting Practice
- Council Meetings - National Anthem
- Council Meetings - Public Addresses
- Council Meetings - Refreshments
- Council Meetings - Review of Decisions
- Council Meetings - Transcripts
- Councillors - Notification of Rezoning and Development Proposals
- Councillors - Payment of Expenses and Provision of Facilities
- Councillors - Presentation to Retiring
- Councillors - Use of Consultants
- Councillors - Use of Property or Staff
- Development Control Plans (Various)
- Disability Access Committee - Voting
- Disasters - Council Resources for Others
- Dog Exercise Areas
- Dog Registration - Fee Reduction
- Drainage Reserves - Disposal
- Dual Occupancies - Torrens Title Subdivision
- Enclosure of Balconies
- Exhibition Space - Campsie Central Library
- Filming on Public Land
- Financial Assistance - Road Grant Use (Commonwealth)
- Financial Assistance Grants
- Financial Support and Subsidies
- Flagpoles – sports parks
- Flood Management - Cooks River
- Flood Management - Wolli and Salt Pan Creeks
- Footpaths - Canterbury Road
- Footpaths Maintenance and Inspection
- Function Room Use
- Greenhouse Gas Emissions
- Helicopters on Council Land
- Hepatitis B - Immunisation for Garbage Staff
- Hepatitis B - Immunisation for Staff
- Heritage Issues
- Itinerant Street Traders
- Leases - Council Houses and Units
- Leases - Renewal
- Libraries - Freedom of Collections and Access
- Local Businesses Support
- Local Environmental Planning Instruments (Various)
- Logo
- Major Events
- Mobile Garbage Bins - Replacement
- Naming of Buildings
- Naming of Reserves
- Naming of Suburbs
- Naming/Renaming of Public Places to Honour Deserving People

- Neighbourhood Watch - Waiving Fees
- Nuclear Weapons
- Onsite Inspections
- Overhead Cabling
- Petitions in Council Buildings
- Places of Worship
- Plant - Hiring Out
- Playground Equipment
- Privacy Management Plan
- Publications - Approved by General Manager
- Purchasing - SSROC "Get it Green"
- Rates - Pegging
- Rates - Rate of Interest and Incentive Scheme
- Rates - Written Off
- Rebate of Fees
- Records and Archives
- Recyclables
- Refund of Deposits
- Removal of Overgrown Vegetation
- Reporting Requirements - Capital Expenditure
- Residential and Commercial Developments Mix
- Residential Development Strategy
- Responsible Accounting Officer
- Rezoning Land / Industrial Developments
- Right to Practice Religious and Cultural Principles
- Risk Management
- Riverwood Community Centre
- Senior Citizens' Centres
- Shop Premises
- Site Improvements
- Smoke Free Workplace
- Sponsorship and Receiving Money
- Sporting Ambassadors
- Staff - Advertising
- Staff - Annual Leave
- Staff - Carers Leave
- Staff - Defence Forces
- Staff - Designated Persons
- Staff - Equal Employment Opportunity
- Staff - Fleetsafe Driver and Fleet Safety
- Staff - Flexible Working Hours
- Staff - Fund Raising
- Staff - Grievance Procedure
- Staff - Harassment
- Staff - Language Aides and Signing Work
- Staff - Long Service Leave
- Staff - Manual Handling
- Staff - Maternity Leave
- Staff - Mobile Phones

- Staff - Occupational Health and Safety
- Staff - Payment of Gratuities
- Staff - Payment of Gratuities (Cut Off Age)
- Staff - Plaque and Reference Under Seal
- Staff - Redeployment
- Staff - Reduction by Natural Attrition
- Staff - Rehabilitation of Injured Staff
- Staff - Salary
- Staff - Signing of Correspondence
- Staff - Smoke Free Workplace
- Staff - Software
- Staff - Special Leave Without Pay
- Staff - Training Plan and Study Leave
- Staff - Ultra Violet Radiation
- Staff - Uniform
- Staff - Vehicle
- Strata Subdivisions
- Street Lighting
- Street Numbering
- Street Tree Management Plan
- Street Trees - Removal and Notification
- Telephones in Reserves
- Tendering
- Tenders and Tendering Procedures
- Third Party Motor Vehicle Insurance
- Toilet Facilities - Family Restaurants
- Trade Practices Act - Compliance
- Trade Waste Collection
- Tree Preservation Order
- Tree Preservation Order - Prosecutions
- Velodrome and Touch Stadium
- Waste (Domestic) - Additional Services
- Waste Reduction and Procurement
- Waste Service – Access and Equity
- Waste Storage Containers – Placement in public places
- Website Management
- Wolli Creek - Flood Management
- Wolli Creek - Preservation and Protection

SECTION 2 – STATEMENT OF AFFAIRS DETAILS

Our latest Statement of Affairs was published on 30 June 2004 and outlines the structure and functions of Council, the ways in which the public can participate in Council's decision making processes and the types of documents Council holds. Copies of the Statement of Affairs are available free of charge from our Administration and Governance Team Leader.

SECTION 3 – CONTACT ARRANGEMENTS

People seeking access to policy documents are asked to make contact with our Administration and Governance Team Leader who will arrange for copies of documents to be made available. This officer will also assist with the appropriate arrangements should the documents be required for inspection. Most policy documents are also available on our web page (www.canterbury.nsw.gov.au).

The Administration and Governance Team Leader is available during Council business hours of 9.00 a.m. to 5.00 p.m., Monday to Friday, and contact should be made prior to attending:

Telephone: (02) 9789 9398
Facsimile: (02) 9787 3064
E-mail: bradm@canterbury.nsw.gov.au
Location: Canterbury City Council, 137 Beamish Street, Campsie

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed in Section 1), are to be made in writing (an application form is available), accompanied by the appropriate fee. Applications are to be addressed to the General Manager, Canterbury City Council, PO Box 77, Campsie NSW 2194.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
CARRATHOOL SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following documents held by Carrathool Shire Council are available for inspection or purchase (documents listed under Section 12 of the Local Government Act 1993 provided free of charge):-

- Annual Report
- Annual Financial Statements
- Auditors Report
- Building Application Records
- Building Certificate Records
- Bushfire Management Plan & Fuel Management Plan
- Business Papers
- Code of Conduct
- Code of Meeting Practice
- Companion Animals Plan
- Community Land Management Plans
- Conflict of Interest Policy
- Corporate Plan (see Management Plan)
- Delegations of Authority Register
- Development Application Records
- Disclosures Register
- EEO Management Plan
- Emergency Management Plan
- Energy Smart Homes Policy
- Environmental Planning Instruments
- Fees and Charges Policy (see Management Plan)
- Fence Policy (see Local Approvals Policy)
- Financial Management Plan (see Management Plan)
- Gifts and Benefits Register
- Graffiti Register
- Impounding Register
- Interim Development Orders
- Internal Reporting System
- Local Area Disaster Plan
- Leases and Licences Register
- Council's Land Register
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Manual

  Community Relations
  - Charitable Organisation Collections & Fundraising

  Emergency Services
  - Bushfire Bridge Truck Rotation

- Bushfire Equipment Serviceability
- Bushfire Permits
- Bushfire Prone Land - Water Supply
- Bushfire Hazard Reduction
- Bushfire Prevention Burning
- Bushfire - Responsibility for Expenditure
- Bushfire - Selection of Council Plant
- Charcoal Burning

Environmental Management

- Environmental Management System
- Noxious Plants Control
- On Site Sewer Management
- Energy Smart Homes

Financial Management

- Corporate Credit Cards
- Staff Leave Entitlement Reserve
- Accounts Payment of
- Cheques - Post dated
- Investment of Surplus Funds
- Use of Debt
- Tendering & Purchasing

Governance

- Business Ethics Statement
- Committees - Replacement Councillors
- Complaints
- Council Meetings - Staff Involvement
- Customer Service Charter
- Delegates - Shires Association Conference
- Fraud Control
- Freedom of the Shire
- Gifts & Benefits Register
- Council Meetings - Provision of Lunch for Media
- Council Meetings - Regular Time
- Council Meetings - Tape Recording
- Payment of Expenses & Use of Facilities
- Records Management

Health

- Animals Keeping of
- Garbage Collection
- Littering Offences

Human Resources

- Grievance & Dispute Handling
- Recruitment
- Child Protection and Employment Screening
- Interview Expenses
- Return to Work
- Safety Footwear
- Smoke Free Zones
- Staff - Annual Picnic Day
- Staff - Designated Officers
- Staff - Recognition of Service
- Staff - Uniforms
- Staff - Working Hours Arrangement
- Volunteers

Building, Planning & Development
- Outdoor Eating Areas on Public Footpaths
- Building Line
- Building - Erection of Sewer Main
- Dogs - Leash Free Areas
- Dogs - Prohibition for Designated Areas
- Horse Free Areas
- Horses - Keeping in Goolgowi
- Horses - Keeping in Hillston
- Houses - Rental of Council
- Section 94 Contribution
- Town Planning - Subdivision of Land

Property, Plant & Stores
- Aerodromes Grazing Rights
- Hall Management
- Pensioner Flat Maintenance

Plant & Equipment - Council Report
- Plant & Equipment - Community Use
- Plant & Equipment - Excess Income
- Rental of Council Property

Parks & Reserves
- Cemeteries: Merriwagga, Gunbar & Rankins Springs
- Cemeteries: Hillston & Goolgowi Lawn
- Caravan Parks: Long Term Residents

Rates & Valuation
- Hardship Assistance for Rates & Annual Charges
- Rates on Hillston Golf Club
- Rates - Interest Charges
- Rates - Pensioner Concessions
- Rates - Recovery of Outstanding
- Rates - Sale of Land for Unpaid

Risk Management
- Cameras in Council Change Rooms
- Occupational Health & Safety
- Risk Management
- Senior Staff Insurance

Roads & Transport
- Depreciation Roads Infrastructure Assets
- Footpath
- Footpath - Opening
- Road Crossings
- Road Crossing Installation
- Kerb & Gutter Construction Contribution
- Road Closures - Maintenance of River Access
- Road Safety Inspection
- Road - Burning Off & Destruction of Rabbit Harbours
- Road - Mineral Exploration
- Road - Rual Access Culverts
- Provision of Vehicular Access

Water, Sewer & Drainage
- Urban Water Boundaries
- Water Sewer Scheme Dividend
- Water & Sewer Subsidies
- Water Supply - Rankins Springs & Melbergen

  - Water Supply - Rural Connections
  - Water Supply - Service Sizes
  - Water Supply - Water Allocations
  - Water Supply - Water Main Extension Applications
- Pricing Policy (see Management Plan)
- Privacy Management Plan
- Register of Consents & Approvals
- Returns of Campaign Donations
- Revenue Policy (see Management Plan)
- Section 94 Contribution Plan
- Septic Tank Register
- Social and Community Plan
- State of the Environment Report
- Stormwater Management Plan
- Tree Preservation Orders

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs published on 30th June 2004 is available by contacting the Public Officer.

SECTION 3 – CONTACTS ARRANGEMENTS

Any Freedom of Information enquiries concerning the Council's affairs should be directed to:-

Mr Peter Kozlowski
The Public Officer
Carrathool Shire Council
P.O. Box 12
GOOLGOWI NSW 2652

Telephone (02) 6965-1306
Fax (02) 6965-1379
E-mail council@carrathool.nsw.gov.au

The Council's office hours are from 8.30 am to 5.00 pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b)

SUMMARY OF AFFAIRS
of the
CENTRAL DARLING SHIRE COUNCIL
(FOI Agency No. 2103)

SECTION 1 – POLICY DOCUMENTS

Pursuant to the FREEDOM OF INFORMATION ACT, 1989, the CENTRAL DARLING SHIRE COUNCIL holds the following documents to be inspected by the general public free of charge:

- Agendas for Council and Committee meetings (except for those meetings closed to the public)
- Annual Financial Statements
- Annual Report
- Auditor's Report
- Australia Day Awards
- Award Restructuring
- Boundary Fencing
- Building Application/Approvals Records
- Building Approvals
- Chemical Drum Collection
- Closed Roads – Travel
- Code of Conduct
- Code of Meeting Practice
- Condolences
- Corporate Credit Cards
- Council Halls
- Council Plant – Usage
- Council Property Rental
- Councillor's Expenses
- Debt Recovery
- Delegations of Authority
- Disciplinary Procedures
- Disposal of Asbestos Waste
- Disposal of Nuclear Waste
- Dog Control – Caravan Park
- Dogs and Cats Permitted – Number
- Donation of Council Rates
- Economic Hardship
- EEO Management Plan
- Electronic Mail Policy
- Emergency Funds
- Employment – secondary
- Equal Employment Opportunity Program
- External Studies
- Financial Assistance Policy
- Fire Tankers – Use
- Gates, Grids and Stock Races

- Gifts, donations – Receipt of
- Graffiti Policy and Action Plan
- Grievance and Dispute Procedures
- Insurance Excess For Committees of Management
- Internal Reporting
- Interview Expenses
- Investments Register
- Land Register
- Loans Register
- Local Approvals Policy
- Management of Barwon-Darling River System
- Management Plan
- Mayor and Deputy Mayoral Elections
- Minutes of Council and Committee meetings (except confidential minutes)
- Motor Vehicle – Private use
- Motor Vehicle Use and Prevention of Injury
- Natural Disasters – Establishment of an Emergency Fund
- Occupational Rehabilitation
- OHS Code
- Outdoor Settings – Community Land
- Outdoor Workers Employment
- Outside Employment
- Pecuniary Interest Returns of Councillors and Designated Persons
- Policy Register
- Pool Management
- Presentation of the Warrant
- Protected Disclosures Policy
- Purchase Preferences
- Receipt of gifts, Donations
- Recycling
- References for Staff
- Removal Expenses
- Rental Council Properties
- Rural Property Water Connections
- Safety
- Section 355 Committee's
- Senior Staff Selection
- Sewerage Policy
- Smoking in the Work Place
- Special Leave
- Staff Expenses
- Staff References
- State Emergency Vehicles
- State Emergency Service (SES) Vehicles – Registration and Insurance
- State of the Environment Report
- Telephone Expenses
- Trucks Entering Towns – Dropping Off Dust
- Use of Council Halls
- Use of Council Halls – Wilcannia

- Use of Council Halls for Emergency Purposes – Authority to Permit
- Use of Council Plant – General
- Water Consumption – Shire Properties

SECTION 2 – STATEMENT OF AFFAIRS

Information relating to Council's STATEMENT OF AFFAIRS was included in Council's Annual Report for the year ended 30th June, 2004.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries and applications under the Freedom of Information Act, 1989, should be directed to:

Public Officer,
Central Darling Shire Council,
PO Box 165
WILCANNIA NSW 2836
Telephone: (08) 8083 8900
Facsimile: (08) 8091 5994

Council's office hours are Monday to Friday, 9.00am to 5.00pm.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
CESSNOCK CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Cessnock City Council has the following policy documents available for inspection, distribution or purchase:-

- Policy Register
- City Management Plan 2004–2007
- Annual Financial Statements
- Community Directory
- Community Profile
- Planning and Building Codes
- Code of Conduct
- Code of Meeting Practice
- Conflict of Interest (Non-Pecuniary)
- Protected Disclosures
- Register of Disclosures
- Auditor's Reports
- Investments Register
- Register of Delegations
- Business Papers for Council and Committee Meetings
- Minutes of Council and Committee Meetings
- Land Register
- State of Environment Report
- Engineering Requirements for Development
- Annual Report 2003–2004
- Expenses and Facilities Policy
- Section 94 Contributions Plans
- Revenue Policy
- Pricing Policy
- Plans of Management – Council Reserves/Parks
- Plan of Management – Community Facilities
- Plan of Management – Public Swimming Pools
- Plan of Management – Tennis Courts
- Plans of Management – Council Cemeteries
- Disaster/Emergency Management Plan
- Subdivision Code
- Tree Preservation Order
- Local Approvals Policy
- E.E.O. Management Plan
- Rural Roads Review
- Bush Fire Management Plan/Operations
- City Wide Settlement Strategy – Stage 1
- Cessnock Local Environmental Plan 1989

- Development Control Plan:
  - No. 1 – Hungry Creek Rural/Residential Subdivision
  - No. 2 – Off-Street Vehicular Parking Code
  - No. 3 – Industrial Land Use Code
  - No. 10 – Identilite Land Use Code
  - No. 11 – Poultry Farms Neighbouring Land Uses
  - No. 12 – Nulkaba Village and Smallholdings Area
  - No. 13 – Illalong Smallholdings Area
  - No. 14 – Village of Greta North
  - No. 15 – Abermain South Smallholdings Area
  - No. 16 – Mulbring South Smallholdings Area
  - No. 18 – Signage Code for the Vineyards District
  - No. 19 – Edden Street, Bellbird
  - No. 20 – Blackhill Quarry Sec. 94 Contributions Plan
  - No. 21 – Ellalong Lagoon Catchment Area
  - No. 22 – Lower Hunter Urban Housing DCP
  - No. 23 – Greta-Main Smallholdings Area
  - No. 24 – Abermain North Smallholdings Area
  - No. 25 – North Rothbury South Smallholdings Area
  - No. 26 – Vintage Country Club Resort
  - No. 27 – Mulbring North Smallholdings Area
  - No. 28 – Vineyards District
  - No. 29 – Brothels
  - No. 30 – Paxton East Rural Smallholdings
  - No. 34 – Purpose-Built Rural Tourist Accommodation
  - No. 35 – Subdivision Guidelines
  - No. 37 – Contaminated Lands
  - No. 38 – Public Notification and Advertising Plan
  - No. 39 – Guidelines for Land Use Conflict & Buffer Zones
  - No. 40 – Waste Management & Minimisation
  - No. 42 – Outdoor Dining
  - No. 43 – Exempt and Complying Development
  - No. 44 – Former Stanford Main No. 2 Colliery
  - No. 45 – Ginger's Lane,Weston–Rural Small Holdings
  - No. 46 – Hunter Lakes Resort
  - No. 47 – Hunter Employment Zone
  - No. 48 – Energy Smart Homes
  - No. 54 – Temporary Events
  - No. 55 – Construction of Dams
  - No. 56 – Flora & Fauna Survey Guidelines
  - No. 58 – Access and Mobility

SECTION 2 – STATEMENT OF AFFAIRS

Information in respect of Council's Statement of Affairs has been published as part of Council's Annual Report for the period ending June 30, 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Access to policy documents may be arranged by contacting:-

The Public Officer,
Cessnock City Council,
62-78 Vincent Street,
P.O. Box 152,
CESSNOCK. 2325

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b)

SUMMARY OF AFFAIRS
of
CLARENCE VALLEY COUNCIL

SECTION 1 – POLICY DOCUMENTS

On 25 February 2004, the Councils of Copmanhurst, Maclean, Pristine Water and Grafton City were amalgamated with Clarence River County Council and North Coast Water to form the Clarence Valley Council. Each of those former Councils has the following documents:

Annual Report 2003/4
Financial Statements 2003/4
Policy Register
Plans of land proposed to be compulsorily acquired by Council
Business papers and Minutes of Council and Committee meetings (other than those for closed meetings) held prior to 25 February 2004
Plans of Management for public reserves
Plans of Management for Community Land
Local Approvals Policy
Council's Local Environment Plan
Council's Development Control Plans
Section 94 Plans
Engineering Specifications for development
Complaints policy
EEO policy
State of the Environment Reports
Tree Preservation Orders

Clarence Valley Council has the following documents:

Business papers and Minutes of Council and Committee meetings (other than those for closed meetings) held since 25 February 2004
Code of Conduct
Code of Meeting Practice
2004/5 Management Plan
Schedule of Fees and Charges for 2004/5
2004/5 Budget
Privacy Management Plan
Policy on Corporate Credit Card use

Any of these documents may be inspected free of charge. Copies of them may be obtained subject to a photocopying fee.

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs was published in June, 2004. Copies of it may be obtained from Council's Manager Corporate Governance.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to documents in the possession of Council should be directed in writing to:

Director of Corporate Services,
Clarence Valley Council,
Locked Bag 23
Grafton 2460.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
OF
COUNCIL OF COBAR

INTRODUCTION

This Summary of Affairs document is published in July and December each year, as required under Section 14(1)(B) and (3) of the Freedom of Information Act, 1989.

This document is the eighteenth publication of Council's Summary of Affairs. It contains information on the Policy and Procedure documents available at the Council Chambers and the contact name, address and times for obtaining access to Council documents.

STEPHEN WALL, General Manager

SECTION 1 – POLICY DOCUMENTS

Cobar Shire Council has the following policy documents available for inspection, distribution and purchase:–

- Annual Financial Statements
- Annual Report 2003/2004
- Management Plans:
  - Council
  - Cemetery
  - Cobar Airport
  - Cobar Common
  - Cobar Caravan Park
  - Cobar Memorial Swimming Pool
  - Commons
  - Equal Employment Opportunity
  - Library
  - Museum
  - Parks and Gardens
  - Records
  - Tourism
  - Ward Oval
  - Waste Disposal Depot
  - Cobar Youth & Fitness Centre
- Auditors Reports
- Register of Investments
- Business Papers for Council & Committee Meetings
- Minutes of Council & Committee Meetings
- State of Environment Report
- Council's Land Register
- Adjoining owners Notification of Building Application
- Advertising Structures
- Awnings in the Central Business District
- Code of Conduct
- Code for the Installation, Maintenance and Removal of Street Trees
- Complaints Management Policy
- Control and Regulation of Moveable Dwellings

- Disposal of Surplus Fill
- Economic Development
- Erection of Caretakers Flats in General Industrial Zone
- Emergency Policy and Procedures
- Goods on Public Footpaths
- Hawking and Peddling
- Installation and Operation Amusement Machine/Centres
- Internal Reporting Policy for Protected Disclosures
- Keeping Domestic Animals
- Keeping of Horses within the Town of Cobar
- Liquid Trade Waste Policy
- Local Approvals Policy
- Local Notification for Construction of a Building
- Code of Meeting Practice
- National Competition Policy
- Operation of Plant and Vehicles
- Occupational Health and Safety Policy
- Payment of Expenses and Provision of Facilities to Mayor and Councillors
- Protective Clothing
- Provision of Information to and Interaction Between Councillors and Staff
- Privacy and Personal Information
- Regulation of Drugs and Alcohol in the Workplace
- Rehabilitation Code of Practice
- Residential Flat Buildings
- Smoking in the Workplace Policy
- Statement of Affairs
- Stock Control Structures on Public Roads
- Subdivision of Land
- Temporary Closure of Roads
- Training Plan/Policy
- Tree Preservation

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs of Cobar Shire Council is available free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

The principal officer of the Council under the Freedom of Information Act 1989 is:

Mrs Karen Roberts
Human Resources Manager
Cobar Shire Council
Po Box 223
COBAR NSW 2835

Telephone: (02) 6836 5888
Facsimile: (02) 6836 5889

Inspection of the Policy Documents may be arranged by contacting the above officer during normal office hours and at the address as set out below:-

Cobar Shire Council
Council Offices
Linsley Street
COBAR NSW 2835

Normal Office Hours: 8.00am – 4.00pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

OF THE

CONARGO SHIRE COUNCIL
(FOI Agency No. 2107)

SECTION 1 – DOCUMENTS

Subject to the Freedom of Information Act, 1989 the Council holds the following documents which may be accessed for information.

The documents listed hereunder are available for inspection free of any fee. Copies of these documents are available for taking away at a reasonable copying charge.

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Equal Employment Opportunity Policy and Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Codes referred to in the Local Government Act, 1993
- Register of Delegations
- Local policies adopted by Council concerning approvals and orders
- Records of building certificates under the EP&A Act, 1979
- Environmental planning instruments, development control plans and plans made under section 94AB of the EP&A Act, 1979 applying to land within Council's area
- Plans of land proposed to be compulsory acquired by Council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Development applications (within the meaning of the EP&A Act, 1979) and associated documents
- Applications under Part 1 of Chapter 7 for approvals to erect a building and associated documents
- Records of approvals granted, any variation from local policies with reasons for the variation and decisions made on appeals concerning approvals

The documents listed hereunder are available for inspection free of any fee. If required, copies will also be made available for taking away at no fee.

- Council's Annual Report
- Council's Comprehensive State of the Environment Report
- Annual Financial Reports
- Auditor's Report
- Management Plan for the financial years 2004/2005, 2005/2006 and 2006/2007
- Annual Reports of bodies exercising delegated Council functions
- Agendas and business papers for Council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public
- Minutes of Council and committee meetings, but restricted (in the case of minutes of any part of a meeting that is closed to the public), to the resolutions and recommendations of the meeting
- Statement of Affairs, Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act, 1989

- Department representatives' reports presented at a meeting of the Council in accordance with section 433
- Social and Community Plan

SECTION 2 – STATEMENT OF AFFAIRS

This is Council's eighteenth Summary of Affairs – Copies can be obtained free of charge by contacting the F.O.I. Co-ordinator

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the F.O.I. Act for access to documents held by the Conargo Shire Council must be made by written application; no fee is payable.

Applications should be addressed to:

Mr P. J. Jorgensen
The Freedom of Information Co-ordinator,
P.O. Box 56,
DENILIQUIN, N.S.W. 2710

Enquiries may be directed to the F.O.I. Co-ordinator by telephoning (03) 58812044 between the hours of 9.00 a.m. to 5.00 p.m.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of

COOLAMON SHIRE COUNCIL

In accordance with Section 14(1)(b) of the Freedom of information Act, this summary of the Statement of Affairs of the Coolamon Shire Council is provided.

COOLAMON SHIRE COUNCIL'S POLICY DOCUMENTS

The following policy documents are available at the Council's Office for inspection:-

- Code of Conduct
- Code of Meeting Practice
- Delegations of Authority Register
- Development Control Plans
- Disaster Plan
- EEO Management Plan
- Bush Fire Management Plan
- Bush Fire Operations Plan
- Employment Related Codes
- Environmental Planning Instruments
- Expenses and Facilities Policy
- Financial Management Plan
- Interim Development Orders
- Local Approvals Policy
- Local Environmental Planning Instruments
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Management for Community Land
- Policy Register
- Pricing Policy
- Revenue Policy
- Section 94 Contributions Plans
- State of the Environment Report
- Subdivision Code
- Bushfire and Emergency Manuals
- Conferences and Seminars Policy
- Confidentiality Policy
- Fees and Charges Policy
- Urban Stormwater Management Plan
- Investments Policy
- Annual Report
- Auditors Report
- Business Papers
- Disclosures Register
- Land Register
- Investment Register

- Building and Certificate Records
- Building Application/Approval Records
- Development Application/Consent Records
- Child Protection Policy

COOLAMON SHIRE COUNCIL'S CONTACT ARRANGEMENTS

Any Freedom of Information enquiries concerning the Council's activities should be directed to;-

Mr Terrey Kiss,
Public Officer,
Coolamon Shire Council,
P O Box 101,
COOLAMON NSW 2701
Telephone: (02) 6927 3206
Facsimile: (02) 6927 3168

Coolamon Shire Council's office hours are 8.30am to 5.00pm.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
COOMA-MONARO COUNCIL

SECTION 1 – POLICY DOCUMENTS

Annual Report
Asbestos Waste Disposal
Auditor's Report
Awnings on Commercial Properties
Building Application/Approval Register
Building Certificate Register
Business and Development Assistance Scheme
Code of Conduct
Council and Committee Meeting Business Papers (excluding items dealt with in closed Meetings)
Council and Committee Meeting Minutes (excluding items dealt with in closed Meetings)
Council Committee Membership Register
Council Management Plan
Councillors - Payment of Expenses and Provision of Facilities Policy
Debt Recovery
Delegations Register
Development Application Register
Development Control Plan – 1(c) Areas Cooma-Monaro Local Environmental Plan 1993 (Urban) area
Development Control Plan – Cooma East Land – Mondello
Development Control Plan – Cooma Urban Area
Development Control Plan – Commercial Use of Footpaths
Development Control Plan – Complying Development
Development Control Plan – Contaminated Land
Development Control Plan – Corner of Mittagang Road and Yallakool Road
Development Control Plan – Development on Flood Prone Land
Development Control Plan – Exempt Development
Development Control Plan – Off Street Parking
Development Control Plan – Public Notification Policy
Development Control Plan – Section 94 Plan
Development Control Plan – Site Performance Standard
Development Control Plan – Subdivision and Development Standards
Development Control Plan – Wastewater Supply
Development Control Plan – Water Supply Policy
Disaster Plan
Disclosures Register
Dog Registration Record
Email and Internet Access
Engineering Standards
Fees and Charges Policy (see Management Plan)
General Purpose Financial Reports
Human Resource Manual

Investment Register
Land Register
Cooma-Monaro Local Environmental Plan 1993 (Urban)
Cooma-Monaro Local Environmental Plan (Rural)
Yarrowlumla Local Environmental Plan 2000
Local Approvals Policy
Noxious Weeds Policy (Management Plan) Control/Eradication
Plans of Management - Community Land
Plans of Management – Recreational Facilities
Policy Register
Privacy Management Plan
Private Use of Council Vehicle
Return of the Interests of Councillors, Designated Persons and Delegates
Revenue Policy (see Management Plan)
Rural Fire Service Operating Plan
Rural Fire Service Risk Management Plan
Section 64 Contribution Plan
Special Purpose Financial Reports
Social Plan
State of the Environment Report
Stormwater Management Plan
Trade Waste Disposal
Waste Management Strategy

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs of Cooma-Monaro Council was included in Council's Annual Report for the year ended 30 June 2004 and is available free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by Cooma-Monaro Council, and subject to the Freedom of Information Act, must be made in writing and accompanied by a fee of $ 30.00.

The application should be directed to:

The Public Officer
Cooma-Monaro Council
PO Box 714
COOMA NSW 2630
Telephone: (02) 6450 1777

Inspection of Policy documents may be carried out during normal office hours.

NEIL WATT, General Manager, PO Box 714, Cooma NSW 2630

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of
COONAMBLE SHIRE COUNCIL

The following information is published in accordance with Section 14 of the Freedom of Information Act which came into operation on 1 July 1989. The information is correct as at 31 December 2004.

SECTION 1 – POLICY DOCUMENTS

Coonamble Shire Council is a local government authority bound by the provisions of the Local Government Act of NSW, as amended, 1993 and other related legislation.

Coonamble Shire Council maintains a Policy Register that is available for inspection at the Shire offices, which details policies and codes in relation to various areas of operation as adopted by Council.

POLICY DOCUMENTS

The following documents and information are available to the public free of charge:

- Council's Code of Conduct
- Code of Meeting Practice
- Corporate Plan
- Delegations of Authority
- Development Control Plans:
  DCP1-4 (ie Urban Precincts, Flats, Keeping of Pigs, Rural Small Holdings)
- Disaster Plan
- EEO Management Plan
- Environmental Planning Instruments
- Expenses & Facilities Policy
- Fencing Policy
- Financial Management Plan
- Internal Reporting Policy
- Local Approvals Policy
- Local Environmental Planning Instruments
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- Revenue Policy
- State of the Environment Report
- Tree Preservation Order
- Adjoining Owners Notification
- Building Line Policy
- Bushfire and Emergency Manuals
- Fees and Charges
- Legal Actions - Ability to Commence - Policy
- Motor Vehicle Policy
- Occupational Health and Safety Constitution
- Satellite Dishes Policy

- Smoke Free Work Environment Policy
- Annual Report
- Auditors Report
- Business Papers
- Disclosures Register
- Land Register
- Investment Register
- Building Certificate Records
- Building Application/Approval Records
- Development Application/Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

This is the TWENTY-FIRST Statement of Affairs published.

The Council's Statement of Affairs describes the functions and structure of Council, the decision making powers that may affect the public and how the community may participate in the decision making process.

Council's Manager – Corporate Services, Mr. Rick Warren, is the contact for enquiries regarding procedures for inspection of policy documents and statement of affairs information.

SECTION 3 – CONTACT ARRANGEMENTS

Access to Policy Documents or any Freedom of Information inquiries concerning the Council's activities can be arranged by contacting:

The Public Officer
Coonamble Shire Council
80 Castlereagh Street
(Post Office Box 249)
Coonamble 2829

Telephone: (02) 6827 1900
Facsimile: (02) 6822 1626

Business Hours: Monday-Friday 9.00 a.m. - 5.00 p.m.

The documents are available for inspection at 80 Castlereagh Street, Coonamble from 9 a.m. to 5 p.m. Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
COWRA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following documents held by Cowra Shire Council are available for inspection:-

(1) Current Council Meeting Agendas & Minutes
(2) Current Committee Meeting Minutes
(3) Current Annual Report of Cowra Shire Council
(4) Cowra Local Environmental Plan 1990
(5) 2004 – 2007 Management Plan
(6) Code of Administrative Practices
(7) Code of Conduct
(8) Code of Meeting Practice
(9) Privacy Management Plan
(10) Development Control Plans

Cowra Abattoir Buffer Zone – Adopted 9/12/96 Effective 20/12/96
Cowra Aerodrome Obstacle Limitation Surface – Adopted 9/12/96 Effective 20/12/96
Bed & Breakfast and Farmstay Accommodation – Adopted 9/12/96 Effective 20/12/96
River Park Road Drainage Catchment Area – Adopted 23/9/96 Effective 18/10/96
Commerce 3(b) Zone – Adopted 13/5/96 Effective 15/5/96
Killara Road Drainage Catchment Area – Adopted 11/3/96 – Effective 15/3/96
Residential Flat Code – Adopted 11/2/91
Parking Code – Adopted 12/86
Advertising Code – Adopted 12/87
Central Business District – Adopted 12/91 Effective 1/92
Garrison Gates Residential Estate – Adopted 9/92
Valley View Residential Estate – Adopted 5/92
Guidelines For Rural Development – Adopted 5/91 Amended 15/3/96
Bluemantle Waters Estate Mount McDonald – Adopted 12/87
Guidelines for Development in Rural 1(c1) Zone – Adopted 12/90 Amended 15/3/96
Rural 1(c) Zone – West Cowra – Date Unknown
Rural 1(c) Zone - North Cowra – Amended 28/6/89
Business 3 Zone – Redfern Street – Effective 12/8/94
Industrial 4(c) Land - Effective 12/8/94
Subdivision Code – Adopted 10/2/92
Roadside Stalls – Adopted 10/5/99
Wyangala Dam Tourism Strategy – Adopted 14/10/91
Technical Note No. 1 Soil Erosion and Sediment Control Guideline
DCP 1/99 Advertising and Notification – Adopted 6/9/99
DCP 2/99 Exempt and Complying Development – Adopted 10/4/2000
DCP 3/01 Valley View Estate Stage 1 – not proceeded
DCP 4/02 Cowra Road and Ribands Way – Adopted 10/2/2003
DCP 5/02 Valley View Estate – Adopted 10/02/2003

COWRA L.E.P. - 23rd November, 1990

Cowra Local Environmental Plan 1990 (Amendment No. 1) - Gazetted 7/5/93
Cowra Local Environmental Plan 1990 (Amendment No. 3) - Gazetted 6/8/93
Cowra Local Environmental Plan 1990 (Amendment No. 4) - Gazetted 14/10/94

Cowra Local Environmental Plan 1990 (Amendment No. 5) - Gazetted 2/2/96
Cowra Local Environmental Plan 1990 (Amendment No. 6) – Gazetted 10/1998
Cowra Local Environmental Plan 1990 (Amendment No. 7) – Not Proceeded
Cowra Local Environmental Plan 1990 (Amendment No. 8) - Pending
Cowra Local Environmental Plan 1990 (Amendment No. 9) – Gazetted 2/5/2000
Cowra Local Environmental Plan 1990 (Amendment No. 10) – Pending
Cowra Local Environmental Plan 1990 (Amendment No. 11) – Gazetted 22/11/2002
Cowra Local Environmental Plan 1990 Amendment No 13 – Draft awaiting public notification

Rural Residential Strategy – Draft awaiting public notification

(11) EEO Management Plan

(12) Emergency Management Plan

(13) Flood Plain

(14) Internal Reporting Policy

(15) Local Approvals Policy

(16) Plans of Management for Community Land

Ornamental Parks

Mainstreet - Kendal Street
Catholic Church Corner
Ramage Park
Prisoner of War Camp site
Grenfell Road
Railway Park
Canowindra Road
Memorial Cairn
Evans Street
Fossey's Carpark
Busby Place Carpark
Cowra Showground
Baby Health Centre
Edgell Park Carpark Garden
Bensley Park
Brisbane Street
Redfern Street
BMX Track
Bill Robinson Park
Lone Pine Park
ANZAC Memorial
Squire Park
Japanese War Cemetery
Gateway Park
Garrison Gates
River Park Outfields
Railway Station
Muir Park
Apex Park
Francis Park
Rodwell Oval
Pauline Coe Park
Rigaut Park
Jenny Kerr Park, Woodstock
Woodstock Showground
Billimari Park
Europa Park
Mainstreet - Lachlan Street
Mainstreet - Macquarie Street
Cherry Tree Avenue
Young Road
Boorowa Road
Sydney Road Headwalls
Grenfell Road Median
Doncaster Drive
Sakura Avenue
Cowra Services Club Carpark
Jamison Reserve
Bicentennial Track
Cowra TAFE Headwalls
Benelong Place
Liverpool Street
Circus Park
Taragala Street
Surveyor Evans Park
Bryant Park
Edgell Park Outfields
Administration Grounds
Australian War Cemetery
Fred Arnold Park
WCRG Outfields
Col Stinson Outfields
Brougham Park
Macquarie Street Embankment
Harry Chapman Park
Col Newton Park
Mulyan Outfields
Prescott Park
Elizabeth Street Park
Fragar Park
Olympic Park
Gooloogong Park
E J Walker Park - Wattamondara

Sportsfields

Edgell Park	River Park
Raudonikous Oval	Twigg Oval
Oliver Oval	Holman Oval
MacPherson Oval	
West Cowra Recreation Ground	Col Stinson Park
Rodwell Oval	Mulyan Oval

Urban Nature Parks

Farleigh Park	Phillips Crossing
Vineyard Park	Jukes Lane Reserve
Reserve - Taragala	Darbys Falls
Cudgelo	Koorawatha

(17) Section 94 Contributions Plans
Killara Road Drainage Catchment Area
River Park Road Drainage Catchment Area
Plan No. 1 – Roads Rural – Adopted 18/1/99 Amended 1/7/01
Plan No. 2 – Roads Urban/Village - Adopted 12/08/02
Plan No. 3 – Drainage – November 1992 – Adopted 12/08/02
Plan No. 4 – Sewerage – Cowra – Adopted 12/4/99 Amended 1/7/01
Plan No. 5 – Water – Adopted 12/4/99 Amended 1/7/01
Plan No. 6 – Open Space – Adopted 12/4/99 Amended 1/7/01
Plan No. 7 – Car Parking – November 1992
Plan No. 9 – Bush Fire Services – Adopted 14/12/98 Amended 1/7/01
Plan No. 10 – Community Facilities – Adopted 10/5/99 Amended 1/8/01

(18) State of the Environment Report

(19) Emergency Response Plan

(20) Building Line Policy

(21) Bushfire and Emergency Manuals

(22) Flood Prone Land Policy

(23) Food Premises Code

(24) Private Use of Council Vehicles Policy

(25) Smoke Free Work Environment Policy

(26) Swimming Pool Fencing Policy

(27) Annual Financial Statements

(28) Disclosures Register

(30) Investment Register

(31) Building Certificate Records

(32) Building Application/Approval Record

(33) Development Application/Consent Record

(34) Section 94 Contributions Register

(35) Section 149 Certificate Register

(36) Cowra Community/Social Plan 2000

(37) Construction Certificate/Approval Record

SECTION 2 – STATEMENT OF AFFAIRS

Cowra Council's most recent Statement of Affairs has been prepared to 30th December 2004.

SECTION 3 – CONTACTS ARRANGEMENTS

Access to documents held by Cowra Shire Council and subject to the Freedom of Information Act must be made by written application and accompanied by a fee of $30.00. The application should be directed to:-

Mr P Devery
Public Officer
Cowra Shire Council
Private Bag 342
COWRA NSW 2794
Telephone: (02) 6340 2000

Inspection of Policy Documents may be carried out during normal office hours.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
DUBBO CITY COUNCIL
(FOI Agency No. 2122)

SECTION 1 – POLICY DOCUMENTS:

2003/2004 Corporate Strategic Plan, Management Plan, Annual Operating Plan and Budget
Delegations of Authority
Code of Conduct Manual
Code of Meeting Practice
Dubbo City Flood Operations Manual
Dubbo Bush Fire Management Plan
Dubbo Local Environmental Plan - 1997 - Rural Areas and Associated Development Control Plans
Dubbo Local Environmental Plan - 1998 - Urban Areas and associated Development Control Plans
Dubbo City Council Subdivision Planning and Development Code
Rural Area Development Strategy 1995 - 2015 (September 1995)
Urban Areas Development Strategy comprising:
Future Directions and Structure Plan (December 1996)

(A) Residential Areas Development Strategy (November 1996)
(B) Commercial Areas Development Strategy (April 1997)
(C) Industrial Areas Development Strategy (January 1997)
(D) Institutional Areas Development Strategy (March 1997)
(E) Recreational Areas Development Strategy (February 1997)

DCP G3.1 Designing for Access and Mobility
DCP G4.1 Exempt and Complying Development
DCP G2.2 Floodprone Lands - Urban Areas
Dubbo City Floodplain Management Plan 2000 - Urban Areas
Dubbo's Growing Business

Policy Codes:

General Development Standards and Policies
Engineering Standards and Requirements Relating to the Subdivision of Land
Standards for Offstreet Parking of Motor Vehicles
Standards for Developments Upon the Floodplain and Floodprone Lands
Standards and Requirements for Amusement Centres and Premises Upon which Amusement Devices are located.
Standards for Advertising Structures
Naming of Thoroughfares and other Geographical Features within the City of Dubbo
Leash Free Areas for the Exercising of Dogs
Street Tree Master Plan
Tree Preservation Policy including Significant Tree Register
Plans of Management - Community Land
Section 94 Contribution Plan - Urban Stormwater Drainage Contributions
Section 94 Contribution Plan - Open Space and Recreational Facilities
Section 94 Contributions Plan - Urban Roads & Carparking
Section 64 Contribution Policy - Water Supply and Sewerage Services Contribution Policy

1993 PPK Floodplain Management Study

Trade Waste Policy Document - Note: the Local Approvals Policy part of this document has lapsed.

EEO Management Plan

Payment of Expenses and Provision of facilities to Councillors

Manual of Procedures

AUSPEC 1 Development

AUSSPEC 2

Policy for Strategic Asset Management Programme

Policy for Controlling Spray Painting

Code of Practice for the Impounding of Unattended Shopping Trolleys

SECTION 2 – STATEMENT OF AFFAIRS

The Dubbo City Council has published a Statement of Affairs in accordance with Section 14 of the Freedom of Information Act, 1989 at 30 June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the procedures for inspecting and purchasing the Dubbo City Council's Policy documents may be made to the Council's Director Administrative and Financial Services, Administration Building, Wingewarra Street (PO Box 81), Dubbo, telephone (02) 6881-4222 during the hours of 8.30 am and 5.20 pm Monday to Friday inclusive.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
DUNGOG SHIRE COUNCIL
(FOI Agency No. 2124)

SECTION 1 – POLICY DOCUMENTS

The following policies are contained within Councils policy register which is available for inspection:

Accounting Policy	C2:1
Accounts - Plant Hire and Private Works	C3:1
Advertising of Development Applications	C4:1
Aged and Invalid Person Units-Application for Tenancy of Rental Units	C3:2
Anti-Discrimination Guideline for Elected Members & Managers	C1:1
Application of Buffer (Setbacks) in 1(c), 1(d) zones concessional allotments & candidates area allotments	C4:2
Building Retaining Walls	C3:3
Burial on Private Land	C5:1
Carnivals & Concerts on Council Property	C3:4
Cemeteries Policy	C5:6
Child Protection	C1:2
Clarence Town Sewerage Special Rate Contributions	C2:7
Contribution to Works for Kerbing and Guttering	C3:5
Contributions to Works for Footpaving	C3:6
Corporate Apparel	C1:3
Council meeting arrangements	C1:4
Council Vehicles/Responsibilities of Drivers	C3:7
Damage to Water Meters	C3:8
Delegation of Authority - General Manager	C1:5
Development of Unsewered Residential Land-Multiple Dwellings	C4:3
Discharge of Liquid Tradewaste into Council's Sewer	C3:10
Disconnection of Water Supply for Non-payment	C3:9
Dungog Visitor Information Centre	C1:6
Effluent Disposal for Unsewered 2a properties	C5:5
Erosion & Sediment Control	C5:2
Establishment of Bed & Breakfast Amenities within the Shire of Dungog	C4:4
Financial Assistance to Non-Profit organisations with Development Application fees	C4:5
First Aid Sporting Events	C3:11
Flood prone Land	C3:12
Gifts & Benefits	C1:7
Gutter Crossing Policy	C3:13
Implementation of Water Restrictions	C3:14
Industrial Land - Council Owned	C3:15
Lease of Council Property and Roads - Agistment Rights	C3:16
LGSA - Legal Costs	C1:8
Local Orders policy - Keeping of Animals	C5:3

Managing Conflicts of Interest	C1:10
Motor Vehicle - Lease back	C1:9
Payment of Expenses to Councillors and Provision Facilities	C1:11
Provision of Electricity Supply to Rural areas	C3:17
Provision of Information to & Interaction between Councillors & Staff	C1:12
Provision of Rural Road Services	C3:18
Public Gates/Public Grids	C3:19
Purchasing of Goods & Services	C2:2
Refund of Development Application fees	C4:6
Rehabilitation Policy	C2:3
Residential Occupation of Sheds	C4:7
Rewards - Vandalism	C2:4
Roadside Signage	C3:20
Saleyards bookings	C3:21
Signs as Remote Supervision	C3:22
Signs on footpaths	C3:23
Smoking in Council Buildings/Vehicles	C1:13
Stables	C5:4
Staff - Military Leave	C1:14
Staff - Retirement	C1:15
Staff - Time in Lieu	C1:16
State Environment Planning Policy No. 1 - Development Standards for Subdivision	C4:8
Street Lighting on Public Roads	C3:24
Street Naming	C3:25
Supply and Connection of Water to Private Property & Mains to Rural areas	C3:26
Telecommunications & Radiocommunications	C4:9
Use of Public Footpaths for Commercial Purposes, Street Stalls, Goods & Signs on footpaths	C3:27
Water Connections - Marginal Supply	C3:28
Works Committee Meeting Arrangements	C1:17

The following documents are also available for public inspection:

Annual Reports
Building Certificate Records
Building Application/Approval Records
Code of Conduct
Code of Meeting Practice
Construction Certificate Application/Approval Records
Council Meeting Business Papers
Council Meeting Minutes
Councillors - Payment and Expenses and Provision of Facilities Policy
Delegations of Authority
Development Application/Approval Records
Disclosure of Interests by Councillors and Designated Persons Register
EEO Management Plan
Internal Reporting Policy (Protected Disclosures Act)
Investment Register
Land Register
Local Approvals Policy
Local Disaster Plan
Shire Wide Development Control Plan No.1

Local Environmental Plan 1990 (as amended by Amendment No.'s 1-18, 20-26, 31-34, 37-38, 41, 47-48, 51-58)

Draft Local Environment Plan 2003

Dungog Shire Rural Strategy 2003

Management Plan/Financial Management Plan

Plans of Land proposed to be Compulsorily Acquired by Council

Privacy Management Plan

Property Transfer Register

Section 94 Contribution Plans No. 2 and No. 3

Dungog Sec 94 Contributions Plan 2001

Shire-wide Sec 94 Contributions Plan No. 1 2004

SECTION 2 – STATEMENT OF AFFAIRS

Councils most recent Statement of Affairs was prepared as at 30 June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and enquiries regarding Freedom of Information should be addressed to:

Mr C F Deasey
Public Officer
Dungog Shire Council
PO Box 95
DUNGOG NSW 2420

Telephone: (02) 49921224
Facsimile: (02) 49922044

Email: shirecouncil@dungog.nsw.gov.au

Councils office hours are 8.45 am to 4.30 pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

EUROBODALLA SHIRE COUNCIL
(FOI Agency No. 2125)
31 December 2004

SECTION 1 – DOCUMENTS

Subject to the Freedom of Information Act 1989 the Council holds the following documents which may be accessed for information.

AVAILABLE FOR INSPECTION FREE OF CHARGE

- Annual Financial Reports
- Annual Reports
- Arrears of Rates
- Auditors Report
- Business Papers of Council and Committee Meetings (excluding meeting closed to the public)
- Code of Conduct
- Community Services Directory
- EEO Management Plan
- Election Funding Declarations
- Eurobodalla Disaster Plan
- Financial Reports
- National Code for Construction and Fit Out of Food Premises
- Guidelines for Community Consultation Civil Engineering Works
- Guidelines for Food Stalls *
- Human Resources Policy and Procedures Manual
- Land Register
- Exempt and Complying Development - DCP
- Management Guidelines
- Management Plan
- Minutes of Council Committee Meeting (excluding meeting closed to the public) *
- Pecuniary Interest Register
- Policy-Payments to Councillors
- Record of Building Certificates
- Register of Committee Exercising Delegation
- Register of Delegation
- Register of Investments
- Schedule of Fees and Charges
- Transfer Register
- Various S94 Contributions Plan

* Copies are available to take away

DOCUMENTS AVAILABLE FOR PURCHASE

Planning Instruments

Rural Local Environmental Plan	$12.00
Urban LEP	$12.00

Codes - Development Manuals

Car Parking Code	$12.00
Industrial Development DCP	$12.00
Residential Design DCP	$12.00
Advertising Signs DCP	$12.00
Subdivision Guidelines	$31.60
Tilba Heritage Study V1	$42.90
Tilba Heritage Study V2	$42.90
Tilba Conservation Area Development Guidelines	$42.90
Mogo Development Strategy	$42.90
Economic Development Strategy Stage 1	$42.90
Flood Plain Development Manual	$42.90
Subdivision Code - Water & Sewerage Construction	$31.60
Other Development Control Plans (eg site specific)	$12.00
Mogo Village Commercial Centre DCP	$12.00
Moruya Town Centre DCP	$12.00
Batemans Bay Town Centre DCP	$12.00
Narooma Town Centre DCP	$12.00
Tree Preservation Order	No charge
Neighbourhood Business and Commercial DCP	$12.00
Residential 2T - Tourism Development Guidelines	$12.00

Other Publications

Population Profile (1998)	$12.00
Children's Services Directory	$ 2.00
Deua River Study	$42.90
Commercial and Industrial Strategy	$42.90

SECTION 2 – STATEMENT OF AFFAIRS

Published 30 June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to information under the FOI Act should be made in writing and accompanied by a fee of $32.00 to:

Freedom of Information Co-ordinator
Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537

Telephone: (02) 4474 1000
Facsimile: (02) 4474 1234

Email: council@eurocoast.nsw.gov.au

Office Hours: 8.30am to 4.30pm Monday to Friday (Reference – 97.1315)

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(a)(b) and (3)

SUMMARY OF AFFAIRS

of the

FAIRFIELD CITY COUNCIL
for period 01.07.2004 to 31.12.2004

SECTION 1 – POLICY DOCUMENTS

Advertising and Signage Code
Annual Reports
Designing for Access – Guidelines & Checklists
Floodplain Management Policy
Policy for the Erection of Pigeon Lofts
Policy for Erosion & Sediment Control
Rural Area On-Site Detention Guidelines
Specification for Roadwork & Drainage Associated with Subdivision or other Development
Stormwater Drainage Policy
Urban Area On-Site Detention Handbook
Food Premises Code
Amusement Centres – DCP 13/99
Heritage & Development
Mobile Food Vending Vehicles Code
Policy for the construction of Garbage Storage Bays
Policy for the installation & Operation of Air Conditioning Units
Policy for Display of Goods on Council Owned Footpaths
Policy for Outdoor Dining on Council Owned Footpaths
Policy for the Protection of Footpaths & the Erection of Hoardings during Building Operations
Temporary Food Premises Code
Code of Conduct
Code of Meeting Practice
Contributions plans
- Community facilities
- Land acquisition for open space and drainage
- Recreation & Open space embellishment
- Stormwater drainage facilities
- Roads adjacent to open space
- Concrete path paving
- Car parking (Fairfield town centre; Cabramatta town centre; Canley Heights Local Centre)
- Rural area: Roads and traffic facilities

Delegations of Authority Register
Development Application Register
Building Certificate Records
Development Application/Approval Records
Construction Certificate Register
Development Control Plans
- Guidelines for Residential Development
- Energy Smart Homes
- Non-Residential Development in Residential Zones

- Fairfield Town Centre
- Cabramatta Town Centre
- Bonnyrigg & Bossley Park District Business Centres
- Canley Vale Local Business Centre
- Bonnyrigg Town Centre
- Canley Heights Local Business Centres
- Fairfield Heights Local Business Centres
- Wetherill Park and Bonnyrigg
- Industrial Centres
- Contaminated Lands
- Old Industrial Areas
- Retailing and Business Activities in Industrial Areas
- Used Clothing Bins
- Rural Area
- Car Parking
- Tree Management Policy
- Former R.A.A.F. Site, 794-850 Woodville Road, Villawood
- Amusement Centres
- Landscaping Code (draft)
- Advertising and Signage
- Waste (not DCP)
- Brothel Control
- South Abbotsbury
- Development Standards relating to Roads
- Exempt and Complying Development
- Notifications Policy

Disabled Car Parking Policy

EEO Management Plan

Expenses and Facilities Policy

Flood Prone Land Policy

Hiring of Community Halls Policy

Internal Reporting Policy

Land proposed to be compulsorily acquired by Council

Library Services Policy

Local Approvals Policy

Fairfield Local Disaster Plan

Local Environment Planning Instruments

- Fairfield LEP 1994

Local Ethnic Affairs Policy Statement (LEAPS)

Management Plan

Minutes of Committee Meetings

Minutes of Council Meetings

Plans of Management

1999

- Salters Road Reserve (Marconi Park)
- Corner of Elizabeth Drive Bonnyrigg (White Eagles)
- Cabramatta Sports Ground

2000

- Fairfield Showground
- Fairfield Golf Course
- Brenan Park
- Emerson Street Reserve

- Wetherill Park Reserve
- Wilson Road Reserve, Bonnyrigg
- Bunker Parade Reserve
- CabraVale Park
- St Johns Park
- Leisure Centres (Prairiewood and Fairfield)
- Generic Sports Grounds/Generic Parks
- Generic Bushland and associated individual Plans of Management for Flying Fox Reserve

State of the Environment Report

Subdivision Code

Tree Preservation Order

SECTION 2 – STATEMENT OF AFFAIRS

In accordance with the provisions of the Freedom of Information Act, 1989, Council has prepared a Statement of Affairs which includes Council's structure and functions; how Council's functions affect members of the public, how the public can participate in Council's policy development; the types of documents held by Council and how members of the public may access and amend Council documents.

The Statement of Affairs may be inspected free of charge at Council's Administration Centre, Avoca Road, Wakeley between 8.30 a.m. and 4.30 p.m., Monday to Friday (public holidays excepted) .

The Statement of Affairs is also contained in Council's 2004 Annual Report which can be viewed at www.fairfieldcity.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of the above policy documents may be viewed at: -

Fairfield City Council,
Administration Centre,
86 Avoca Road,
WAKELEY NSW 2176

between the hours of 8.30 a.m. and 4.30 p.m. Monday to Friday (public holidays excepted).

All enquiries regarding access to Council documents should be directed to:

The Public Officer,
Fairfield City Council,
PO Box 21,
FAIRFIELD NSW 1860

Telephone: 9725 0836

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(a)(b) and (3)

SUMMARY OF AFFAIRS

of the

FAR NORTH COAST COUNTY COUNCIL
(T/A Far North Coast Weeds – Regional Weed Authority)

As required by Section 14 (1) (b) and (3) of the Freedom of Information Act 1989 I hereby notify that the following documents are available at Council's office for inspection:

SECTION 1 – POLICY DOCUMENTS:

- Code of Conduct
- Code of Meeting Practice
- Pecuniary Interest Returns
- Employment Related Codes:
  - Code of Staff Conduct
  - Equal Employment Opportunity Management Plan
  - Equal Employment Opportunity Policy
- Expenses and Facilities
- Management Plan incorporating:
  - 3-Year Forward Plan
  - Revenue Policy
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register
- Privacy Management Plan
- Auditor's Report

Other documentation:

- Annual Report
- Annual Financial Reports
- Auditors' Report
- Business Papers
- Disclosures Register

SECTION 2 – STATEMENT OF AFFAIRS

Far North Coast Weed's Statement of Affairs can be inspected at the administration office during normal business hours - 8.30 a.m. to 5.00 p.m.

SECTION 3 – CONTACT ARRANGEMENTS:

Any enquiries concerning Far North Coast Weed's activities should be directed to:

Mr Paul Muldoon
General Manager
Far North Coast Weeds
218-232 Molesworth Street
(PO Box 230)
LISMORE NSW 2480
Telephone: (02) 6623 3833
Fax: (02) 6622 1181
Email: fncw@fncw.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(a)(b) and (3)

SUMMARY OF AFFAIRS
of the
FORBES SHIRE COUNCIL

In accordance with Section 14(1)(b) of the Freedom of Information Act, this summary of the statement of affairs of Forbes Shire Council is provided.

SECTION 1 – POLICY DOCUMENTS

The following documents are available at Council's office for inspection as indicated:

- Child Protection Authority Policy
- Code of Conduct
- Development control plans - DCP's No 1 - Location of Electrical Transmission Lines, No 2 - Industrial Lands, No 3 - Residential Land - Church Street, No 4 - Flooding Areas
- Disaster plans
- Dog Registration Record
- EEO Management Plan
- Expenses and Facilities Policy
- Local environmental planning instruments - Forbes LEP 1986
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Sections 94 contributions plans - Open space
- State of the Environment Report
- Subdivision Code
- Building Line Policy
- Emergency manuals
- Car Parking Policy
- Complaint Handling Policy
- Fees and Charges Policy
- Hiring of Community Halls Policy
- Motor Vehicle Policy
- Naming of Parks and Reserves Policy
- Notification of Adjoining Owners Policy
- Occupational Health and Safety Code
- On-the-Spot Fines Policy
- Private Use of Council Vehicles Policy
- Smoke Free Workplace Environment Policy
- Swimming Pool Fencing Policy
- Annual Report
- Auditor's Report
- Business papers
- Disclosures Register
- Land Register
- Building certificate records
- Development application/consent records

- Staff and Personnel Policy
- Social Plan

SECTION 3 – CONTRACTS ARRANGEMENTS

Any Freedom of Information inquiries concerning Council's activities should be directed to:

Mr C. Devitt, General Manager
Forbes Shire Council
Cnr Harold & Court Streets (PO Box 333)
FORBES NSW 2871

Telephone: 02 6850 1300,
Fax: 02 6852 4170

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of
GILGANDRA SHIRE COUNCIL

In accordance with Section 14(1)(b) of the Freedom of Information Act, this summary of the Statement of Affairs of Gilgandra Shire Council is provided.

THE COUNCIL'S POLICY DOCUMENTS

The following policy documents are available at the Council's Office for inspection:

- Annual Reports
- Annual Statements of Financial Position
- Auditors Report
- Bush Fire Management Committee – Operational Plan
- Code of Accounting Practice
- Code of Conduct
- Code of Meeting Practice
- Code of Practice – Management Committees
- Corporate Plan
- Delegations of Authority Register
- Development Control Plans
- Disaster Plan
- EEO Management Plan
- Environmental Planning Instruments
- Expenses and Facilities Policy
- Financial Management Plan
- Interim Development Orders
- Internal Reporting Policy
- Land Register
- Local Approvals Policy
- Local Crime Prevention Plan
- Local Environmental Planning Instruments
- Local Orders Policy
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings.
- Persons and Delegates
- Plans of Management for Community Land
- Policy Register
- Pricing Policy
- Protected Disclosures Internal Reporting Policy
- Record of Building Certificates
- Register of Investments
- Reports and Minutes of Council Meetings
- Returns of the Interests of Councillors, Designated
- Revenue Policy
- State of the Environment Report

- Subdivision Code
- Tendering Policy
- Tree Preservation Order

THE COUNCIL'S STATEMENT OF AFFAIRS

Council has prepared a Statement of Affairs of the Council for the period to 1st July 2004 and this document is available for inspection and purchase at Council's office.

THE COUNCIL'S CONTACT ARRANGEMENTS

Any Freedom of Information enquiries concerning the Council's activities should be directed to:

Mr. Neil Alchin,
Public Officer,
Gilgandra Shire Council,
Warren Road (P.O. Box 23), Gilgandra, 2827.

Telephone: 02 68472709
Facsimile: 02 68472521.

Council's office hours are 8:30 a.m. to 5 p.m.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
GLOUCESTER SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available for inspection or purchase:

- General Policy Manual
- Code of Conduct
- Code of Meeting Procedure
- Staff Procedural Manual
- Section 94 Contributions Plan
- Section 94 Contributions Plan Car Parking
- Councillors Allowances and Expenses Policy
- Council and Committee Minutes
- Local Environmental Plan and Land Use Strategies
- Delegations of Authority
- EEO Management Plan
- State of Environment Report
- Development Application Register
- Management Plan - including Fees and Charges
- Public Land Register
- Standard Conditions for Engineering Works
- Gloucester Local Environment Plan 2000
- Development Control Plans
- On site Effluent Disposal Policy
- Local Emergency Management Plan
- Financial Management Plan (Budget)
- Approvals Policy
- Plan of Management for
  - Gloucester District Park
  - Other Community Land
- Tendering Policy
- Main Street Heritage Study
- Council Financial Reports
- Community Road Safety Plan
- Strategic Issues for Gloucester Council
- Water and Sewerage Draft Business Plan
- Protected Disclosures Reporting Policy

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs is available to the public in accordance with the arrangements set out below.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to information/documents under the Freedom of Information Act 1989 should be directed to:-

The Public Officer
Gloucester Shire Council
89 King Street (PO Box 11)
GLOUCESTER NSW 2422

Telephone: (02) 6538250
Facsimile: (02) 65582343

Email: council@gloucester.nsw.gov.au

Office hours 8.45am to 4.15pm weekdays

N S McLEOD, General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

GOSFORD CITY COUNCIL
(FOI Agency No. 2132)
December 2004

STATEMENT OF AFFAIRS

In accordance with the provisions of the Local Government Act 1993, Council has prepared a Statement of Affairs which includes Council's structure and functions, policies of the Council, procedures for Freedom of Information matters and description of documents.

The Statement of Affairs may be inspected free of charge at Council's Administration Building, 49 Mann Street, Gosford between 8.38 am and 5.00 pm, Monday to Friday (holidays excepted) and Public Libraries.

POLICY DOCUMENTS

Council's activities are in Program format and include eleven (11) specific Programs. These Programs are:-

Program A – Finance & Corporate Services
Program C – Community Services
Program D – Development & Building
Program E – Environmental Services
Program H – Health Services
Program I – Industry Development
Program O – Corporate Development
Program R – Recreation
Program S – Sewerage
Program T – Transport
Program W – Water Supply

Each Program has specific policies, which form part of Council's Statement of Affairs. All or specific policies relating to Council's Programs are available for public perusal.

DOCUMENTS AVAILABLE SUBJECT TO A PHOTOCOPY FEE

The following documents are available for inspection free of charge. However, the Council will charge a photocopy fee if copies are required:

Note: * appears when a group of relevant documents on a particular matter have been summarised for the purposes of this document. ie. Active Recreation R1* - there are a number of sub-documents available under this heading.

Access to Files by Councillors Policy A1.39
Active Recreation R1*
Administration A1*
Beaches R3*
Building Control D6*
Capital Works Program
Car Parks T9*
Caravan Park R4*
Child Care Centres, complaints
Child Care Centres, Management C5.02

Child Care Centres, Communicable Diseases C5.01
City Management Plan
(The Gosford City Management Plan consists of the following:
Report 1 – Corporate Strategic Plan
Report 2 – 3 Year Capital Works Program
Report 3 – Council's Program Budget
Report 4 – Sustainability Report incorporating the State of the Environment Report
Report 5 – Council's Revenue Policy)
Report 6 – Community Plan
Code of Conduct A1.02
Code of Meeting Practice A1.47
Community Development C5*
Corporate Service A2*
Councillors Financial and Service Provision Arrangements A1.42
Cultural Projects C1*
Dams and Weir W0*
Delegations of Authority
Development Engineering D3*
Development Control D0*
Drainage E1*
EEO Management Plan
Effluent Generation S3*
Emergency Services H3*
Fees and Charges –
Fees and Charges Information - Revenue Policy
Financial Management A3*
Flood Mitigation E2*
Flora & Fauna Report – Somersby Industrial Park 2003
Foot/cycleway T5*
Gosford City Bushfire Risk Management Plan
Gosford City Disaster Plan
Gosford City District Bushfire Operations Plan
Gosford LGA – Bush Fire Prone Land Map
Health Services H4*
Historical Water Quality Data Review and Analysis Final Report 2003
Human Resources Policy Manual
Industrial Estate I1*
Lakes, Waterways and Coastline E0*
Land proposed to be compulsorily acquired by Council
Landuse Planning E3*
Levels of Service
Libraries C0*
Lighting T6
Local Environmental Plans (LEP)
Minutes of Council Meetings
Minutes of Committee Meetings
Occupational Health & Safety Manual
Parks R2*
Policy Register
Pollution Erosion and Environmental Control E5*

Program Management *8*
Properties A5*
Public Transport T7*
Reserves R0*
Risk Management
Road Maintenance T1*
Road Construction T0*
Sewer Mains & Tunnels S0*
Solid Waste Management H0*
Tendering Policy A3.07
Traffic T4*
Treatment Work S2*
Tree Management R6*
Tree Preservation Order
Water Capital W5*
Water Consumer W4*
Watermains W2*
Waterway Facilities R5*
Works – Capital Works WS5*

DOCUMENTS AVAILABLE FREE OF CHARGE

- Corporate Plan
- Guidelines to Development Control Plan No 106 – Controls for Site Waste Management
- Comprehensive State of Environment Report 2004 (limited number available free of charge)
- Code of Practice – Erosion/Sedimentation Control
- Sustainability Report 2004 incorporating the State of Environment Report for 2004 (limited number available free of charge)
- Fact Sheets
- Gosford City Community Plan
- Cultural Plan
- Redevelopment DSP (Development Service Plan)
- Swimming Pools & Fences
- Water and Sewer Development Service Plans
- Erina DSP
- Erina Township DSP
- Kariong DSP
- Kincumber DSP
- Lisarow DSP
- Narara DSP
- Niagara Park DSP
- Pamphlets
- Springfield DSP
- Wyoming DSP

DOCUMENTS AVAILABLE SUBJECT TO A FEE

The current fees charged can be found on Council's Internet Site www.gosford.nsw.gov.au

The following documents are available for purchase:

- Best Practice Guidelines Nutrient Control for Development in Gosford City
- Building Over or Near Council Sewer & Water Mains
- Building Specification Booklets
- Citations & Maps

- Civil Construction Specifications
- Construction of Water Supply and Sewerage Works by Private Contractors
- Contributions Plans (CP)
- Development Control Plans (listed below in DCP numerical order)
- Flood and Drainage Studies
- Social Plans in booklet form for some DCP areas.
- Somersby Industrial Landscape Guide
- Stormwater, Drainage & Roadworks Specifications
- Water and Sewerage Plans and Diagrams

Gosford City Council's Development Control Plans (DCPs) and Policies can be downloaded free of charge from Council's Internet Site www.gosford.nsw.gov.au. The documents listed below are also available from the Administration Building, 49 Mann Street, Gosford subject to a fee.

- DCP 5 Narara
- DCP 7 Niagara Park
- DCP 8 Lisarow
- DCP 16 Kincumber
- DCP 17 Kincumber No 2 Brentwood
- DCP 20 Hollydell Farm
- DCP 21 Kariong
- DCP 23 Springfield/Erina Creek
- DCP 24 Floralands – Stage 2
- DCP 25 Mount White Truck Stop
- DCP 26 Surplus Public Land Killcare Heights
- DCP 27 Empire Bay Drive, Empire Bay
- DCP 28 Manooka Road, West Gosford
- DCP 29 Residential Development South Avoca Beach
- DCP 30 Brisbane Water Drive & Pacific Highway West Gosford
- DCP 33 Victoria and Adelaide Streets East Gosford
- DCP 35 Road Transport Facility – Somersby
- DCP 36 Erina Valley
- DCP 41 Narara Valley Drive, Niagara Park
- DCP 42 Erina/Green Point/Terrigal (Amendment 1)
- DCP 44 Emma James Street, Springfield
- DCP 52 Springfield – Erina Creek Precinct 2
- DCP 55 Terrigal Business Centre
- DCP 57 John Whiteway Drive
- DCP 58 Erina Fair – Amendment 1
- DCP 74 Cullens Road, Copacabana
- DCP 75 The Ridgeway
- DCP 76 Yattalunga (Amendment One)
- DCP 78 The Landmark – Berecry Road, Mangrove Mountain
- DCP 79 Koolang Road, Green Point
- DCP 80 Australian Reptile Park – Wyoming
- DCP 82 RTA Depot – Pacific Highway West Gosford
- DCP 83 Mobbs Road and Kings Avenue, Terrigal Residential 2(a) Subdivision
- DCP 84 Golden Grove Circuit and the Scenic Highway Terrigal
- DCP 87 Avoca Drive, Kincumber (Kincumber Hotel)
- DCP 88 Port Jackson Road Terrigal
- DCP 89 Scenic Quality
- DCP 90 The Entrance Road, Forresters Beach

- DCP 92 Henry Parry Drive and Pemell Street, Wyoming
- DCP 93 Lot 1 DP 776132 Corner Manns and Dell Roads West Gosford
- DCP 94 Sun Valley Road Green Point
- DCP 95 Boundary Road Kincumber
- DCP 96 Ocean View Drive Wamberal
- DCP 97 Lot 1 DP 775026 Peats Ridge Road Peats Ridge
- DCP 98 Bensville
- DCP 99 Taylors Road, MacDonalds Road and Pacific Highway Lisarow
- DCP 100 Medium Density Residential Amendment No 1
- DCP 101 Guidelines for the Erection of Communications Facilities
- DCP 102 Corner Charles Kay and Terrigal Drives Terrigal
- DCP 104 Lot 11 Scenic Hway Terrigal (Amendment 1)
- DCP 105 Old Narara Primary School Site Pacific Highway, Narara
- DCP 106 Controls for Site Waste Management
- DCP 10 Lots 4 and 5 Section 13 DP 1905 Pacific Highway/Renwick Street Wyoming Service Centre
- DCP 108 Pt 1 – Land Subdivision
- DCP 108 Pt 2 – Single Residences
- DCP 108 Pt 3 – Alterations and Additions
- DCP 108 Pt 4 – Attached Dwellings
- DCP 108 Pt 5 – Residential Buildings
- DCP 109 Toomeys Road Lisarow
- DCP 110 Bed and Breakfast
- DCP 111 Car Parking
- DCP 112 Residential Subdivision
- DCP 113 Industrial Development
- DCP 114 Building Lines
- DCP 115 Building in Flood Liable Areas
- DCP 117 Child Care Centres
- DCP 118 Brothels
- DCP 119 Wharves and Jetties
- DCP 120 Single Dwelling Height
- DCP 121 Dwelling Site Occupancy and Setbacks
- DCP 122 Cut and Fill Restrictions
- DCP 123 Neighbourhood Business Centres
- DCP 124 Parenting Facilities
- DCP 125 Coastal Hazard/Beach Frontage
- DCP 126 Dual Occupancy
- DCP 127 Cluster Housing
- DCP 128 Public Notification of Development Applications
- DCP 130 Subdivision of Rural and Non Urban Land
- DCP 131 Erina Business Centre Signage
- DCP 132 Pacific Highway, Niagara Park
- DCP 133 Woy Woy Town Centre
- DCP 136 Lot 2 DP 605752 Siletta Road, Niagara Park – Amendment 1
- DCP 137 Lot 3 DP 712505 Ghilkes Road Somersby
- DCP 138 Lot 26 DP 3944 Manns Road – Bulky Goods Salesroom/Showroom
- DCP 139 Lot 4 Trafalgar Ave, Lot 62 Section A DP 8872 Bullion Street and
- Lot 109 DP 730109 West Street Umina Retail Hardware Store & Associated Car Parking
- DCP 141 Avoca Beach Alfresco Outdoor Theatre

- DCP 142 Lot 13 DP 666756 Brisbane Water Dr Point Clare (Amendment 1)
- DCP 143 Lots 1,2,3,4,10 & 11 DP 255797 Karalta Road Erina
- DCP 144 Festival Development Site Mt Penang
- DCP 145 St Huberts Island Mooring Facilities
- DCP 146 Ettalong Bowling Club
- DCP 148 Complying Development Conditions
- DCP 149 Environmental Controls for Development in the Conservation and Scenic Protection 7(c3) – Tourist Accommodation Zone
- DCP 151 Two Lot Rural Residential Subdivision Crystal Avenue, Pearl Beach
- DCP 152 Manasseh Frost House Kincumber
- DCP 153 Lot 58 DP 10086 Kallaroo Road Bensville – Residential Subdivision
- DCP 155 Single Dwellings and Ancillary Structures
- DCP 156 Sea Kayaking Operational Base – 25 Broken Bay Road Ettalong
- DCP 157 Lot 61 DP 702598 Railway Crescent Niagara Park
- DCP 158 Lot 2 DP 1009974 Avoca Drive Kincumber
- DCP 159 Character
- DCP 160 Laguna Avenue, Copacabana
- DCP 161 Ena Street, Terrigal
- DCP 162 Residential Development (Pearl Beach)
- DCP 163 Geotechnical Requirements for Development Applications
- DCP 165 Water Cycle Management
- Gosford Planning Scheme Ordinance (As Amended)
- Interim Development Order No 122 (As Amended)
- LEP 22 Somersby Industrial Park

VARIOUS OTHER PUBLICATIONS AND STUDIES AVAILABLE

Studies are available to the public when adopted by Council. A set fee is determined for individual studies. When original copies are no longer available a photocopying fee applies. A copy of each adopted study is made available to the public at Council's Administration Building and/or Gosford Library.

The current fees charged are available on Council's Internet site www.gosford.nsw.gov.au.

Studies available to the public for inspection include the following:

- Avoca Drainage Strategy
- Bangalow Creek and Cutrock Creek Flood Study
- Bangalow Creek and Cutrock Creek Flood Management Study & Plan
- Brady's Gully - Blanche Street Area Drainage Investigation
- Brady's Gully Creek Floodplain Management Plan
- Brisbane Water Plan of Management
- Bush Fire Planning Review and Evacuation Management Plan
- Broken Bay Beaches Coastal Management Plan
- Coastal Lagoon Management Plan for Wamberal, Terrigal, Avoca and Cockrone Lagoons
- Coastal Management Study and Plan for Gosford City Open Coastal Beaches
- Copacabana Drainage Strategy
- Drainage Investigation Kincumber Catchment
- Drainage Investigation Killcare Catchment
- Dubbo Gully Plan of Management
- East Gosford Catchment Study
- Erina Creek Flood Study
- Erina Creek Floodplain Management Study & Plan
- Ettalong Beach Foreshore Management Study and Plan
- Flora and Fauna Study – Somersby Industrial Park (2003)
- Gosford CBD Drainage Strategy

- Gosford CBD Urban Design and Landscape Masterplan
- Gosford City Centre Strategic Plan
- Green Point Creek, Pearl Beach Floodplain Management Plan
- Kahibah, Iluka & Ettalong Creeks, Kahibah & Iluka Lagoons and Selected Reserves at Umina Beach Rehabilitation and Management Plan
- Kariong Area Drainage Investigation
- Lower Narara Creek Flood Study
- Middle Creek Flood Study
- Narara Creek Flood Study - West of Hanlan Street
- Narara Creek Manns Road to Deane Street Rivercare Study
- Narara Creek Manns Road to Deane Street Rivercare Plan
- Natural Vegetation of the Gosford Local Government Area, Community Profiles
- Natural Vegetation of the Gosford Local Government Area, Technical Report
- North Copacabana Catchment Trunk Drainage Study
- Point Clare Trunk Drainage Study, Management Study & Management Plan
- Pretty Beach Area Drainage Study
- Residential Strategy
- Review of the Lower Narara Creek Floodplain Management Study
- Rural Lands Study
- Stormwater Management Plan for Gosford City
- Sun Valley Trunk Drainage Strategy
- Terrigal Lagoon Deepening Study Feasibility Study
- Terrigal Lagoon Flood Study
- Terrigal Lagoon Floodplain Management Study
- Terrigal Lagoon Floodplain Management Plan
- Turo Creek Flood Study
- Upper Narara Creek Flood Study
- Veron Road Area, South Woy Woy Drainage Strategy
- Wamberal Lagoon Flood Study
- Wamberal Lagoon Floodplain Management Study
- Wamberal Lagoon Floodplain Management Plan
- Water and Sewer Development Service Plans
- Wells Street, East Gosford Drainage Strategy
- Western COSS Assessment: Final Report December 2002
- Wetland Management Study - Brisbane Water area
- Wetland Management Study in the Hawkesbury Nepean Catchment
- Wetland Mapping Survey of Coastal Wetlands
- Wingello Creek Floodplain Management Plan
- Woy Woy Catchments – D & E Drainage Investigation
- Wyoming Creek Management Plans
- Yattalunga Drainage Study

Draft reports may be viewed by the public but are not generally released as their content may substantially change in the final report. At times, where the public interest is evoked by a particular issue, Council may elect to release the draft report as part of its community participation initiatives.

The following reports are included in this category:

- Cockrone Lagoon Flood Study
- Cockrone Lagoon Floodplain Management Study
- Cockrone Lagoon Floodplain Management Plan
- Avoca Lagoon Flood Study
- Avoca Lagoon Floodplain Management Study
- Avoca Lagoon Floodplain Management Plan

Under the provisions of the Local Government Act 1993, all Council owned land must be classified "Operational" or "Community". Community land is managed by Plans of Management. The following Plans of Management under the Local Government Act 1993 and the Crown Lands Act The documents listed below are available from the Administration Building, 49 Mann Street, Gosford, subject to a fee on application:

- Community Parks
- Ettalong Beach
- Foreshore Parks
- Formal Parks
- Gosford Foreshore
- George Downs Cottage
- Grahame Park
- Kibble Park
- Kincumba Mountain Regional Reserve
- Leagues Club Field
- North Avoca Surf Club
- Sportsgrounds
- Terrigal Haven
- Wilson Road Park Terrigal
- Worthing Creek Detention Basin

FREEDOM OF INFORMATION APPLICATIONS

Freedom of Information requests may be submitted in writing to:

The General Manager
Gosford City Council
P O Box 21
GOSFORD NSW 2250

or the following Council personnel may be contacted in respect to information relating to requests for Freedom of Information or the Freedom of Information legislation:-

Corporate Development	Jennie Hayden	Telephone: (02) 4325 8304
Community Services	Kellie Atkinson	Telephone: (02) 4325 8903
Development and Health	Ann Kendal	Telephone: (02) 4325 8246
Engineering Operations	Sue McKellar	Telephone: (02) 4325 8257
Environmental Planning	Ros Spain	Telephone: (02) 4325 8876
	Mary McElhinney	Telephone: (02) 4325 8375
Finance and Corporate Services	Margaret Shipman	Telephone: (02) 4325 8312
Water & Sewerage	Jennifer Dixon	Telephone: (02) 4325 8267

The applicant should try to identify the document. However, if the applicant has insufficient information to accurately identify a document, staff will assist.

A Freedom of Information Application form is also available at the Ground Floor Information Services Counter.

A fee is applicable for each Freedom of Information Application.

Gosford City Council
PO Box 21
GOSFORD NSW 2250

www.gosford.nsw.gov.au

Email: goscity@gosford.nsw.gov.au

PETER WILSON, General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
GREATER HUME SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The Council has the following policy documents available for inspection and/or purchase.

Documents are free of charge unless a fee is indicated.

Governance

- Council Meeting Agenda
- Council Meeting Minutes
- Delegations of Authority Register
- Disclosure of Interests Register
- 2003/2004 Annual Report
- 2004 Community Guide
- Code of Conduct
- Council Newsletters

Corporate Services

- Schedule of Fees and Charges
- 2003/04 Auditors' Report
- 2003/05 Annual Budget and 3-Year Financial Plan
- Quarterly Financial Reviews
- 2003/04 Financial Statements, including -
  - Operating Statement
  - Statement of Financial Position
  - Statement of Changes in Equity
  - Cash Flow Statement
- Management Plan and Revenue Policy
- Policy Register
- Equal Employment Opportunity Management Plan

Operations

- Bitumen Resealing Plan
- Gravel Resheeting Plan
- Plant Replacement Plan
- Road Construction Programme
- Roads Register
- Water Supply Reticulation Plans
- Sewerage Mains Plans
- Occupational Health and Safety Policy
- Occupational Rehabilitation Policy
- Code of Safe Working Practices
- Monthly Approvals Processed - $100
- Building Specification - $5
- Swimming Pool Fencing Policy
- House Drainage Plans

- Dog Registration Records
- Development Register (Determinations)
- State of the Environment Report

SECTION 2 – STATEMENT OF AFFAIRS

A Proclamation was made on 26 May 2004 creating Greater Hume Shire Council, which incorporates the former Culcairn, Holbrook and Hume Shires. Each individual former Council's most recent Statement of Affairs is available for inspection in accordance with the arrangements outlined in Section 3 below. A single integrated Statement of Affairs will be produced during the initial transition period.

SECTION 3 – CONTACT ARRANGEMENTS

All requests for information and/or access to the Council's policy documents may be made between the hours of 8.30 am to 5.00 pm, Monday to Friday, and should be directed to either of the following offices:

Public Officer
PO Box 70
ALBURY NSW 2640

Telephone (02) 6051 3900
Facsimile (02) 6021 6852

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

GREATER QUEANBEYAN CITY COUNCIL
as at 31st December 2004

SECTION 1 – POLICY DOCUMENTS

The Council has adopted policies and procedures concerning a multitude of topics.

A complete set of the documents set out below is available at the Council's Office at 257 Crawford Street, Queanbeyan.

1. Code of Conduct
2. Code of Meeting Practice
3. Annual Report – 2004
4. Management Plan – 2004/2005 – 2006/2007
5. Reimbursement of Travelling and other Expenses Policy – Councillors.
6. Register of Investments – Produced to Council every month and can be accessed from the Finance Section.
7. Returns of Interests of Councillors, designated persons and delegates (blank forms and Register kept in Governance Division)
8. Minute Books (bound) kept in Governance Division
9. Annual Reports of Bodies Exercising Delegated Council Functions:
   - Administration of Crown Reserves Annual Report
10. Equal Employment Opportunity Policy
11. Council's Policy Register
12. Equal Employment Opportunity Statement
13. Plan of Management – Queanbeyan Showground
14. Plans of Management for Community Land:
    - Community Land
    - Sportsgrounds and Parks
    - Regional Parks
    - Neighbourhood Parks
    - Local Parks
    - Natural Areas
    - Urban Bush Reserves
    - Queanbeyan River Corridor
    - Pedestrian Laneways
    - Planting Reserves
    - Service Reserves
    - Community Service Centres
    - Lanyon Drive Cemetery
    - Vacant/Uncommitted Community Land
    - Jerrabomberra Community Centre and Youth Facilities, and
    - General Community Use.
15. Tree Preservation Order Policy
16. Section 94 Contribution Policy – Amendment
17. Queanbeyan Plan of Management – Waste and Recycling Services

18. Motor Vehicles Policies:
    - Motor Vehicle Policy
    - Tendering – Motor Vehicles
    - Taking Council Vehicles Home
    - Lease of Motor Vehicles – Council Employees
19. Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989 – Documents can be accessed through the Manager, Administration.
20. Files and other documents of a non-confidential nature – Can be accessed through the Records Management Section.
21. Planning Scheme and LEP and DCP.

SECTION 2 – STATEMENT OF AFFAIRS

The Greater Queanbeyan City Council's most recent Statement of Affairs was published in its Annual Report 2004.

SECTION 3 – ACCESS ARRANGEMENTS

Details of the procedures for inspecting and purchasing the Council's Policy documents are available from the Public Officer at 257 Crawford Street, Queanbeyan, telephone (02) 62984516.

The Council's policy documents may be inspected and/or purchased between the hours of 8.30am to 5.00pm business days.

Requests under the Freedom of Information Act for access to documents must be in writing and accompanied by a $30 application fee.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

GREATER TAREE CITY COUNCIL
December 2004

SECTION 1 – POLICY DOCUMENTS

Management Plan 2004/2005 - 2006/2007 including 2004/2005 Budget and 2004/2005 Revenue Policy
Social Plan
Tourism Strategic Business Plan
One Future
Strategic Plan for Cultural Development
Taree Crime Prevention Plan
Greater Taree City Council - Aboriginal Community Profile 2002
Policy Register including:-

- Provision of Information
- Councillors Expenses and Facilities
- Conflict of Interest
- Councillors Provision of Information and Interaction with Staff
- Human Resources
- Donations
- and Others

Code of Conduct
Code of Meeting Practice
Register of Delegations
Internal Reporting Policy
Greater Taree Library Strategic Directions 2001-2006

Land Use Policies and Codes

Greater Taree LEP 1995
Development Control Plan 1995
DCP No. 6 - Pig Keeping
DCP No. 13 - Parking Code
DCP No. 19 - Industrial Code
DCP No. 34 - Caravan Parks and Manufactured Home Estates
DCP No. 35 - Sign Code
DCP No. 38 - Maintenance of Open Drains
DCP No. 40 - Residential Development
DCP No. 41 - Subdivision
DCP No. 42 - Interim On-Site Effluent Disposal Policy
DCP No. 43 - Erosion and Sediment Control
DCP No. 44 - Advertising of Development Applications
DCP No. 45 - Contaminated Land
DCP No. 46 - Exempt and Complying Development
DCP No. 47 - Bungay
Draft DCP - Acid Sulfate Soils
Landscape Code

Property Fencing Code
Cattle Feedlots Code
Local Approvals Policy
Housing for Aged and Disabled Persons Policy
Markets Policy
Orders Policy
Interim Flood Management Policy
Private Facilities on Council Footways Policy
Applications on Proposed Lots Policy
Policy - Infill Development in Bush Fire Prone Areas
On-Site Sewage Management Strategy & Effluent Disposal Policy
Guidelines for Rabbit Breeding
Section 94 Contribution Plans
Taree CBD Foreshore Management Plan
Sun Shadow Guide
Policy for Dogs on Beaches
Minutes of Council and Committee Meetings

Plans of Management in respect of:-

- Industrial Close Reserve Wingham
- Neighbourhood Parks
- Playgrounds
- Local Sportsgrounds
- Wingham Sporting Complex
- Cedar Party Creek Recreation Reserve
- Bushland
- Wingham Town Hall
- Manning Entertainment Centre/Visitor Information Centre
- Crowdy Bay to Harrington (Coastal Zone)
- Farquhar Park
- Harrington Foreshore including Pilot Hill
- Wrigley Park

State of the Environment Report 2003/2004
Annual Report 2003/2004

SECTION 2 – STATEMENT OF AFFAIRS

Last published June 2004 as part of the 2004/2005 - 2006/2007 Management Plan.

SECTION 3 – CONTACT ARRANGEMENTS

FOI Office -

Graham Nix
Manager Administration
Level 2 Administration Centre
2 Pulteney Street Taree 2430
Phone: (02) 6592-5399
Fax: (02) 6592-5311

Office Hours Monday - Friday 8.30 am - 4.30 pm

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

GRIFFITH CITY COUNCIL
"Progress with Pride"
31 December 2004

Griffith City Council has a number of policies covering key areas outlined below:

- Animal Control
- Approvals
  - Advertising
  - Busking
  - Development
  - Fencing
  - Noise Pollution
- Civic Matters
- Committees
- Community Matters
- Council Matters
- Dalton Park
- Developments
- Donations
- Driveway
- Environment
- Facilities
- Finance
- Fire Breaks
- Footpaths
- Health
- Industrial Assistance
- Insurance
- Kerb and Guttering
- Land
- Legal
- Noxious Weeds
- Parks And Gardens
- Plant And Equipment
- Pools
- Rates
- Roads
- Road Reserves
- Saleyards
- Sewerage
- Staff
- Subdivisions
- Utility Services
- Vandalism
- Villages and Towns
- Waste
- Water

SUMMARY OF AFFAIRS

Council's last published Summary was as at 30 June 2004. Further details are available from the contact below.

CONTACT ARRANGEMENTS

Access to these documents may be arranged by contacting:

Mr Duncan McWhirter
Administration Manager/Public Officer
Griffith City Council
PO Box 485
GRIFFITH NSW 2680

Telephone: (02) 6962 8186
Facsimile: (02) 6964 4368

E-mail: admin@griffith.nsw.gov.au

Inspections may be made during normal Council's office hours (from 8.15 am to 4.00 pm).

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
GUNDAGAI SHIRE COUNCIL

POLICY DOCUMENTS

Code of Conduct
Code of Meeting Practice
Corporate Plan
Disaster Plan
Emergency Management Plan
Financial Management Plan
Management Plan
Minutes of Council and Committee Meetings
Policy Register
Pricing Policy
Revenue Policy
Disabled Access Policy
Advancement Corporation Policy
Bridge Construction Reserve Policy
Building Control and Development Policy
Buildings, Notice to Erect Buildings Policy
Bush Fire Tankers – Council Driver Policy
Cattle Feedlots Policy
Cemeteries Policy
Council Seal Policy
Councillors Expenses Policy
Developments
- Street Naming Policy
- Hume Highway Policy
- Quarry Policy

Dog Complaints Policy
Donations by Council Policy
Fundraising Policy
Financial Assistance Grants Application Policy
Hawkers Policy
Hotel Trading Hours Policy
Licences Policy
Shires Association – Membership Policy
Motor Vehicle Purchase Policy
Noxious Weeds Policy
Non-Smoking Policy
Office Administration Policy
Plant (Major Items) Purchases Policy
Plant Replacement Policy
Private Works Policy

Rates & Charges (Non-Profit Organisations) Policy
Reserves Policy
- employee leave entitlements
- housing advances
- housing
- plat

River Red Gums & River She-Oaks
Roadside Advertising Structures Policy
Roadsigns (Stock) Policy
Saleyards Policy
Sewer Connections Policy
Sick Leave
Staff Policy
- attending conferences
- housing rental
- housing advances to employees
- medical examination
- use of motor vehicles
- rostered day off
- presentations
- training
- training assistance

Street Names Policy
Street Stall Policy
Subdivision Policy
- requirements
- sizes

Water Connections Policy
Water Rates Policy
Water Supply - Backflow Prevention Policy & Practice
White Ant and Termite Protection Policy
Staff Procedures Manual
- safety hats
- safety vests
- tipping trucks
- shoulder grading
- protective gloves
- purchasing goods
- chainsaw operations
- safety helmets
- bushfire prevention
- protective clothing
- first aid
- tool wage (recording)

Forward Works Program
Plant Purchases Program.

STATEMENT OF AFFAIRS

A copy of the Statement is available by contacting the below mentioned officer.

CONTACT ARRANGEMENTS

Inquiries concerning the inspecting and purchasing of policy documents and the Statement of Affairs should be made in writing to:-

Public Officer,
Gundagai Shire Council,
255 Sheridan Street,
(P.O. Box 34).
GUNDAGAI. N.S.W. 2722

Office Hours are 8:45 a.m. to 5:00 p.m., Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
GUNNEDAH SHIRE COUNCIL

SECTION 1 - POLICY DOCUMENTS

Gunnedah Shire Council maintains the following documents available for public inspection.

- Annual Report
- Annual Financial Reports
- Auditor's Report
- Building Application & Approval Records
- Building Certificate Records
- Building Line Standard
- Bushfire Management Plan for Gunnedah and Narrabri
- Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Cemetery Register
- Code of Accounting Practice
- Code of Conduct
- Code of Meeting Practice
- Community Services Strategy
- Complaints Register
- Consultative Committee Constitution
- Delegations of Authority Plan
- Development Applications/Consent Records
- Development Control Plans
- Disaster Plan
- Disclosures Register
- Dual Occupancy Code
- EEO Constitution
- EEO Dispute Resolution Guidelines
- EEO Management Plan
- Emergency Management Plan (see Disaster Plan)
- Emergency Services Plan (see Disaster Plan)
- Environmental Planning Instruments
- Fees and Charges Policy and Schedule (see Management Plan)
- Financial Management Plan
- Food Premises Code
- Gunnedah/Oxley Community Options Policy - Procedures Manual
- Hoardings Policy
- Industrial Code
- Interim Development Orders (see Local Environmental Planning Instruments)
- Land Register
- Leases and Licences for Use of Public Land Classified as Community Land
- Library Services Policy
- Local Environmental Planning Instruments

- Management Plan and Estimates of Income and Expenditure
- Minutes of Council and Committee meetings (but not including Minutes of a meeting or any part of meeting that is closed to the public other than the recommendations of that meeting)
- Notification of Adjoining Owners Policy
- Organisational Structure
- Plans of Management for Community Land
- Plant Replacement Program
- Privacy Management Plan – Model
- Pricing Policy (see Management Plan)
- Returns of the interests of Councillors, Designated Persons & Delegates)
- Revenue Policy (see Management Plan)
- Rolling Works Program
- Section 94 Contribution Plans
- Staff Induction Manual
- Staff Manual
- Staff Recruitment & Procedures
- State of the Environment Report
- Statement of Affairs
- Subdivision Code
- Training Plan

Council's Policy Register which contain the following adopted policies of Council:

- Administration – Corporate Support - Community Sponsored Services
- Administration – Corporate Support – Council Activities and Functions
- Advertising - Public - Use of Handbills
- Alcohol Possession and Consumption – Wolseley Park
- Banners - Display of
- Bonds - Footpath/Kerb and Gutter Reinstatement
- Bonds - (Performance) Gutter Crossings and Driveways
- Budget Estimates - Performance Measurement of
- Building - Certificates
- Building Over Sewers
- Business Premises Flood Protection – Financial Assistance Program
- Caravans - Occupation thereof on Private Property
- Cemetery – Monumental Works for Memorial Park
- Code of Accounting Practice
- Code of Conduct
- Code of Meeting Practice
- Communication
- Competitive Neutrality Complaints
- Confidentiality
- Consultants – Selection and Utilisation
- Consultative Committee
- Contractors - Public Liability Insurance
- Corporate Support – Complaints/Requests
- Corporate Support – Section 56 Donations
- Corporate Support – Tenders and Procurement
- Corrupt Conduct – Reporting of Possible
- Councillors - Payment of Expenses and Provision of Facilities
- Development Application Fee Refund

- Disclosures – Councillors and Designated Staff – Primary Return
- Disclosures – Councillors and Designated Staff - Return
- EEO Constitution
- EEO Dispute Resolution Guidelines
- EEO Management Plan
- Electronic Transfer Payment
- Fences (Dividing) - Contribution Towards Cost Adjoining Parks & Reserves
- Flooding and Commercial Premises – A Guide to Development
- FOI – Statement of Affairs
- Garage Sales
- Gunnedah Community Scholarship Scheme
- Gunnedah Oxley Community Options – Policies and Procedures
- Gunnedah Peoples Market – Operational Guidelines
- Gunnedah Water Supply – Water Restrictions
- Headworks Charges
- Health Administration and Inspection – Alcohol Free Zone
- Hire – Buildings in Cultural Precinct and Other Civic Buildings
- Housing and Community Amenities – Floodprone Property – House Raising and Purchase
- Housing and Community Amenities – Floodprone Property – Housing Raising Operations
- Housing Loans – Default of Payments
- Human Resources – Attendance at Professional Conferences
- Human Resources – Employee Newsletter
- Human Resources – OHS Consultation and Committees
- Human Resources – Sun Protection
- Human Resources – Time Off in Lieu
- Human Resources – Training and Professional Development
- Induction Manual
- Information - Charge for Provision
- Information - Provision of
- Internal Reporting
- Internet Access - Public Use
- Interview and Removal Expenses - Payment of
- Investments
- Lanes – Widening of in Gunnedah
- Leasing of Council Land and Property
- Loans to External Bodies
- Logo
- Markets – Peoples Market Guidelines
- Media Releases and Procedures
- Meeting Notices
- Naming of Public Infrastructure
- OHS – Accident Incident Report Investigation Process
- OHS – Armed Holdup Policy Procedures
- OHS – Consultation
- OHS – Entry into Private Property
- OHS – Hearing Protection
- OHS – Injury Management Policy
- OHS – Injury Management Policy
- OHS – Manual Handling

- OHS – Occupational Health and Safety
- OHS – Risk Management System
- OHS – Safety Footwear
- OHS – Work Aggression
- OHS – Workplace Injury Management and Early Intervention Safety Strategy
- OHS – Workshop Entry and Safe Procedure
- Organisational Structure
- Payment of Expenses for Provision of Facilities
- Pool - Advertising Opening and Closing
- Privacy Management
- Private Works
- Public Order and Safety – Animal Control – Keeping of Animals and Birds
- Rates – Aggregation of Parcels of Land Subject to Minimum Rates
- Rates – Categorisation of Land
- Rates – Debt Recovery
- Rates – Pensioner Rate Rebate Applications - Processing
- Rates – Relief due to Hardship
- Rates – Water Allowance for Medical Conditions
- Roads – Firebreaks Thereon
- Roads – Road Races
- Roads – Sealing of Isolated Patches
- Road – Temporary Closure
- Rural Fire Service – Personal Protective Equipment
- Rural Fire Service – Trailers, Tanks and Pumps
- Salary System
- Staff – Acting Appointments
- Staff – Annual Leave
- Staff – Attendance at Professional Assoc. Conference
- Staff – Claim for Court Expenses
- Staff – Corporate Uniform
- Staff – Email
- Staff – Employee Assistance
- Staff – Internet Access
- Staff – Jury Duty
- Staff – Leave - Defence Force Reserve
- Staff – Leave Approval
- Staff – Loss of Personal Property
- Staff – Maternity Leave
- Staff – Overtime
- Staff – Picnic Day
- Staff – Pre-Employment Medical Report
- Staff – Presentation on Resignation
- Staff – Purchase of Surplus Vehicles, Plant & Materials
- Staff – Remote Area Housing Fringe Benefits
- Staff – Rostered Days Off
- Staff – Senior Staff Contract Annual Remuneration Review
- Staff – Smoking in the Workplace
- Staff – Staffing Arrangements Public Holidays
- Staff – Telephones Provision of

- Staff – Traffic Fines Payment of
- Staff – Training and Professional Development Assistance
- Staff – Union Conferences
- Staff – Vehicle Operation
- Staff – Workplace Communication
- Staff Manual
- Stationery – Use of Recycled Paper
- Subdivision – Capital Works Contribution Agreements
- Template – Policy
- Tenders and Quotes
- Trees on Public Property
- Trustee – Dorothea Mackellar Memorial Society Inc
- Vehicle Agreement – Commuter Use
- Vehicle Agreement – Field Worker
- Vehicle Agreement – Full Private Use
- Vehicle Agreement – GOCO Private
- Vehicle Replacement – Council
- Waste Management Service Delivery and Objectives
- Water Supplies – Water Restriction
- Water Supply License Entitlement

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs prepared in accordance with Section 14 (2) of the Freedom of Information Act is available from Council's Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to documents of Council should be made in writing and accompanied by a $30 application fee to:

FOI Officer
Gunnedah Shire Council
PO Box 63
GUNNEDAH NSW 2380

Telephone: 02 6740 2100
Facsimile: 02 6740 2119

Office Hours: 9:00am to 5:00pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
GUYRA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The policy documents held by the Guyra Shire Council are as follows:

- Position Statements
  - Routine Maintenance of Rural Unsealed Roads
  - Library Services
  - Kolora Homes
  - Tingha Town Hall
  - Staff Housing
  - Tingha Copeton Recreation Reserve
  - Residential Real Estate (Council owned land)
  - Commonwealth Untied Financial Assistance
  - Loan Borrowings
- Management Plan, Budget, Financial Statements & Auditor's Reports
- 2004 Community/Social Plan
- State of Environment Report
- Equal Employment Opportunity Management Plan
- Plans of Management for Community Land
- Organisational Structure
- Guyra Council Policy Register
- Delegated Authorities - Committees of Council
- Guyra Local Environmental Plan
- Development Control Plan Number 1, 2, 3, 4 & 5
- Section 94 Plan
- Code of Conduct

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs, dated December 2004, together with the above documents, may be obtained free of charge by contacting Council's Public Officer or from Council's web site www.guyra.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

All information, enquiries, requests to view other documents held by Council, and applications under the Freedom of Information Act, 1989 in relation to Guyra Shire Council may be made to the Public Officer (Mr. Andrew Johnson) at the Council Office, 158 Bradley Street Guyra, during business hours (9am-4pm), or by writing to:

The General Manager	Telephone: (02) 6779 1577
Guyra Shire Council	Facsimile: (02) 6779 1221
P O Box 207	E-mail: council@guyra.nsw.gov.au
GUYRA NSW 2365	Web Site: www.guyra.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

HAWKESBURY CITY COUNCIL
(FOI Agency No. 2145)
as at 31 December 2004

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available for inspection, free of charge, at the Council Offices during office hours:-

Advertising Code
Annual Report
Auditors Report
Code of Conduct
Code of Meeting Practice
Contribution Plans - Section 94 Contributions
Delegations Register
Development Control Plans
- Cluster Housing
- Dual Occupancy/Duplex Housing
- Housing and Keeping of Dogs
- Industrial Development
- Kurrajong Heights Village
- Medium Density Housing
- Macdonald Valley
- Parking
- Soil Erosion & Sedimentation Control
- Sign Policy
- Dam Construction
- Telecommunications Facilities
- Brothels
- Notification Policy

Disabled Access Policy
Email & Internet Policy
Fencing Code
Food Premises Code
Hawkesbury Local Environmental Plan, 1989, as amended.
Land Register
Management Plan
Mediation Policy
Minutes of Committee Meetings
Minutes of Council Meetings
Occupational Health and Safety Policy
On-the Spot Fines Policy
Personnel Policy & Procedures Manual
Plans of Management for Community Land

Policy Documents Register
Policy for the Payment of Expenses & Provision of Facilities to Councillors
Recycling Policy
Smoke Free Work Environment Policy
State of the Environment Report
Swimming Pool Fencing Policy
Tendering Policy
Tree Preservation Order
Website Links and Referencing Policy

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Hawkesbury City Council is produced in Councils 2003/2004 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to documents should be accompanied by the prescribed application fee and directed in writing to:-

The Freedom of Information Co-ordinator
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756

Enquiries may be directed to:-

The Freedom of Information Co-ordinator
by telephoning (02) 4560 4444 during office hours or by facsimile on (02) 4560 4400.

Office hours are Monday to Friday 8.30am to 5.00pm.

FREEDOM OF INFORMATION ACT 1989
Section 14(1) and (3)

SUMMARY OF AFFAIRS
of the
HAY SHIRE COUNCIL

In accordance with Section 14(1) (b) of the Freedom of Information Act, 1989, this summary of affairs of Hay Shire Council is provided.

SECTION 1 – DOCUMENTS

The Council holds the following documents, which may be accessed for information:

Code of Conduct, Code of Meeting Practice, Delegations of Authority, Disaster Plans, Bush Fire Management Plan Operations, EEO Management Plan, Environmental Planning Instruments, Management Plan, Community and Social Plan, Minutes of Committee Meetings, Minutes of Council Ordinary Meetings, administrative memoranda, correspondence, reports and working papers relating to the carrying out of the functions of the Council including Council's Policy Register containing the following policies:

Access to Roadways, Advertising – Highway signs, Advertising-Placement of articles on Councils Footpath, Aerodrome – Lease of Land, Aerodrome Emergency Plan, Agricultural Chemicals- Use and Application, Alfresco Dining, Amusement Centres and Machines, Animals, Arts, Australia Day, Building Matters, Cemetery Fees, Channel Specification, Code of Conduct, Community Service Obligation, Confined Spaces, Conflict of Interest, Council Boundaries (Amalgamations), Council Meetings – Code of Practice, Council Services, Code of Safe Working, Council Meetings- Members of the Public to Address Council, Councillors - Payment of Annual Fees for Councillors and Withholding of Councillors' Fees, Councillors – Payment of Councillors Expenses and Provision of Facilities, Debts Owing to Council, Dogs, Ethnic Affairs Priorities Statement (EAPS), Equal Employment Opportunity, Fencing, Firebreaks, Flood Mitigation Works, Food Premises, Footpath, Fuel Quotations, Gathering Information, Grease Arrestors- Specification, Hard Hats – Safety Policy, Hay Goal Museum, Hazardous Waste Incidents, Headworks Charge, Hire of Halls, Hours of Work, Immunisation, Induction Manual, Interest Free Loans, Investments, Key to Town/Shire, Local Approvals Policy – Building Applications, Local Orders Policy 18 – Keeping of Animals and Birds, Local Orders Policy 21 – Premises Placed or Kept in Safe or Healthy Condition, Local Orders Policy 30 – To Comply with an Approval, Local Orders Policy 5(h) – Failure to Comply with Drainage Standards, Maude – Community Mower, Medical Complex, Multiple Occupancy Developments, Non-Smoking, Noxious Weeds, Noxious Weeds – Control of Noxious Plants, Occupational Health and Safety, Park Signs, Parking Code, Playground Policy, Potentially Contaminated Sites, Protected Disclosures Act, Private Structures, Private Works, Protocol, Provision of Services beyond the Town Improvements Boundary – Sewerage, Filtered and Raw Water, Public Gates and Motor By-Passes on Public Roads, Purchasing, Rates – Late Payments, Rehabilitation – Return to Work, Scholarships – Duval and Macleay – Constantine Memorial Arts, Sewer – Discharge of Liquid Trade Waste to Sewers, Sewer- Repair of Sewer Connections, Sewer – Responsibility of Sewer Mains, Rehabilitation, Rural Road Pavement Risk Management, Signs as Remote Supervision, Staff Interation, Staff Matter, Staff – Training Programmes, Staff – Vehicle Leasing, Street Stalls and Raffles, Street Trading, Street Trees, Sun Safe, Swimming Pool- Hours of Use, Tidy Towns, Urban Road Pavement Risk Management, Urban Street Amenities, Vandalism, Waste Disposal Site – Opening Times,

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's Statements of Affairs is available from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Any Freedom of Information enquiries concerning the Council's affairs should be directed to:

The Public Officer
Hay Shire Council
PO Box 141
HAY NSW 2711

Telephone: (02) 69 931003
Facsimile: (02) 69 931288

Email: mail@hay.nsw.gov.au

The Council's office hours are 9am to 5pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
HOLROYD CITY COUNCIL
(FOI Agency No. 2148)

SECTION 1 – POLICY DOCUMENTS

Subject to the Freedom of Information Act 1989 Council holds the following policy documents which may be accessed:

- Access Policy and Action Plan
- Access and Equity Policy Statement for People from Culturally and Linguistically Diverse Backgrounds
- Asbestos Cement Policy
- City Health Plan
- Code of Conduct
- Code of Meeting Practice
- Charter of Residents' Rights
- Companion Animals – Low/No Kill Policy
- Complaints Management Policy (also known as "Customer Interaction Management System Procedures")
- Contaminated Land Policy
- Corporate Plan – Included in Management Plan
- Cultural Plan
- Delegation of Authority Register
- Demolition and Removal of Asbestos Cement Sheeting
- Development Control Plans

DCP No. 1	Guidelines for Parking
DCP No. 2	Commercial Code
DCP No. 3	Industrial Code
DCP No. 4	Guidelines for Villa, Townhouse Development and Integrated Housing
DCP No. 4A	Guidelines for Single Detached Dwelling including Alterations and Additions
DCP No. 4B	Guidelines for Dual Occupancy Development
DCP No. 4E	Guidelines for Family Support Accommodation
DCP No. 5	Guidelines for Residential Flat Development
DCP No. 6	Guidelines for Subdivision
DCP No. 8	Professional Consulting Room Code
DCP No. 10	Eddy and Gary Streets Code
DCP No. 12	Bradman Street and Merrylands Road Code
DCP No. 14	Amusement Centres Code
DCP No. 16	Advertisement, Notices and Signs Code
DCP No. 18	Hereford Place Extension Code
DCP No. 19	Pitt Street Road Widening Code
DCP No. 21	Advertising Structures, Signs and Banners M4 Motorway Code
DCP No. 23	Forest Gum Estate Code
DCP No. 25	Planning Controls for Brothels
DCP No. 26	Merrylands Road, southern side between Burford Street and Addlestone Road, Merrylands

DCP No. 27 Guidelines for Development of Child Care Centres
DCP No. 28 Yennora Distribution Park DCP
DCP No. 29 Greystanes Creek DCP
DCP No. 30 Holroyd Gardens
DCP No. 31 Guidelines for Public Participation
DCP No. 32 Guidelines for Exempt and Complying Development
DCP No. 33 Guidelines for the Subdivision and Development of Sherwood Scrubs and adjoining lands
DCP No. 34 Guidelines for Road Widenings, Road Closures and Splay Corners in and adjacent to residential zones
DCP No. 35 Guidelines for Planning for Less Waste
DCP No. 36 Guidelines for the Subdivision and Development of Hillier Street.
DCP No. 37 Guidelines for Dealing with Land Locked Sites
DCP No. 38 Guidelines for Erosion and Sediment Control
DCP No. 39 Heritage "Making the most of our Heritage Assets"
DCP No. 41 Guidelines for Height Limits for Buildings Containing Dwellings
DCP No. 42 Neil Street Precinct

- Disaster Plan – Holroyd DIS Plan
- EEO Management Plan – included in Management Plan
- Environmental Management Plan
- Environmental Planning Instrument – Holroyd LEP 1991 as amended
- Financial Management Program – included in Management Plan
- Food Premises Code
- Former CSIRO Site, Pemulwuy Residential Lands Precinct Plan – Eastern Precinct
- Greystanes Estate – Residential Lands Precinct Plan
- Holroyd Environmental Assessment Plan
- Human Resources Policies and Procedures Manual
- Integrated Transport Study
- Interim Telecommunications Code
- Library Collection Development Policy
- Local Air Quality Management Plan
- Local Approvals Policy:

  Holroyd Local Approvals Policy No. 3 (Mobile Food Vending Vehicles and Temporary Food Stalls)
- Local Agenda 21: "Living Holroyd: A Sustainable Future"
- Management Plan
- Market Stalls Policy (DCS251-03)
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Rehabilitation Policy and Procedures
- Occupational Health and Safety Policy
- Outdoor Dining Policy
- Payment of Expenses and Provision of Facilities to Councillors
- Plans of Management of Community Land
- Policies Manual
- Pricing Policy – Included in Management Plan
- Privacy Management Plan & Code of Practice
- Provision of Information to, and Interaction between Councillors and Staff
- Public Art Policy
- Rainwater Tanks Policy

- Revenue Policy – included in Management Plan
- Section 94 Contributions Plan for Open Space and Recreation
- Section 94 Contributions Plan for Roads, Road Widening and Splay Corners
- Section 94 Contributions Plan for Community Facilities
- Holroyd SEPP 59 Residential Lands Contributions Plan 2004
- Social Impact Assessment Policy
- Social Plan
- Sponsorship Policy
- State of Environment Report
- Tendering Policy
- Tree Preservation Order – Holroyd Tree Preservation Order taken from the EP and A Act

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's Statement of Affairs may be obtained from the Council Chambers, Memorial Avenue, Merrylands.

SECTION 3 – CONTACT ARRANGEMENTS

Access to policy documents may be had by contacting the following:

Public Officer
Holroyd City Council
PO Box 42
MERRYLANDS NSW 2160

OR

Council Chambers
16 Memorial Avenue
MERRYLANDS NSW 2160

Telephone: (02) 9840.9840

Email No.: www.holroyd.nsw.gov.au

Hours: 8.00am - 4.30pm, Monday to Friday

D. TREZISE, General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14(1) and (3)

SUMMARY OF AFFAIRS
of the
HORNSBY SHIRE COUNCIL
as at December 2004

Hornsby Shire Council's policy documents are listed hereunder:

(a) Policy No.	Policy Title (CASD = Council Approved Statutory Document)
No Number	Access and Mobility DCP (CASD)
No Number	Annual Operating Plan (CASD)
No Number	Annual Report (and Report to the Community) (CASD)
No Number	Berowra Cowan DCP (CASD)
No Number	Brooklyn DCP (CASD)
No Number	Business Lands DCP (CASD)
No Number	Byles Creek, Beecroft DCP (CASD)
No Number	Car Parking DCP (CASD)
No Number	Cherrybrook Precinct DCP (CASD)
No Number	Child Care Centre Operations Policy and Procedures (Code)
No Number	Code for Amusement Centres
No Number	Code for Energy Efficient Housing
No Number	Code for Facilitation and Mediation of Development and Building Disputes
No Number	Code for the Erection of Tennis Courts, Half Courts and Sports Patios
No Number	Code for the Keeping of Animals
No Number	Code of Conduct (CASD)
No Number	Code of Meeting Practice (CASD)
No Number	Community Uses DCP (CASD)
No Number	Councillors' Expenses and Facilities Policy (CASD)
No Number	Dangar Island DCP (CASD)
No Number	Delegations Register (CASD)
No Number	Developers' Contributions Plan (CASD)
No Number	Dural Service Centre DCP (CASD)
No Number	Dural Village Centre DCP (CASD)
No Number	Dwelling House DCP (CASD)
No Number	Equal Employment Opportunity Plan (CASD)
No Number	Extractive Industries - Maroota DCP (CASD)
No Number	Fees and Charges (CASD)
No Number	Florence Mall Code
No Number	Heritage DCP (CASD)
No Number	High Density Multi-Unit Housing DCP (CASD)
No Number	Draft Hornsby Town Centre DCP (CASD)
No Number	Industrial Lands DCP (CASD)
No Number	Landscape Code for Development Approval and Building Approval (CASD)
No Number	Library Code
No Number	Low Density Multi-Unit Housing DCP (CASD)
No Number	Management Plan (CASD)
No Number	Management Plan Quarterly Reviews (CASD)

No Number	Medium Density Multi-Unit Housing DCP (CASD)
No Number	Exempt and Complying Development DCP (CASD)
No Number	Notification and Exhibition DCP (CASD)
No Number	Medium-High Density Multi-Unit Housing DCP (CASD)
No Number	Outdoor Advertising DCP (CASD)
No Number	Pennant Hills Commercial Centre DCP (CASD)
No Number	Plan of Management - Dartford Road Site, Thornleigh (CASD)
No Number	Plan of Management - Erlestoke Park (CASD)
No Number	Plan of Management - Fagan Park (CASD)
No Number	Plan of Management - Greenway Park (CASD)
No Number	Plan of Management - James Henty Park, Dural (CASD)
No Number	Plan of Management - Parks and Reserves Generic – Districts 1 & 2 (CASD)
No Number	Plan of Management - Storey Park, Hornsby (CASD)
No Number	Plan of Management - The Lilian Fraser Garden (CASD)
No Number	Privacy Management Plan (CASD)
No Number	Residential AM (Medical Centres) DCP (CASD)
No Number	Residential Subdivision DCP (CASD)
No Number	River Settlements DCP (CASD)
No Number	Rural Lands DCP (CASD)
No Number	State of the Environment Report (CASD)
No Number	Statement of Affairs (CASD)
No number	Summary of Affairs (CASD)
No Number	Sustainable Water DCP (CASD)
No Number	Tree Preservation Order (CASD)
No Number	Duffy Avenue- Westleigh DCP (CASD)
No Number	Waste Minimisation and Management DCP (CASD)
No Number	Urban Runoff Management Code
COMSLS 1	Provision of Branch Libraries
COMSPSCS 1	Council Cash and Non-Cash Donations and Grants
COMSPSCS 2	Youth Services
COMSPSCS 3	Aged Services
COMSPSCS 4	Children's Services
COMSPSCS 5	Access and Equity
CSC 1	Council's Spokespersons for Media Enquiries
CSC 2	Council Publications
CSCM 1	Memo of Understanding Between Elected Members and Staff
CSCM 2	Staff Attendance at Public Meetings
CSCM 3	Adoption, Alteration and Review of Policies and Codes
CSCM 4	Council's Involvement in Sponsorship
CSCM 5	Reporting of Corruption, Maladministration and Serious and Substantial Waste
CSCM 6	Public and Community Input
CSCM 7	Community Representation
CSCM 8	Councillors' Questions and Requests of Staff
CSCM 9	Corporate Colours
CSCM 10	Use of Recycled Products
CSCM 11	Organisational Performance Review
CSCM 12	Grants
CSCM 13	Pecuniary Interest - Consultants Engaged by Council
CSCM 14	Selection and Engagement of Consultants

CSCM 15	Filming in the Shire
CSCM 16	Standards for Customer Service
CSFM 1	Tenders
CSFM 3	Investment of Surplus Funds
CSFM 4	Loan Borrowings
CSFM 5	Use of Funds Generated by Land Property Sales
CSFM 6	Land Acquisition Restricted Asset Account
CSFM 7	Debt Retirement and Capital Projects Restricted Asset Account
CSFM 8	Parks Development Restricted Asset Account
CSFM 9	Lease Financing
CSISAS 1	Mayoral Interviews
CSISAS 3	Attendance at Conferences (Elected Members)
CSISAS 4	Interstate and Overseas Travel
CSISAS 5	Public Forum
CSISAS 6	Freedom of Speech
CSISAS 9	Council Resolutions
CSISAS 10	Councillors' Questions and Memos
CSISAS 11	Indoor Staff Corporate Attire
CSISAS 12	Delegation of Authority to Grant Lease/Licence Agreements
CSISAS 13	Use of Council Buildings by Kindergartens
CSISAS 14	Lease/Licence of Council Land
CSISAS 15	Document Access Policy
CSISAS 16	Provision of Information to and Interaction Between Councillors and Staff
CSISAS 17	Councillors' and Officers' Legal Expenses
CSISITS 1	Computer Technology
CSISITS 2	Computer Software Code of Ethics
CSISITS 3	Use of Computer Software on Privately Owned Computer Equipment
EPH52	Managing Contaminated lands
ESPCM 1	Litter Bins
ESPCM 2	Public Places - Cleanliness
ESPCM 3	Cleaning of Council Buildings
ESWM 1	Recycling of Waste Matter
ESWM 2	Provision of Solid Waste Management Services
ESWM 3	Waste Containers
ESWM 4	Proposed Developments - Waste Storage
ESWM 5	Recycling Logo
ESWM 6	Sullage Depot
ESWM 7	Sullage Collection
PSA 1	Proposed Council Developments
PSA 12	Animal Circuses
PSS 1	On-Site Stormwater Detention
PWCBF 1	Blasting
PWPE 1	Outdoor Staff Corporate Attire
PWRF 1	Carriageway Widths
PWRF 2	Footpath Levels
PWRF 3	Alignment Levels
PWRF 4	Opening of Roads and Footpaths
PWRF 5	Street Signs
PWRF 6	Street Lighting

PWRF 7	Vehicular Crossings
PWRF 8	Contributions for Construction of Kerbing and Guttering and Footpaths
PWRF 9	Footpath Widths
PWRF 10	Provision of Infrastructure
PWRF 11	Maintenance of Infrastructure
PWRF 12	Civil Infrastructure in Heritage Conservation and Selected Areas
PWRF 13	Allocation of Funding for Road Improvement Projects
PWTRSCP 1	Light Traffic Thoroughfares
PWTRSCP 2	Parking Restrictions in Council Car parks
RSUL 1	Garden Competition
SSHR 2	Smoke Free Environment
SSHR 3	Concessional Leave
SSHR 4	Industrial Agreement Severance Payments
SSHR 5	Equal Employment Opportunity
SSOD 1	Organisation Development
SSOHS 1	Occupational Health and Safety
SSQS 1	Environmental Management System
SSSD 1	Competitive Provision of Services and Security of Employment
tba	Customer Service Request Logging
tba	Purchasing and Contracting Sustainability
tba	Internally Restricted Asset Accounts
tba	Records Management
tba	Road Closures and Special Event Traffic Management
tba	Investigation of Complaints Against Councillors
tba	Aboriginal Recognition

(b) Statement of Affairs

The Council's most recent Statement of Affairs was published under the Act.

(c) Written requests for inspection and/or purchase of Council's policy documents or supply of Council's Statement of Affairs should be directed to:

The Public Officer
Hornsby Shire Council
PO Box 37
Hornsby NSW 1630

(d) Inspection of these documents may be undertaken at Council's Administration Centre, 296 Pacific Highway, Hornsby, 8.30am to 5.00pm Monday to Friday.

Telephone enquiries should be directed to the Public Officer on 9847 6605, 8.30am to 5.00pm Monday to Friday.

Council Chambers
PO Box 37
Pacific Highway
Hornsby NSW 1630
www.hornsby.nsw.gov.au

R J BALL, General Manager

FREEDOM OF INFORMATION ACT (1989)
Sections 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

HUNTERS HILL COUNCIL
December 2004

SECTION 1 – POLICY DOCUMENTS

1.1 Amusement Machines
1.2 Keeping of Animals
1.3 Building Lines - Streets and Reserves
1.4 Building Lines - Foreshore
1.5 Air Conditioning
1.6 Code of Meeting Practice
1.7 Council Organisation Chart
1.8 Expenses of Council Members
1.9 Councillors & Staff – Code of Conduct
1.10 Committees – Terms of Reference
1.11 Delegation of Powers to Mayor
1.12 Delegation of Powers to Deputy Mayor
1.13 Delegation of Powers: General Manager
1.14 Delegation of Powers: Deputy General Manager
1.15 Town Hall Hiring Conditions
1.16 Signing of Bank Documents & Cheques
1.17 Policy/Procedure on Investments
1.18 Town Hall Flags
1.19 Noise Control Act - Guidelines
1.20 Insurance Claims Policy
1.21 Film and Television Locations
1.22 Parks & Reserves - Boronia Park - Interim Policy
1.23 Parks & Reserves - Boronia Park - Regulations
1.24 Parks & Reserves - Regulations
1.25 Use of Parks & Reserves
1.26 Use of Council Vehicles
1.27 Staff Gratuities
1.28 Wages Staff – 9-Day Fortnight – Rules & Conditions
1.29 Salaried Staff - Working Conditions
1.30 Street Cleaning Staff, Town Hall Caretaker/Cleaner & Ranger/Ordinance Inspector
1.31 Construction and Use of Tennis Courts
1.32 Aims and Objectives for Planning and Conservation
1.33 Tree Preservation Order
1.34 Trees
1.35 Noxious Plants – Notice of Proclamation
1.36 Community Services
1.37 Foreshore Development
1.38 Local Approvals Policy
1.39 Citizenship Ceremonies Procedure
1.40 Sandstone Kerbs & Gutters
1.41 Traffic & Parking Offences
1.42 Clothing Policy – Issue of Hats
1.43 Policy on Consumption of Alcoholic Beverages during Working Hours

1.44 Policy Concerning Orders
1.45 Policy & Procedures for All Works & Change of Use
1.46 Interstate & Overseas Travel
1.47 Complaints Handling
1.48 Purchase of Goods, Services & Materials
1.49 Access to and Use of Email
1.50 Bushcare Volunteer Management
1.51 Bushland Management
1.52 Child Protection
1.53 Communication
1.54 Human Resource Policy Manual
1.55 Filming Protocol and Manual
1.56 Moocoobola Festival
1.57 Outdoor Eating
1.58 Payment of Fees and Expenses and Provision of Facilities to Councillors
1.59 Playing Field Bookings (Seasonal)-Hirings
1.60 Privacy Code of Practice
1.61 Total Asset Management
1.62 Variable Working Hours-Salaried and Contract Staff
1.63 Occupational Health and Safety
1.64 Sponsorship Guidelines
1.65 Internal Reporting
1.66 Street and Reserves Tree Planting
1.67 Protection of Fauna During Tree and Vegetation Removal

2. Local Environmental & Development Control Plans

2.1 Hunters Hill LEP No. 1
2.2 Hunters Hill LEP No. 2 Rezoning
2.3 Hunters Hill LEP No. 3 Rezoning - Open Space
2.4 Hunters Hill LEP No. 4 Rezoning - Business
2.5 Hunters Hill LEP No. 5 Rezoning - Residential 2(b)
2.6 Hunters Hill LEP No. 6 1 & 1a Junction Street
2.7 Hunters Hill LEP No. 7 Pulpit Point
2.8 Hunters Hill LEP No. 8 109-111 Pittwater Road
2.9 Hunters Hill LEP No. 9 Open Space
2.10 Hunters Hill LEP No. 10 35 Gladesville Road
2.11 Hunters Hill LEP No. 11 Pulpit Point
2.12 Hunters Hill LEP No. 12 Lane Cove River County Road
2.13 Hunters Hill LEP No. 13 Pulpit Point
2.14 Hunters Hill LEP No. 14 Heritage Matters
2.15 Hunters Hill LEP No. 15 1 & 3 D'Aram Street
2.16 Hunters Hill LEP No. 16 16 Junction Street
2.17 Hunters Hill LEP No. 17 Clarkes Point
2.18 Hunters Hill LEP No. 18 Riverglade
2.19 Hunters Hill LEP No. 19 Hunters Hill Hotel
2.20 Hunters Hill LEP No. 20 Massey Street
2.21 Hunters Hill LEP No. 21 163-165 Victoria Road, Gladesville
2.22 Hunters Hill LEP No. 22 Development of Integrated Housing
2.23 Hunters Hill LEP No. 23 Amendment 1 LEP No.1
2.24 Hunters Hill LEP No. 24 32 Alexandra Street - Post Office
2.25 Hunters Hill LEP No. 25 161 Victoria Road - Police Station
2.26 Hunters Hill LEP No. 26 School Sites
2.27 Hunters Hill LEP No. 27 Rezoning - 14 Madeline Street
2.28 Hunters Hill LEP No. 28 32 Alexandra Street - Rewording of Uses
2.29 Hunters Hill LEP No. 29 Increased uses in Open Space Zones

2.30 Hunters Hill LEP No. 31 Amendments in response to SEPP 53 Garden Area Definition
2.31 Hunters Hill LEP No. 33 Municipality - Additional Heritage Items
2.32 Hunters Hill LEP No. 34 167-171 Victoria Road -Allow Residential Use
2.33 Hunters Hill LEP No. 35 Municipality - Clause 15 Height Controls
2.34 Hunters Hill LEP No. 36 Municipality – Exempt & Complyding Development & Clause 22 Amendment definition
2.35 Hunters Hill LEP No. 37 10 Cowell Street-Rezoning
2.36 Hunters Hill LEP No. 38 10 Ryde Road Rezoning
2.37 Hunters Hill LEP No.39 50 Gladesville Road Rezoning
2.38 Hunters Hill LEP NO. 40 Municipality-Permitting refreshment rooms in 3(b) and 3(c) zoned and shops in 3(b)
2.39 Hunters Hill DCP No. 1 39-41 Augustine Street
2.40 Hunters Hill DCP No. 2 40-42 Mary Street
2.41 Hunters Hill DCP No. 5 1 Sea Street
2.42 Hunters Hill DCP No. 9 1-3 D'Aram Street
2.43 Hunters Hill DCP No. 10 Riverglade Development
2.44 Hunters Hill DCP No. 11 Riverglade Development
2.45 Hunters Hill DCP No. 13 15 Collingwood Street
2.46 Hunters Hill DCP No. 14 Advertising signs
2.47 Hunters Hill DCP No. 15 (Amendment 1) Residential Development
2.48 Hunters Hill DCP No. 16 Barons Crescent
2.49 Hunters Hill DCP No. 17 Residential Subdivision
2.50 Hunters Hill DCP No. 20 Notification Policy
2.51 Hunters Hill DCP No. 21 Commercial Development
2.52 Hunters Hill DCP No. 22 Cowell Street
2.53 Hunters Hill DCP No. 23 Access and Mobility
2.54 Hunters Hill DCP No. 25 Sustainable Water

SECTION 2 – STATEMENT OF AFFAIRS

Council's latest Statement of Affairs was published on the 1st July 2000, and will be updated and published again on the 1st July 2001. Copies will be available for inspection, free-of-charge, or $5.00 to purchase by contacting Council's Freedom-of-Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Council's documents may be accessed by contracting the Customer Service/Freedom of Information Officer Mondays to Fridays either:

In Person

Telephone (02) 9879 9420 direct

Telephone (02) 9879 9400 switch

between the hours of 800am and5.00pm

In Writing

Hunter's Hill Council
PO Box 21
HUNTERS HILL NSW 2110

or,

Hunter's Hill Council
SNDX 99626
HUNTERS HILL

By Facsimile

Fax No. (02) 9809 7338

By Email

council@huntershill.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

INVERELL SHIRE COUNCIL
(FOI Agency No. 2153)

SECTION 1 – POLICY DOCUMENTS

Subject to the Freedom of Information Act, 1989 the Inverell Shire Council holds the following documents which may be accessed for information:

- Council's Annual Report
- Land Bank Register
- Code of Conduct
- Code of Meeting Practice
- Section 94 Contribution Plan
- Delegations of Authority Register
- Local Environmental Plan 1988 (as amended)
- Development Control Plans for:
  - Control of Roadside Advertising
  - Buffer areas around Sewerage Treatment Works
  - Residential Flat Buildings
  - Stables in Residential Areas
  - Flood liable lands
  - Rural Subdivisions
  - Subdivisions
- Industrial Development Code
- Off Street Parking Code
- Disaster Plan
- Equal Employment Opportunity Management Plan
- Payment of Expenses to, and use of Equipment and Facilities by Councillors Policy
- Financial Management Plan
- Local Approvals Policy
- Management Plan
- Minutes of Council Meetings
- Minutes of Committee Meetings
- Plans of Management for the following Community Land:-
  - Public Parks and Reserves
  - Homes for the Aged
  - Public Car Parks
  - Bushfire Station Lands
  - Water Reservoir Sites
  - Drainage Reserves
  - Garbage Depots
  - Public Hall Sites
  - Council Owned Caravan Park
  - Council Owned Public Baths
  - Pounds

- Procedure Manuals, relating to:-
  - Work Procedures
  - Duty Statements
- Records Policies
- Flood Plain Management Plan
- State of the Environment Reports
- Notification of Adjoining Owners Policy
- Building Line Policy
- Disabled Access Policy
- Occupational Health and Safety Code
- Private Use of Council Vehicle Policy
- Smoke Free Work Environment Policy
- Annual Report

Under the Freedom of Information Act, the Inverell Shire Council is required to make information available whenever possible. However, access may be refused where it can be demonstrated that there is a legitimate need for confidentiality or where another person's privacy may be invaded.

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Council's most recent Statement of Affairs as printed June 2004 may be obtained by contacting the FOI Co-ordinator.

The Statement of Affairs as compiled June 2004 provides information on the following:-

- Structure and function of the Council
- Public access to Council
- Public participation in the decision making process

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents held by the Council and subject to the FOI Act must be made by written application accompanied by an application fee of $30.

The application should be directed to:-

The General Manager
Inverell Council
PO Box 138
INVERELL NSW 2360

All of the documents may be accessed at the Administration Building, 144 Otho Street, Inverell between 8.30 am and 4.30 pm, Monday to Friday.

Prior to making an application it is suggested that the applicant contact Council on (02) 67 288288, as some information may be provided as part of a free community service.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

JUNEE SHIRE COUNCIL
as at 31 DECEMBER 2004

1. POLICY DOCUMENTS

Policy Register

1.01 Advertising, Interview and Appointment of Council Staff Policy
1.02 Building over Junee Shire Council Sewer Mains Policy
1.03 Code of Conduct
1.04 Code of Meeting Practice
1.05 Complaints Management Policy
1.06 Conflicts of Interests Policy
1.07 Contractors Insurance Policy
1.08 Corruption Prevention Policy
1.09 Development Approvals - refund of fees to charitable bodies policy
11.11 Disposal of Council Land and Buildings Policy
12.12 Employee Assistance for Attraction of Staff Policy
12.13 Employee Expenses Assistance Policy
12.14 Employee Handbook and Safety Manual
12.15 Equal Employment Opportunity Policy
12.16 External Signs & Advertising on buildings within the Heritage Conservation Area
12.17 Facsimile, Electronic Mail and Internet Policy
12.18 Food Vending Vehicles & Temporary Food Premises Policy
12.19 Guidelines for Television and Film Production Shots Policy
12.20 Harassment Prevention Policy
12.21 Heritage Conservation Area - Development Application Fees Policy
12.22 Horse Stables Policy
12.23 Indoor Staff Wardrobe Policy
12.24 Itinerant Vendors and Standing Stalls Policy
12.25 Occupational Health, Safety & Rehabilitation Policy
12.26 Official Misconduct Policy
12.27 Parks & Reserves - Consumption of Alcohol Policy
12.28 Payment of Expenses and Allowances to Councillors Policy
12.29 Privacy & Personal Information Policy
12.30 Private Employment by Staff Policy
12.31 Provision of Information to and Interaction Between Councillors and Staff Policy
12.32 Purchasing Policy
12.33 References for Council Employees Policy
12.34 Relocation of Existing Dwellings Policy
12.35 Risk Management Policy
12.36 Risk Management - Incident Reporting & Gathering Information Policy
12.37 Risk Management - Asset Inspections
12.38 Roads - Tree Removal - Road Reserves
12.39 Salary Sacrifice Policy

12.40 Staff Training
12.41 Staff - Council Volunteers
12.42 Smoke Free Working Environment Policy
12.43 Study Assistance Policy
12.44 Temporary On-site Accommodation whilst building a Private Residence Policy
12.45 Use of Council Vehicles/Plant & Equipment Policy

2. OTHER POLICY DOCUMENTS

2.01 Advertising Code
2.02 Building Line Policy
2.03 Bush Fire Procedure
2.10 DCP No. 1 Exempt & Complying Development
2.04 DCP No. 2 Crawley Estate
2.05 DCP No. 3 Urban Development
2.06 DCP No. 5 Tathra Estate
2.07 DCP No. 7 John Potts Drive Estate
2.08 DCP No. 10 Rural Residential & Rural Small Holdings
2.09 DCP No. 11 Temporary on Site Residential Accommodation
2.10 DCP No. 12 Re-siting of Existing Buildings
2.11 DCP No. 13 Building over and near sewer mains
2.12 DCP No. 14 Community Consultation on DAs
2.13 Disaster Plan – Flood of Murrumbidgee River
2.14 Food Premises Code
2.15 Library Services Policy
2.16 Local Approvals Policy
2.17 Local Environmental Plan – Junee Shire Council Area
2.18 On-the-Spot Fines Policy
2.19 Records Policy
2.20 Recycling Policy
2.21 Stormwater Disposal Code
2.22 Subdivision Code
2.23 Swimming Pool Fencing Policy
2.24 Work on Private Property Policy

3. REFERENCE DOCUMENTS

Annual Report
Auditors Report
Building Applications and Approvals records
Building Certificate records
Business Papers
Cemetery Records
Development Applications and Consent records
Disclosures Register
Financial Reports at end of year
F.O.I. Register
Investment Register
Land Register
Management Plan
Minutes – Committee Meetings

Minutes – Council Meetings
State of Environment Report
Subdivision Register

CONTACT ARRANGEMENTS

Any request for access to documents under the FOI Act should be:

- made in writing
- accompanied by an application fee of $30
- addressed to:

The General Manager
Junee Shire Council
Belmore Street,
JUNEE NSW 2663
Phone: (02) 6924 8100
Fax: (02) 6924 2497

Council's office hours are Monday to Friday, 9.00 a.m. to 5.00 p.m.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and Section 14(3)

SUMMARY OF AFFAIRS

of

KEMPSEY SHIRE COUNCIL
(FOI Agency No. 2156)

SECTION 1 – POLICY DOCUMENTS

Kempsey Shire Council's Policy Documents are as follows:

Policy	No
25 Year Club	7.67
Abandoned Shopping Trolleys	13.1
Access to Rural Subdivisions	13.8
Accident/Incident Reporting - Staff	7.48
Accounts - Debts Recovery	11.1
Accounts - Fees and Charges - Sewerage Charges	21.1
Accounts - Plant Hire and Private Works	21.2
Accounts - Signing of Cheques	11.2
Advertising of Development Applications	23.1
Aged and Invalid Persons Units - Application for Tenancy of Rental Units	11.3
Allocation of Sporting Fields	12.2
Anti-Harassment and Anti-Bullying	7.59
Assistance to Organisations - Grant Applications and Project Management	11.4
Awards - Cultural/Literary	21.4
Awards - Sporting Achievements	21.3
Beaches - Beach Bathing - Beach Inspectors	12.3
Beaches - Motor Vehicles on Beaches	23.17
Beaches - Use of Surfcraft in Horseshoe Bay	12.4
Bridge Naming	12.15
Building Alignments	23.2
Building Disposal of Roofwater	13.3
Building Temporary Occupation of caravans or garages	23.15
Bush Fire Hazards - Abatement	9.02
Business Incentive	10.10
Busking	11.5
Camping Grounds - Goolawah Reserve Racecourse - Delicate	10.1
Caravan Parks/Camping Grounds - Caretakers Authorities	10.2
Career Development Policy	7.71
Carer's leave	16.1
Carnivals and concerts, Circuses etc on Council property	11.6
Cattle feed lots establishment of	23.3
Cemeteries and Memorial Garden Policy	11.21
Chemical Sensitivity	22.1
Child Protection	M11.20
Civic Centre Use - Hire of Council Chambers	11.7
Clyde Street Mall	11.14
Code of Conduct	24.8

Code for Food - Commercial Home Catering	23.18
Code for Food - Commercial Premises	23.19
Code for Food - Markets, Bazaars, Stalls and the like	23.20
Code for Practice for the Protection of Buildings from Subterranean Termites	23.4
Committee Meeting arrangements	24.13
Committees under Section 377 of the Local Government Act 1993	24.12
Community Consultation Additional docs. Strategy & Matrix	24.16
Complaints and Compliments Policy - Council activities	24.17
Computer Co-ordination Policy	11.18
Conflict of interest	24.9
Consumption of alcohol on public reserves	21.5
Contributions to Works for Footpaving	22.2
Contributions to Works for Kerbing and Guttering	22.3
Control of Noxious Weeds	12.5
Corporate uniform	7.24
Council meeting arrangements	24.14
Council publications - subscriptions	21.6
Council purchase cards	7.74
Council quarry operations drilling and or blasting rock	12.6
Council vehicles - provision and use	7.26
Councillors and staff - interaction and provision of information to	24.1
Damage to water meters	10.4
Demolition	13.2
Development and other applications - Refund of Fees	23.5
Disability Access	21.8
Disclosures of Interest – Councillors and Designated Persons	14.3
Disconnection of Water Supply for payment	10.3
Disposal of Assets	10.9
Disposal of roofwater	13.3
Distribution of Council and Management Policies	
Dogs - Control and Registration	13.4
Dogs - Keeping of and Kennels	13.5
Donations and Grants and Subsidies	21.7
Employee Assistance Program	7.58
Employee Grievances	7.68
Employee inductions	7.5
Equal Opportunity Provision	7.6
Events Management	21.22
Extension of water mains	20.6
Farm Land Rating	21.9
Film and Television	20.7
Flood Plain Management Strategy	23.6
Food Surveillance Programme	13.7
Footpath - Cycleway Risk Management	11.9
Formal interview	7.60
Freedom of Information	21.10
General Manager - Delegation of Authority	24.2
Gifts and benefits	24.7
Hardship - relief to ratepayers	21.11

Height of buildings	23.7
Helicopter landing sites in the shire other than on Council owned and controlled property	12.8
Helicopter landings on Council owned and controlled property	12.7
Hepatitis B injection	7.36
Higher grade pay	7.23
Holidays - Local public	21.12
Hours of work	7.22
Implementation of Water restrictions	20.1
Incentive Policy - Sports facility develop and maint. strategy	12.9
Industrial land - Council owned	20.2
Information Technology Co-ordination Policy	11.8
Initial Sealing of Roads	22.9
Insurance	11.10
Internal Licensing Policy	7.73
Internal reporting of corruption maladministration	24.5
Interview expenses	7.1
Investment of Funds	21.13
Jet Ski Hire	23.8
Land lease of Council property and roads - agistment rights	20.3
Lateral transfer, redeployment and job redesign	7.35
Learning and development	7.25
Leasing of Public Areas for Restaurants or Cafes	23.9
Leave without pay	7.41
Legal Proceedings Litigation	14.1
Library Fees and charges	11.11
Library loans	11.12
Limiting access to staff and inf. by members of public	24.15
Local approvals policy (LAP)- replaced by DCP 30 Exempt & Complying Development	23.10
Loans to sporting clubs	21.14
Maintenance of subdivisions	13.9
Mall - Clyde Street	11.14
Mayor - Delegation of Authority	24.3
Mobile phones - provision of	7.33
Occupational Health and Safety Policy	7.28
Operation of Tree Preservation Order	23.11
Outdoor Religious Activities	21.15
Parking Code	23.12
Passive smoking	7.34
Payment of Expenses and Provision of Facilities to the Mayor and Councillors	24.4
Personnel files	7.20
Provision of Access roads to rural residential areas	22.5
Public gates - public grids	12.11
Purchasing of goods and services to the value of $100,000	10.5
Rating - vacant flood prone land	21.17
Receipts - Issue	11.15
Recruitment of Directors	7.7
Recruitment and Selection Process	7.3
Reference and information services	11.16
Reimbursement of removal expenses	7.2

Replying to Correspondence	11.19
Reporting Breaches of the Council Code of Conduct	24.10
Rewards Vandalism	21.18
Rezoning Applications	23.13
Risk Management	11.17
Roadside Stalls and Street Vending	23.14
Salary System Policy	7.32
Sale of goods public places	23.21
Saleyard Liveweight Selling and general operation	20.4
Schools Policy - Use of sports fields and facilities	12.12
Service Purchaser - Provider relationship	14.2
Signs as remote supervision	11.18
Special Sporting events	12.13
Sponsorship signs on sporting grounds	22.8
Sponsorship	24.11
Sporting fields	12.14
Staff appointments - equal opportunity provisions	7.6
Staff - communication meetings	7.86
Staff - Council vehicles - provision and use	7.26
Staff - Fair Treatment	7.60
Staff and Human Resources Files	7.20
Staff - Hours of Work	7.22
Staff - Learning and Development	7.25
Staff - Occupational Health and Safety Policy	7.28
Staff - Personal Protective Equipment	7.49
Staff - Protection from UV Radiation	7.30
Staff - Recruitment and Selection	7.3
Staff Accident - Incident reporting	7.48
Staff appointments recruitment of directors	7.7
Staff appointments - Equal Opportunity Provisions	7.6
Staff Appointments - Induction	7.5
Staff Appointments - Interview Expenses	7.1
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SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was prepared and published in June 2004. Copies are available free of charge from Council.

SECTION 3 – CONTACT ARRANGEMENTS

Council's designated officer to whom inquires can be made is Mr Bruce Snape, Director Corporate Services.

Council's Address is

Civic Centre
45-53 Elbow Street (PO Box 78)
West Kempsey NSW 2440

Telephone (02) 65663200
Facsimile (02) 65663205

E-Mail ksc@kempsey.nsw.gov.au

Internet www.kempsey.nsw.gov.au

Office Hours Monday to Friday 8.30 am to 4.30 pm

Appointments may be arranged outside these hours if necessary.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

COUNCIL OF THE MUNICIPALITY OF KIAMA
(FOI Agency No. 2157)
as at 31 December 2004

SECTION 1 – POLICY DOCUMENTS

Kiama Council subject to the Freedom of Information Act 1989, holds a range of policy documents which may be inspected free of charge. Copies of such documents are available for purchase at Council's standard photocopy charge. Many documents are also available from Council's Web Site http://www.kiama.nsw.gov.au.

Public documents as listed in Section 12 Local Government Act 1993 as follows:

- Council's code of conduct
- Council's code of meeting practice
- Council's annual report
- Council's annual financial reports
- Council's fees and charges schedule
- Council's auditor's report
- Council's management plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's land register
- Register of council's investments
- Councillor's, designated staff and delegate's pecuniary interest returns
- Statement of Business Ethics
- Statement of Values
- Gifts and Benefits
- Returns as to candidates' campaign donations
- Business papers of council and committee meetings (not including business papers for matters considered when a meeting is closed to the public)
- Minutes of council and committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
  - the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
  - such other matters as the council or committee resolves should be make public
- Any codes under the Local Government Act, 1993
- Register of delegations
- Health Records and Information Privacy Policy
- Privacy and Personal Information Policy
- Annual reports of bodies exercising council functions
- Social Plan/Community profile
- Local policies adopted by council concerning approvals and orders as follows;
  - notification of adjoining owners policy
  - building height policy
  - building line policy
  - fencing policy

  - water conservation policy
  - sedimentation control on building sites policy
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by the council
- Leases and licences for use of public land classified as community land
- Plans of management for community land as follows:
  - generic plans of Management in respect of:
    - foreshore areas
    - sporting fields
    - neighbourhood parks
  - specific Plans of management in respect of:
    - Spring Creek, Kiama
    - Jerrara Dam, Jerrara
    - South Werri Reserve, Geering St Surf Club, Tennis Club & Reserve
    - North Kiama Neighbourhood & Child Care Centres
    - Illuka Reserve, Kiama Downs
    - Black Head Reserve
    - Cathedral Rocks Reserve
    - Gainsborough Chase Reserve
    - Gainsborough Oval Community Land
    - Jones Beach Reserve
    - Kaleula Point Reserve
    - Kendalls Beach Reserve
    - Loves Bay Reserve
    - Minnamurra Headland Reserve
    - Minnamurra River Reserve
    - South Werri Reserve
    - Sports Grounds
    - Stead Reserve
    - Walkers Beach Reserve
    - Werri Headland Boat Harbour Reserve
    - Werri Beach Reserve
    - Minnamurra River Estuary
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning & Assessment Act 1979 applying to land within Council's area as follows;
  - Local Environmental Plans:
    - Kiama Local Environmental Plan No 5
    - Kiama Local Environmental Plan 1996
    - Kiama Local Environmental Plan 1996 (Amendment No 1)
    - Kiama Local Environmental Plan 1996 (Amendment No 2)
    - Kiama Local Environmental Plan 1996 (Amendment No 3)
    - Kiama Local Environmental Plan 1996 (Amendment No 5)
    - Kiama Local Environmental Plan 1996 (Amendment No 8)
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Advert.
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Explanation
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Instrument
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 1

- Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 2
- Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 3
- Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 4
- Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 5
- Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 6
- Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 7
- Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 8
- Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 9
- Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 10
- Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Advertisement
- Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Explanation
- Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Instrument
- Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Map
- Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Master Plan Opt
- Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Master Plan Opt

– Development Control Plans:

- Kiama DCP No 1 – Medium Density Development in Certain Residential Estates
- Kiama DCP No 3 – Rural Home Hosting
- Kiama DCP No 5 – Beachlands Estate
- Kiama DCP No 6 – Integrated Housing
- Kiama DCP No 7 – Dual Occupancy
- Kiama DCP No 8 – Building Height and Residential Amenity
- Kiama DCP No 9 – Pre Schools and Child Care Centres
- Kiama DCP No 10 – Byrne's Run
- Kiama DCP No 11 – Cottage Industry
- Kiama DCP No 12 – Multiple Dwelling Housing in Residential Zones
- Kiama DCP No 13 – Kiama Town Centre Urban Design Guidelines – Extract
- Kiama DCP No 14 – Gerringong Town Centre
- Kiama DCP No 15 – Beachlands Estate – Amendment No 1
- Kiama DCP No 16 – Silver Hill/Cedar Ridge – Amendment No 2
- Kiama DCP No 17 – West Kiama – Amendment No 2
- Kiama DCP No 18 – Energy Smart Homes – Amendment No 2
- Kiama DCP No 20 – Exempt and Complying Development (Amendment No)
- Kiama DCP No 22 – Barney Street Quarry
- Kiama DCP No 24 – Elambra Estate – Amendment No 1
- Kiama DCP No 25 – Waste & Recycling Guide
- Kiama DCP No 28 – South Kiama Drive & David Smith Place
- Kiama DCP No 31 – Landscape Guidelines
- Kiama DCP No 35 – Rural Dwelling Siting & Design Guidelines
- Kiama DCP No 36 – Building Lines & Foreshore Building Lines
- Kiama DCP No 37 – Contaminated Land
- Draft DCP No 23 – Cedar Grove Estate
- Draft DCP No 23 – Masterplan Map
- Draft DCP No 23 – Contaminated Land

– Section 94 Contributions Plans:

- Kiama Section 94 Contributions Plan No 1 – Municipal Wide Contributions Plan
- Kiama Section 94 Contributions Plan No 2 – Northern Region
- Kiama Section 94 Contributions Plan No 3 – Southern Region
- Kiama Section 94 Contributions Plan No 4 – Carparking Contribution (Kiama)

- Kiama Section 94 Contributions Plan No 5 – Carparking Contribution (Gerringong)
- Kiama Section 94 Contributions Plan No 6 – Carparking Contribution (Jamberoo)
- Kiama Section 94 Contributions Plan No 7 – West Kiama Urban Release Area
- Kiama Section 94 Contributions Plan No 7a – Cedar Ridge/Silver Hill

- The Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989
- Department representatives reports presented at a meeting of the Council in accordance with section 433 of the Local Govt Act

Other documents as follows:

Note: where a specific policy document does not exist, Council's policy is to operate in accordance with the relevant legislation and regulations.

- Airspace Above Roads – Leasing
- Alcohol Free Zones – Restaurant Legislation
- Animals – Circuses
- Animals – Companion Management
- Bank Facilities – Credit Cards
- Budget Estimates – Structure & Presentation
- Building application/approval records
- Camping & Caravanning
- Child Abuse - Notification
- Childrens' services policy
- Christmas Carols by Candelight
- Clean Fill
- Code of Conduct
- Committees – Recording Membership
- Complaints Handling
- Council Meeting Practice
- Council Meetings – Confidential Committee
- Council Meetings – Deferrals
- Council Meetings – Meeting Dates
- Council Meetings – Pre-meeting Briefing
- Councillors' ALGWA – Expenses
- Councillors – Conferences – Reporting
- Councillors – Declaration of Interest
- Councillors – Expenses & Facilities
- Councillors – Invitations
- Councillors – Mayoral Election
- Development application/consent records
- Disabled access policy
- Disaster plans
- Dual Occupancy Subdivision – Fee
- Dwellings – Houses on Undersized Rural
- Dwellings Rural – Distances Between
- Dwellings – Rural – Roofing
- Effluent – Disposal
- Effluent – Pumpout
- Electric Vehicles – Use of
- Emergency Management – Dangerous
- Employee handbook, including staff code of conduct

- Energy Smart Homes
- Film Permit – Children's Television Drama
- Film-Illawarra
- Flexible Working Hours - Indoor
- Flood prone land policy
- Food premises code
- Footpaths – Street Level Advertising
- Grants – KADAC
- Grants – MEG
- HACC – Policy & Procedures
- Harassment Prevention
- Hiring of community halls policy
- Home Hosting Facilities
- Home Hosting
- In Kind Contributions
- Indemnity Insurance - Building
- Internal reporting policy for the purposes of the Protected Disclosures Act
- Labour Market Programs
- Land Sales – GM Delegation
- Landfill
- Landfill – Use of Blast Furnace Slag
- Leave-EAs
- Library services policy
- Library – Word Processing Service
- Lifeguard Services
- Memorial Seats
- Murals & Sculptures
- Naming of parks and reserves policy
- Overhead Cabling
- Parking Standards for Multi-Unit Housing
- Pest Control – Termites in Buildings
- Plan of Management – Sporting Fields
- Policy – Councillors' Access to Information and their Interaction with Staff
- Private use of council vehicles policy
- Public Roads – Lease of
- Public Access
- Rainwater Storage Tanks – Installation
- Records Management
- Recruitment Selection & Appointment
- Recycling policy
- Rehabilitation
- River Bank Rehabilitation
- Road Transport Corridors – Principles
- Section 101 Approvals – Advertising
- Security – Business Premises
- Sewerage Scheme – Jamberoo
- Skateboard Facility
- Smoking in the workplace policy
- Staff-Flexible Working Hours – Indoor

- Storage Areas
- Stormwater Drainage
- Strategic asset management program (parks and reserves)
- Street Level Advertising Signage
- Studios
- Study Assistance
- Trade Waste & Refuse Disposal
- Tree Preservation Order
- Uniform Policy 1999
- Vacation care Operational guidelines
- Vehicles – Disposal of
- Vehicles – Replacement
- Waste Disposal – Non-Urban Areas
- Watercraft

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs made under Section 14(1)(a) can be located at Council's website at www.kiama.nsw.gov.au or is available from Council's Public Officer Mr Michael Rankin on (02) 4232 0444.

This published Statement includes material relating to Council's mission and functions, its structure and comments on the impact of Council's functions on the public.

SECTION 3 – CONTACT ARRANGMENTS

Enquires, requests and formal FOI applications should be directed (between the hours of 8.45am and 4.15pm Monday to Friday) to:

The FOI Co-ordinator
Kiama Council
PO Box 75
11 Manning Street
KIAMA NSW 2533

Telephone: (02) 4232 0444
Facsimile: (02) 4232 0555

email: council@kiama.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
KOGARAH COUNCIL
December 2004

SECTION 1 – POLICY DOCUMENTS

The following documents are available for inspection free of charge. Copies may be purchased at $10.00 each and $20.00 each for larger documents.

- Development Control Plan No. 5. – Kogarah Town Centre.
- Development Control Plan No. 5. – Industrial/Showroom area and North Kogarah Residential Precinct
- Development Control Plan No 3. – Foreshore Development Policy
- Development Control Plan No 10. – Subdivision Code
- Swimming Pool Code
- Food Premises Code
- Development Control Plan No 11. – Centre Based Child-Care Services
- Development Control Plan No 8. – Off-Street Car Parking Code (not including residential development)
- Development Control Plan No 22. – 221-229 Rocky Point Road, 87-89 Ramsgate Road and 2-10 Dalkeith Street Ramsgate.
- Development Control Plan No 15. – Regulation of Brothels
- Development Control Plan No 2. - Interim Commercial and Industrial Development Plan
- Draft Development Control Plan – Outdoor Advertising
- Development Control Plan No. 14 – 227-241 Princes Highway, Kogarah
- Development Control Plan No. 16 – 28-36 Princes Highway, Kogarah
- Development Control Plan No. 17 – Hurstville Town Centre
- Development Control Plan No. 18 – Hurstville South Area
- Development Control Plan No. 26 – Exempt and Complying Development
- Development Control Plan No. 27 – Telecommunication Facilities
- Development Control Plan No. 28 – Rainwater Tanks.
- Development Control Plan No. 29 – Development on Land Zoned Special Uses 5(b) – (Railway)
- Development Control Plan No 21 – 418-434 Railway Parade & 2A Elizabeth Avenue, Allawah
- Development Control Plan No 20 – Advertising of Development Applications and Neighbour Notification
- Development Control Plan No 32 – Kogarah Town Square Precinct
- Development Control Plan No 34 – Building Integrated Photovoltaics
- Development Control Plan No 35 – Telecommunications and Radio Communications
- Development Control Plan No 37 – Guidelines for Rail Noise and Vibration
- Accommodation for Older People and/or People with a Disability – Development Control Plan
- Villas on Specific Sites – Development Control Plan
- Development Control Plan 2/1 - Kogarah
- Development Control Plan 2/3 - Kogarah
- Development Control Plan 2/4 – Carlton
- Development Control Plan 2/9 - Carlton
- Development Control Plan 4/1 – Sans Souci
- Development Control Plan 4/2 – Sans Souci
- Development Control Plan 4/4 – Sans Souci

- Development Control Plan 4/5 - Ramsgate
- Development Control Plan 4/6 – Sans Souci
- Development Control Plan 6/1 - Carlton
- Development Control Plan 6/11 - Carlton
- Development Control Plan 8/1 – Connells Point
- Development Control Plan 8/2 – Hurstville Grove
- Section 94 Contribution Plans
- Section 94 Contribution Plan No 5 – Open Space
- Section 94 Contribution Plan No. 6 – Hurstville South Area
- Section 94 Contribution Plan No. 8 – Kogarah Town Centre
- Section 94 Contribution Plan No. 3 – Hurstville Town Centre/Carparking
- Section 94 Contribution Plan No. 4– Hurstville Town Centre/Streetscape
- Section 94 Contribution Plan No. 9 – Kogarah Council Libraries
- Management Plan
- EEO Management Plan
- Information and Interaction between Councillors and Staff
- Councillor Fees, Expenses and Facilities Policy
- Privacy and Personal Information Management Plan
- Procedure on Reporting Corruption, Maladministration and Serious and Substantial Wastage (incorporating Protected Disclosures Policy)
- Register of Delegations
- Local policies adopted by Council concerning Approvals and Orders
- Environmental Planning Instruments, Development Control Plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- Contaminated Land Policy
- Tree Preservation Order Policy
- Code for Commercial Use of Footways
- Mobile Food Vending Policy
- Environmental Site Management Policy
- Statement of Affairs. Summary of Affairs and the register of Policy Documents required under the Freedom of Information Act 1989
- Private Boxes and Media Facilities (Jubilee Oval)
- Media Policy
- Councillors – Appreciation of Service Policy
- Suburb Boundaries – Guidelines for Review
- Drainage Easement Dedication
- Streets – Sale of Vehicles
- Neighbour Notification – Park Improvements
- Library – Photographs
- Median Strip Closure
- Information Signs
- Advertising
- Advertising Inserts in Rate Notices
- Smoking in the Workplace
- Rezoning Applications
- Policy Statement – Community Development and Services
- Internet, Email and Computer Software Security and Usage Policy
- Credit Cards Policy
- Collection Development Policy
- Mobile Phone Policy

- Publications Policy
- Environmental Site Management Policy
- Placement of Clothing Bins on Public Property
- Parking Across Driveway Policy
- Dogs – Kennels and Breeding Establishments
- Leasing of Community Land Buildings
- Draft Plans of management for community land:
  - Moore Reserve
  - Empress Reserve
  - Carss Bush Park and Todd Park
  - Generic Plan of Management for all Bushland Areas
  - Generic Plan of Management for all Sports Grounds
  - Generic Plan of Management for all Neighbour Parks
  - Plan of Management Poulton Park Area
  - Plan of Management Northcote Street Reserve
  - Plan of Management Augusta Park
  - Plan of Management Spooner Park
- Kogarah Water Policy
- Corporate Records Policy
- Leasing of Community Land and Buildings

Copies may be purchased at $65.00 each:

- Better Home Design Guide – Residential Development Control Plan Beyond 2000

In addition to the above, the following documents are available at the fees outlined below:

- Kogarah LEP 1998 - $20
- Kogarah LEP 1998 Map - $30
- Development Control Plan No. 5 Kogarah Town Centre (Nov 1998) - $25

SECTION 2 – GENERAL DOCUMENTS

- Annual Financial Reports on website
- Annual Report on website
- Auditor's Report on website
- Business papers for Council and Committee meetings (but not including business papers for matters considered when part or whole of a meeting is closed to the public)
- Code of Conduct
- Code of Meeting Practice
- Council's Asset Property Register
- Council's Gifts Register
- Delegation to write-off debts
- Disaster Management Plan
- Departmental representatives reports presented at a meeting of the Council in accordance with section 433
- Driveway Policy
- Erosion and Sediment Control Guidelines
- Kogarah Council Open Space Policy
- Management of Late Reports into Council Agendas
- Minor Assets Disposal Policy
- Minutes of Council and Committee Meetings
- Public Nature Strip Lawn Maintenance

- Records of approvals granted and decisions made on appeals concerning approvals
- Register of Building Certificates
- Register of Investments
- Returns as to candidates' campaign donations
- Returns of the Interests of Councillors, designated persons and delegates
- SEINS Policy
- State of the Environment Report on website
- Swimming Pool Code
- Unsigned Correspondence
- Use of Cottages acquired by Council from Section 94 Funds
- Waiving of Fees for the use of Council's Community Halls for Charitable or Non-Profit Organisations
- Waste Skip Bin Policy
- Youth Recreational Facilities

SECTION 3 – STATEMENT OF AFFAIRS

A Statement of Affairs as at June 2004 has been prepared in accordance with Sections 14(1) & (2) of the Freedom of Information Act 1989 and is available for inspection during office hours at the Customer Service Centre.

SECTION 4 – CONTACT ARRANGEMENTS

Availability of information under Section 12 (1A)(6) of the Local Government Act will be provided upon contacting the Customer Service Centre or Public Officer.

Requests under the Freedom of Information Act 1989 for access to documents held by Council may be made by application in writing and payment of the appropriate fee addressed to:

Mr James Brown
Public Officer
Kogarah Municipal Council
Customer Service Centre
84 Railway Parade
KOGARAH NSW 2217

Postal Address:

Locked Bag 8
KOGARAH NSW 2217

Telephone: 9330-9408
Facsimile: 9330-9560

Email: kmcmail@kogarah.nsw.gov.au

Internet site: www.kogarah.nsw.gov.au

The current standard fee for lodgement of a Freedom of Information application is $30. A 50% reduction may be granted in cases of financial hardship.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of
KU-RING-GAI COUNCIL
as at December 2004

SECTION 1 – POLICY DOCUMENTS

Ku-ring-gai Council has the following policy documents for inspection or purchase:

Civic Management

- Human Resources Corporate Standards
- Child Protection – Corporate Standard
- Prohibited Persons (Counselling and Termination of Employment) – Corporate Standard
- Policy for Payment of Expenses and Provision of Facilities to Councillors
- Provision of Information and Interaction between Elected Members and Staff
- Conflict of Interest Policy
- Code of Conduct
- Code of Meeting Practice
- Internal Reporting Policy (Protected Disclosures Act 1994)

Corporate & Communications

- Customer Request and Complaints Policy
- Community Consultation Policy

Community Services

- Financial Assistance for Community Groups Policy (Donations Policy)
- Leasing for Community Groups Policy
- Ku-ring-gai Access Policy
- Library Policies:
  - Collection Development Policy
  - Library Noticeboard Policy
- Community Use of Council's Community Facilities – Waiving of Fees
- Cultural Plan
- Management Plan - Halls and Meeting Rooms
- Access and Equity Policy
- Holiday Recreation Program - Operations Policy
- Public Art Policy
- Filming Policy

Finance & Business Development

- Investment of Surplus Funds
- Purchasing Policy
- Tendering Policy

Open Space

- Tree Preservation Order
- Bushfire Management Policy
- Naming of Parks and Reserves - Procedure in Naming Proposals for Parks and Reserves in Ku-ring-gai
- Weed Management Policy

- Wet Weather (Sportsfield) Policy
- Pro-active Tree Management Policy
- Bushcare Volunteer Policy
- Ku-ring-gai Landscape and Habitat Vision Statement
- Landscape Policy
- Fauna Management Policy
- Recreation in Natural Areas Policy
- Bushland Education Policy
- Tree Management Policy
- St Ives Showground Plan of Management
- Prohibition of Animal Circus Performances

Planning and Environment

- Ku-ring-gai Planning Scheme Ordinance and Associated Zoning Maps
- Interim Development Orders Current Nos 29, 78, 79
- Interim Development Orders Repealed 28, 30-77
- Draft Local Environmental Plans Exhibited:

  139, 165, 168, 175, 182, 185, 186, 189, 191, 192, 196, 200, 201, 202, 204
- Ku-ring-gai Local Environmental Plans Repealed:

  1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 15, 16, 17, 18, 19, 25, 26, 27, 28, 29, 31, 32, 34, 35, 38, 39, 40, 46, 48, 49, 50, 51, 71, 79, 81, 82, 83
- Ku-ring-gai Local Environmental Plans Current:

  10, 13, 14, 22, 23, 33, 37, 41, 42, 45, 54, 55, 58, 60, 62, 64, 65, 67, 70, 72, 73, 74, 75, 76, 77, 84, 85, 86, 87, 89, 90, 92, 94, 95, 96, 97, 100, 101, 102, 103, 105, 106, 109, 110, 112, 113, 114, 116, 117, 118, 120, 121, 123, 124, 125, 129, 130, 131, 133, 134, 137, 138, 140, 143, 146, 147, 149, 155, 157, 158, 159, 160, 162, 163, 169, 170, 171, 172, 174, 177, 179, 180, 183, 188, 190, 194, 197
- Ku-ring-gai (Consolidating) Local Environmental Plan 1987
- Ku-ring-gai (Heritage Conservation) Local Environmental Plans 1-9, 11,12, 13, 14, 17, 22
- Ku-ring-gai Draft (Heritage Conservation) Local Environmental Plans 10, 16, 18, 19, 20, 21, 26, 27, 28, 29, 30
- Draft Conservation Area, East Gordon – DLEP 25
- House Numbers - kerb painted
- Development Control Plan Nos:
  1. 14-20 Link Road, St Ives - Certified 7.1.87
  2. Kintore Street, Wahroonga - Certified 29.4.89
  3. 1-19 Bent Street, Lindfield - Not proceeded with Council Resolution 1.9.87
  4. 49-51 Burns Road, Wahroonga - Certified 17.8.88
  5. Area generally bounded by 19 Pacific Highway, North Shore Railway Line, Boundary Street and Pacific Highway, Roseville - Not made
  6. Development in Residential Zones - Superseded by DCP 38
  7. Business Centres - Abandoned - Council Resolution 4.9.90
  8. Professional Consulting Rooms - Certified 26.9.89, Amended 11.10.89
  9. 1-7 Bent Street, Lindfield - Not proceeded with Council Resolution 5.6.90
  10. 66-96 Pacific Highway, Roseville - Not made
  11. Pymble Business Centre - Superseded by DCP 14
  12. Town Houses and Villa Houses - No longer relevant with repeal of SEPP No 28
  13. Former St Ives Public School, 6-10 Porters Lane, St Ives - to be prepared
  14. Business Centre - Certified 8.8.95
  15. Dual Occupancy and Associated Subdivision - Policy document with amendment - Council Resolution 29.8.95
  16. 134-138 Eastern Road, Wahroonga - Certified 30.9.92

17. CSIRO Land - Bradfield Road, West Lindfield - Certified 15.1.97
18. 'Hillcrest' 324-346 Mona Vale Road, St Ives - Certified 13.12.93
19. 'Uralba' 75 Livingstone Avenue, Pymble - Certified 22.6.94
20. 2-4 Mona Vale Road, Pymble - Certified 27.7.94
21. 803-805 Pacific Highway, Gordon - Certified 7.7.94
22. 67, 69-71, 73-75 Clissold Road, Wahroonga - to be prepared
23. 9-15 Curagul Road, North Turramurra - Amended 6.12.94, Certified 16.12.94
24. Properties adjoining Bushland - not made.
25. Dual Occupancy Development - Policy Document
26. Masada College, Wolseley Road, Lindfield - To be prepared
27. 986 Pacific Highway and 2-4 Bloomsbury Avenue, Pymble - Certified 15.1.97
28. Advertising Signs - Certified 17.4.96
29. 153-165 Grosvenor Road, Wahroonga - Certified 6.12.96
30. 71-81, 68-72 Maxwell Street, 270-280 Kissing Point Road, South Turramurra - Draft
31. Access - Certified 14.5.97
32. Exeter Road, Wahroonga - Certified 12 March 1996
33. 9, 11, 15, 17, 19 Bent Street, Lindfield - Certified 9.4.97
34. Milner Royd - 1379 Pacific Highway, Turramurra - Certified 28.8.96
35. 1022-1028 Pacific Highway, Pymble - Certified 6.8.97
36. 1142-1180 Pacific Highway, Pymble - Certified 21.5.97
37. 66 Livingstone Avenue, Pymble - Certified 26.11.97
38. Residential Design Manual – (4/2/2002)
39. 10 Post Office Street, Pymble and 6 & 8 Park Crescent, Pymble - Certified 8.4.98
40. Construction and Demolition Waste Management - Certified 5.6.98
41. 75 Junction Road, Wahroonga - Certified 16.12.98
42. Regulation of Brothels - Certified 7.5.99
43. Car Parking - Certified 25.11.98
44. 414 Pacific Highway, Lindfield - Certified 28.4.99
45. 33, 35-41 Billyard Avenue, Wahroonga - Draft
46. Exempt and Complying Development - Certified 1/1/2001
47. Water Management – Adopted March 2004
48. Medium Density - Adopted 12/12/2001
50. 414-420 Bobbin Head Road, Turramurra - Adopted 5/3/2002
52. 986 Pacific Highway & 5 Suakin Street, Pymble
54. Outdoor Dining (Draft)
55. Multi-Unit Housing No 55 - Rail/Road Corridor, Pacific Highway and St Ives Centre
56. Child Care Centres (Draft)

Codes and Policies (Planning & Environment)

- Subdivision Code
- Code for use of Reflective Glass
- Code for Service Stations, Petrol Fill Points and Associated Services
- Code for Housing for Older People and People with a disability
- Code for Control of Group Homes in Ku-ring-gai Municipality
- Policy on Child Care Centres
- Code for Control of School Development
- Policy on Preparation of Environmental Impact Assessments
- Ku-ring-gai Section 94 Contributions Plan 2004-2009 - Residential Development
- Ku-ring-gai Section 94 Contributions Plan No 1
- Ku-ring-gai Section 94 Contributions Plan: 324-346 Mona Vale Road, St Ives 'Hillcrest'

- Ku-ring-gai Section 94 Contributions Plan: 9, 9A, 11 & 15 Curagul Road, North Turramurra
- Ku-ring-gai Section 94 Contributions Plan: West Lindfield Business Centre Car Parking
- Ku-ring-gai Section 94 Contributions Plan: Wahroonga Business Centre Car Parking
- Ku-ring-gai Section 94 Contributions Plan: SEPP5 Housing
- Guidelines for Development of Heritage Properties
- Guidelines for the Submission of Additional Information for Development Applications to Demolish Heritage Items
- Design Guidelines for Business Centres Development
- Telecommunications Code
- Policy - Dual Occupancy Development and Associated Subdivision (only for applications under 'preserved development' - SEPP 25 Amendment 4)
- Dual Occupancy Development Control Code (adopted 8/4/03)
- Cowan Creek Catchment Stormwater Management Plan
- Lane Cove River Catchment Stormwater Management Plan
- Middle Harbour Catchment Stormwater Management Plan
- Policy for Notification of Applications for Development Consent and Building Activity
- Policy for Siting Satellite Dishes
- Code for the Control and Regulation of Noise on Building Sites
- Policy for Placement of Waste Containers & Waste Trailers on Footpaths, Native Strips and Roads
- Policy for Control of Building Materials on Footpaths, Nature Strips and Roads
- Inter-allotment Drainage Schemes
- National Food Premises Code
- Tennis Court Retention Ponds safety
- Clothing Bins - Placement of Used Clothing Bins
- Water Conservation Protocol
- Lead in Buildings Policy
- Local Approvals Policy
- Energy Efficient Housing Policy
- Policy for Control of Demolition of Buildings
- Development Control Plan No 40 and Policy for Construction and Demolition Waste Management
- Dispute Resolution Policy
- Termite Protection Policy
- Ku-ring-gai Heritage Study 1987
- Ku-ring-gai Heritage Study - Aboriginal Sites – 1988
- Contaminated Land Management Policy 2004

Plans of Management for Community Land and Reserves (Planning & Environment)

- Bushland
- Community Groups Centre and Car Park - St Ives (205 Mona Vale Road) (2001)
- Community Halls and Meeting Rooms (2000)
- District Parks
- Echo Point Park (1996)
- Echo Point Park (2003) Draft
- Marian Street Theatre Site
- Gordon and North Turramurra Golf Courses (2001)
- Gordon Golf Clubhouse Precinct (2001)
- Playgrounds
- Princes Park
- Small Parks
- Sportsgrounds (2003)

- Swain Gardens
- Tennis Courts
- Wahroonga Car Park (2001)
- St Ives Village Green
- 4 Binalong Street, West Pymble
- North Turramurra Recreation Area
- Canoon Road Recreation Area
- East Roseville Community Centre and War Memorial Hall
- Rowe Street Car Park
- Tulkiyan
- Firs Estate Cottage
- Ku-ring-gai Art Centre (Draft 2003)
- Ku-ring-gai Bicentennial Park Plan of Management (2002)
- Ku-ring-gai Library Site
- Car Parks Generic
- St Ives Village Car Park
- Lindfield Library Site
- Childrens' Services
- Ku-ring-gai Library Site (2003)
- Urban Parks (2003) Draft
- Council Chambers (Draft 2003)

Technical Services

- Directional Signs on State and Regional Roads
- Drainage Easements
- Fencing
- Fleet Management & Driver Safety – Conditions of Use
- Footpath Policy and Procedures for footpath repairs and maintenance
- Hornsby Ku-ring-gai Local Disaster Plan (Local DISPLAN)
- Hornsby Ku-ring-gai Local Emergency Operations Centre – Standing Operating Procedures
- Kerb and Gutter Construction
- Ku-ring-gai Traffic Advisory Committee
- Ku-ring-gai Traffic Committee
- Parking of Vehicles on Footpaths
- Prioritising Capital Works
- Public Lighting – Lighting of Scouts and Guides' Premises on Council Land
- Public Lighting – Residential Streets
- Public Lighting – Shading of Lamps
- Road Hierarchy
- Road Maintenance & Repairs Policy and Procedures 1/3/2004
- Road Openings – General Conditions
- Road Safety Strategic Plan
- Secondary Road 2043 – Future Work
- Secondary Road 2043 – Load limit
- Standing Restrictions at Driveways
- State and Regional Roads Funding to Local Government
- Stormwater Drainage Manual and Management
- Street Lighting
- Street Name Plates
- Street Parking near Transport Terminals and Commercial Centres

- Streets with Load Limits
- Traffic and Transport Policy
- Traffic Facilities – Approval
- Vehicular Access Crossings: Access Driveway Grades
- Vehicular Access Crossings: Maintenance & Repair
- Vehicular Access Crossings: Specification for Construction of Gutter and Footpath Crossings

SECTION 2 – STATEMENT OF AFFAIRS

Ku-ring-gai Council's most recent Statement of Affairs is for the year ending June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the inspecting and purchasing of Council's policy documents may be made with Council's Public Officer:

Mr G O'Rourke
Public Officer
Ku-ring-gai Council
818 Pacific Highway
Gordon NSW 2072

Locked Bag 1056
Pymble NSW 2073

Telephone: (02) 9424.0888
Fax No: (02) 9424.0880

e-mail: kmc@kmc.nsw.gov.au

Applications and enquiries may be made during normal office hours (8.30am to 5.00pm, Monday to Friday).

BRIAN BELL, General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
KYOGLE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Subject to the Freedom of Information Act, 1989 and the Local Government Act, 1993, Council holds the following Policy and other Documents which are available for inspection free of charge, copies of documents may be obtained on payment of a prescribed fee.

- Council's code of conduct
- Council's code of meeting practice
- Annual financial reports
- Auditor's reports
- Council's management plan (for the period 2004/2005)
- Council's EEO management plan
- Council's policy for the payment of expenses incurred by, and the provision of facilities to councillors
- Council's policy for the reporting of protected disclosures
- Council's land register
- Council's register of investments
- Returns of interests of councillors, designated persons and delegates
- Business papers for council meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Council's register of delegations
- Annual reports of bodies exercising delegated functions of Council
- Local policies adopted by Council concerning approvals and orders
- Records of approvals granted and decisions made on appeals concerning approvals
- Plans of land proposed to be compulsorily acquired by council
- Leases and licences for the use of public land classified as community land
- Plans of management for community land
- Council's State of the Environment Plan
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act, 1979, applying to land within the Kyogle Council area
- Policy for the provision of information to and interaction between Councillors and staff
- Redundancy procedures policy
- Debt recovery policy
- Educational Assistance Policy
- Grievance Policy
- Payment of expenses for staff
- Tendering and Quotations Policy
- Financial Assistance Policy
- Salary System Policy
- Travelling Allowance Policy
- Vehicle Policy
- Interview and Relocation Expenses Policy

- Travelling Allowance Policy
- Retirement Gift Policy
- Non Smoking Policy
- Safety Policy
- Privacy Management Plan
- Child Protection Policy
- Code of Management for Local Facilities Management Committees appointed pursuant to section 355 of the Local Government Act 1993.
- Swimwear Policy
- Vehicular Access Policy
- Policy for Road Openings on Council Roads
- Grid Policy
- Access Policy and Action Plan
- Records Management Policy
- other miscellaneous policies for the management of council which are currently under review
- The Statement of Affairs and Summary of Affairs prepared under the Freedom of Information Act 1989.

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs which generally describes the structure, functions and operations of Kyogle Council, the various documents held and avenues for communication has been prepared as at June 30, 2004.

SECTION 3 – APPLICATION ARRANGEMENTS

On payment of prescribed fees (where appropriate), arrangements can be made to access or obtain copies of the above policy documents or other documents by contacting the officer indicated below between the hours of 8: 30 a.m. and 4:00 p.m. Monday to Friday.

An application for access to documents of Council:

- shall be in writing
- shall specify that it is made under the Freedom, of Information Act 1989; and
- shall contain information reasonably necessary to enable the document (s) to be identified; and
- shall specify the address to which any notices may be sent; and
- shall be lodged with Council in person, by mail, or by facsimile (provided the original request is forwarded my mail).

SECTION 4 – CONTACT ARRANGEMENTS

Persons wishing to make arrangements for access to documents can do so by contacting the officer identified below or the General Manager, either by mail or telephone:

The Public Officer
Mr Arthur Piggott - Director Corporate Services
Kyogle Council
PO Box 11
Stratheden Street
KYOGLE NSW 2474

Telephone: (02) 66 321 611
Facsimile: (02) 66 322 228

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of

LACHLAN SHIRE COUNCIL
(FOI Agency No. 2161)
31st December 2004

SECTION 1 – POLICY DOCUMENTS

Subject to the Freedom of Information Act 1989, Lachlan Shire Council holds the following policy documents which may be accessed for inspection:

Codes:

Council Conduct
Council Meeting Practice
Keeping of Horses
Local Approvals Policy
Local Approvals Policy – Footpath Restaurants & Street Trading Stands
Notice of Application to Erect a Building
Registration and Control of Dogs
Safety Practice

Plans:

Development Control Plan (Building Lines)
Development Control Plan (Exempt & Complying Development)
Development Control Plan (Land Use)
Development Control Plan (Outdoor Advertising)
Lachlan Local Environmental Plan 1991

Management Plans:

2004/2008 Management Plan and Budget
Cemetery and Burials
Equal Employment Opportunity
Footpath Management
Gum Bend Lake
Liberty Park and Bicentennial Park, Lake Cargelligo
On Site Sewage Management 2000
Parks & Reserves Management
Roads Management
Stormwater Management
Western Common

Policies:

Child Protection Policy
Emergency Control Policy
Equal Employment Opportunity Policy
Industry Incentive Policy
Investment Policy
Payment of Expenses and Provision of Facilities to Councillors
Payment of Expenses to Aboriginal Consultative Advisory Committee

Recruitment Policy
Graffiti Policy
Subdivision Policy
Occupational Health & Safety Policy

Other:

Annual Financial Reports and Auditors Report 2004
Annual Report 2004
Building Records (Applications/Approvals/Certificates)
Corporate Management Manual (including Delegations of Authority)
Development Application/Consent Records
Land/Asset Registers
Reports and Minutes of Council and Committee Meetings

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs dated 30th June 2004, is available for inspection in accordance with the arrangements listed below. The Statement of Affairs contains details on how Council functions and how the public can participate in policy formulation and gain access to Council information.

SECTION 3 – CONTACT ARRANGEMENTS

The documents may be inspected during normal business hours (8.30 am. to 4.30 pm.) at:

Council Chambers
58 - 64 Molong Street
Condobolin

Enquiries:

Enquiries concerning inspection or purchase of documents should be addressed to:

Public Officer
Lachlan Shire Council
PO Box 216
CONDOBOLIN NSW 2877
Telephone: (02) 6895 4444
Fax: (02) 6895 3478
Email: council@lachlan.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(3)

SUMMARY OF AFFAIRS

of the

Council of the City of Lake Macquarie
(FOI Agency No. 2162)
as at 31st December 2004

SECTION 1 – DOCUMENTS

A. General Documents

Section 12 of the Local Government Act 1993, lists all documents deemed to be public. Any person is entitled to inspect the current version of those public documents free of charge.

B. Policy Documents

Administration

- Corporate Gifts
- Access to Records – Councillors
- Business Ethics
- Code of Meeting Practice
- Complaints Handling Policy
- Council Inspection Committees
- Flying of Flags at Council's Administration Centre
- Freedom of Information
- Privacy Management Plan
- Provision of Electoral Rolls
- Provision of Facilities and Payment of Expenses to Councillors
- Public Access Policy – Committee/Council Meetings
- Reimbursement of Expenses – Councillors and Staff
- Response Times for Written Correspondence
- Special Rate Community Economic Development Program (Main Street Program)
- Tender and Quotation Policy

Art Gallery

- De-Accession of Artworks Policy

Building

- Buildings Commenced Prior to Council Approval
- Construction Standard for Hairdressers Shops, Beauty Salons and Where Prescribed Process or Processes conducted under the Public Health (Skin Penetration) Regulations
- Councils Controls – Retaining Walls Adjacent to Boundaries and Boundary Fences
- Dividing Fences Contributions
- Graffiti Policy
- Occupation of Caravans Structures by Owner/Builders
- Provision of Fire Hydrants
- Residential Concrete Slabs Height Above Ground Level
- Use of Reflective Foil Laminate Thermal and Vapour Barrier in Dwellings
- Waiving of Building Construction and Development Fees for Work undertaken on Council Land
- Waiving of Fees – Home and Community Care Program – Home Modification and Maintenance Services

Community Facilities

- Dog Exercise Area Policy
- Pricing Policy for Lake Macquarie Performing Arts Centre
- Street Stalls Approval
- Video Surveillance – Operational Protocol

Community Services

- Child Protection Policy
- Children's Services and Facilities Policy
- Neighbourhood Centres/Community Cottages
- Sun Protection Policy for Council Managed Child Care Services
- Youth Services and Facilities Policy

Councillors

- E-mail Filtering for Councillors

Engineering

- Construction and Maintenance of Drainage Easements and Natural Watercourses
- Drainage Easements – Approval to Construction of Encroaching Buildings or Improvements
- Improvements and Maintenance of Watercourses and Drainage Channels Policy
- Management of Trees on Roads and Public Reserves in Lake Macquarie City
- Suburb, Neighbourhood and Locality Boundaries

Environmental Services

- Childproof Enclosure Guidelines for Dangerous and Restricted Breeds of Dogs
- Commercial Home Catering Code
- Connection of Premises to Sewer
- Conversion of Septic Tanks for Rainwater Storage and Garden Irrigation
- Environment Policy
- Inspection of Amusement Devices
- Keeping of Dogs
- Noise Control Policy
- Outdoor Dining
- Protection of Watercourses and Drainage Channels
- Requirements for One Day Food Stalls
- Skin Penetration
- Vertebrae Pest Policy
- Waste Reduction and Procurement Policy

Finance

- Corporate Sponsorship
- Debt Recovery Policy
- Donations and Financial Assistance by Council – Section 356 Local Government Act 1993
- Investment Policy

Human Resources

- Code of Conduct
- Harassment Policy

Library

- Freedom of Library Collections Policy
- Damaged Library Material Policy
- Loan Limit on Library Material Policy

Planning

- Development Liaison Advisory Group
- Section 94 Acceptance of Additional Land in Lieu
- Section 94 – Land Banking
- Section 94 – Material Public Benefit
- Section 94 – Works in Kind
- Section 94 – Acceptance of Section 94 Credits
- Section 94 – Deferred or Periodic Payments of Monetary Contributions

Roads

- Kerb and Guttering, Special Crossings and Footpath Paving (including Shared Cycleways/ Footpaths)
- Opening of Sealed Road
- Naming and Renaming Roads
- Temporary Road Closures

Subdivision

- Construction Specification
- Engineering Design Requirements
- Gateshead Industrial Estate – Policy Requiring All DA's to be Referred to Council
- New Roads
- Public Reserve Requirements
- Subdivision of Residential 2(A) Zoned Land in Unsewered Areas
- The City of Lake Macquarie Subdivision Code

Waste & Emergency Services

- Garbage Services – Repair or Replacement of Failed or Damaged 240L Wheeled Garbage Containers

SECTION 2 – COUNCIL'S STATEMENT OF AFFAIRS

The Statement of Affairs for Lake Macquarie City Council as at 30 June 2004 is available at no cost

SECTION 3 – CONTACT ARRANGEMENTS

Enquires concerning access to documents may be directed to either:-

Mr Gary Brown
Manager
Management Planning and Communication
(Public Officer)

or

Ms Lyn Pund
Records Coordinator

Lake Macquarie City Council
Box 1906
Hunter Region Mail Centre NSW 2310

Telephone (02) 4921 0333
Fax (02) 4958 7257

e-mail council@lakemac.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of

LANE COVE COUNCIL
December 2004

SECTION 1 – POLICY DOCUMENTS

- Lane Cove Local Environmental Plan 1987
- Lane Cove Environmental Plan Amendment Nos 1- 51 (not inclusive)
- Draft Lane Cove Environmental Plan Amendment Nos 37, 49, 50, 52, 53, 54, 55 & 56.
- Business Zones DCP
- Industrial Zones DCP
- Residential Zones DCP
- Control of Development Adjacent to Bushland (DCP No.1)
- Development on Sunshine Homes Site (DCP No.2)
- Bellevue Ave Site (DCP No.3)
- Controls for Site Waste Management & Minimisation (DCP No.4)
- Access and Mobility (DCP No.5)
- Exempt and Complying Development (DCP No.6)
- Brothels DCP
- Chaplin Drive DCP
- Rosenthal Avenue DCP
- Residential Zone 2(b1) Townhouse DCP
- Housing Strategy
- Code for Dwelling Houses
- Swimming Pool Code For Private Swimming Pools
- Dual Occupancy Guidelines
- Plan of Management - Natural Areas and Bushland
- Plan of Management - Parks
- Plan of Management - Community Land
- Plan of Management - Sportsgrounds
- Plan of Management - Former Ladies Bowling Club Site
- Plan of Management - Pottery Green
- Plan of Management - Carisbrook House
- Land Register
- Heritage Study and Inventory of Item
- Management Plan
- Corporate Plan
- Planning Studies eg. Shopping Centres
- Section 94 Plan
- Annual Budget
- Auditor's Report
- Investment Register
- Annual Report
- Annual Community Report
- Code of Conduct
- Code of Meeting Practice

SECTION 2 – POLICIES

- Advertising structures
- Animals
- Dog signs
- After hours impounding facilities
- Keeping of animals policy
- Appeals - development and building applications
- Bill posters
- Notification of applications for development proposals
- Ground levels related to floor levels to be shown on plans
- Carports
- Plaza - shop awnings
- Plumbing
- Power poles
- Solar hot water services
- Residential flat requirements
- Hoardings
- Site controls
- Strata title units development applications
- Ventilation code
- Natural ventilation of public garages
- Battleaxe allotments - building upon handle
- Inclinators
- Australian height datum
- Kindy Cove Child Care Centre - aims and objectives
- Kindy Cove Child Care Centre - management
- Loan of equipment to community groups
- Purchase orders - community groups
- Lease of property to clubs and organisations
- Financial support
- Hire charges - council civic centre
- Financial assistance to community groups
- Consultants' submissions and reports
- Councillor/s
- Written reports of conferences
- Meeting with the public
- Entry by councillors on invitation
- Payment of expenses and provision of facilities to councillors
- Conflicts of interest
- Review of council's policies
- Register of legal opinions
- Council's logo
- Land and property portfolio
- Affixing of council's seal
- Australian made goods
- Purchasing policy
- Use of local contractors
- Competitive neutrality complaints handling mechanism
- Delegation of authority - mayor

- Council involvement in litigation
- Delegation of authority - deputy mayor
- Delegated authority
- Illegal uses
- Section 149 certificates
- Trade waste control
- solar access
- development application fees
- bond/bank guarantees - development/building applications involving significant trees
- reflective glass in external walls
- developments - expression of opinion
- models of development proposals
- development conditions of consent - non residential uses
- Drainage policy
- Display of goods on footpaths
- Display of goods on council footpaths
- Exhibitions of policies – environmental services
- Common boundary fences
- Tennis courts - fences
- Contributions to common boundary fences
- Expenditure not to exceed estimate - report by officers
- Application for grants
- Proceeds from sale of library books
- Properties acquisition and open space - 4 year programme
- Reserves
- Flag poles
- Foreshore development
- Rock faces and flora
- Boat sheds
- Council's involvement in community services
- Community profile
- Use of chloroflurocarbons
- House numbering by private companies
- Internal reporting policy
- Internal reporting procedure
- Internet and e-mail management policy
- Battleaxe subdivisions
- Strata subdivisions
- Subdivisions - garbage collection areas
- Subdivision applications - easements through reserves
- Subdivision undersized lots
- Library buildings and safety
- Commercial use of the library
- Membership identification criteria
- Library hours
- Library borrowing - number of items
- Period of loans
- Photocopiers - public
- Security

- Censorship
- The collection
- Donations of materials to the library
- Display of community notices
- Outreach services
- Marjorie Propsting Memorial Library
- Junior library
- Fees and related income
- Corporate library
- Local government collection
- Local history collection
- Publications by the library
- Privacy and library records
- Library charges
- Stock withdrawal and replacement
- Shorelink policies and procedures
- Photographing of the lane cove municipality on a regular basis
- Use of mechanical rock pick machines
- Open space - dual occupancy
- Exemption from restriction
- Off street parking contribution
- No parking – road marking across driveways
- Playing fields in schools
- Use of herbicides
- Horses in reserves
- Medical examination prior to employment
- Designated employees - disclosure of interest
- Gratuities
- Private works by members of council's staff
- Computers - use of
- Council vehicles - contract staff
- Council vehicles - leaseback arrangements
- Sick leave - extended periods
- Sick leave incentive scheme
- Defence force reserves - council support
- Work experience - senior high school students
- Trainee schemes
- Flexi-time rules - civic centre & library
- Personal clothing
- Equal employment opportunity policy
- Industry training
- Staff performance review
- Depot staff uniforms
- Guidelines for payment of overtime
- Rehabilitation programme
- Leave without pay
- Senior staff attendance at conferences
- Workplace harassment policy
- Training and education policy

- Smoke free workplace
- Health & safety policy statement
- Grievance handling procedure
- References under seal
- Substance abuse policy
- Physical access policy
- Replacement of plant
- Rain water tanks
- Council archives policy
- Definition of a "record"
- Categories of council records
- Stages in the treatment of non-current records
- Disposal of council records
- Preservation of archives
- Archives - access
- Access to council records
- Access to information under the provisions of the local government act 1993
- Proposed rezonings
- Rezoning request
- Notification policy - amending LEP'S & DCP'S
- Risk management policy
- Public liability insurance - civic centre
- Liability for negligent misstatement
- Public liability claims - procedure
- Motor vehicle policy
- Trees & tree root damage claims policy
- Street furniture
- Street lamps
- Swimming pools
- Freeways
- Through traffic
- Lower speed limits
- Construction zones
- Tree preservation and landscape policy
- Policy for the preservation of significant trees
- Displays in the plaza
- Umbrellas in the plaza
- Use of plaza – charity street stalls
- Plaza structural alterations
- Performances in the plaza
- Pathway - lane cove plaza to council lane
- Lane cove swimming pool - use by schools
- Sale of council assets
- Council's office - signs in foyer
- Civic centre artwork/information boards
- Signposting for privately owned public facilities
- Tables and chairs in the plaza (and lane cove shopping centre) for commercial restaurant use
- Filling
- Walls supporting footpaths

- Longueville road shopping centre
- Vehicular access to properties
- Second vehicle access
- Drainage easements
- Council works notification
- Vehicular access to multi-unit housing
- Youth week
- Youth policy statement
- Leases of Waterfront Structures
- Identifying Policies

SECTION 3 – STATEMENT OF AFFAIRS

Council's Statement of Affairs was published on 30 June 2004 and is available for purchase at a cost of $5.00.

SECTION 4 – CONTACT ARRANGEMENTS

Enquiries regarding Council's policy documents should be directed to the FOI Co-ordinator by telephoning 9911 3525 between the hours of 8.30am and 5.00pm Monday to Friday. Applications should be directed to the Freedom of Information Co-ordinator, Lane Cove Council, PO Box 20, Lane Cove, NSW 1595.

PETER BROWN, General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and 3

SUMMARY OF AFFAIRS
of
LEETON SHIRE COUNCIL
31 December 2004

In accordance with Section 14(1)(b) of the Freedom of Information Act, this summary of the statement of affairs of the Leeton Shire Council is provided.

SECTION 1 – POLICY DOCUMENTS

- Code of Conduct
- Code of Meeting Practice
- Management Plan
- Disaster Plan
- EEO Management Plan
- Expenses and Facilities Policy
- Financial Management Plan
- Applicable Local Environmental Plans
- Local Orders Policy
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- State of the Environment Report
- Leeton and Yanco Peripheral Area Contribution Plan 2003
- Leeton Shire Social/Community Plan

SECTION 2 – STATEMENT OF AFFAIRS

The latest Leeton Shire Council's Statement of Affairs is 30 June, 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Any Freedom of Information inquiries concerning the Council's activities should be directed to:

The Public Officer
Leeton Shire Council
23 – 25 Chelmsford Place
LEETON NSW 2705
Telephone: (02) 6953 2611

The Council's office hours are 8.30am to 5.00pm Monday to Friday.

Any request for access to documents under the FOI Act should be made in writing, accompanied by a $30 application fee.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and 3

SUMMARY OF AFFAIRS
of
LEICHHARDT COUNCIL

POLICY DOCUMENTS

COMMUNITY SERVICES

- Aboriginal Social Plan
- Child Protection Policy
- Children's Social Plan
- Community Funding Program (S.356 Local Government Act, 1993)
- Corporate Strategic Plan
- Disability Social Plan
- Disability Action Plan
- Ethnic Social Plan
- Events and Festival Policy
- Family Day Care Policies
- Graffiti Strategy and Action Plan
- Library Collection Development Policy
- Library Internet Access Policy
- Local Ethnic Affairs Priorities Statement
- Older Peoples Social Plan
- Pedestrian Access and Mobility Plan
- S94 Contributions Plan – Community Facilities
- Womens Social Plan
- Youth Social Plan

CORPORATE & INFORMATION SERVICES

- Access to Council files/ non release of documents identifying complainants
- Annual Reports
- Boycott of James Hardie products
- Business Papers/Minute Books – Council & Committee Meetings
- Code of Councillor Conduct and Practice
- Code of Meeting Practice
- E-Mail Policy
- E-Mailing of Information to Councillors
- Fees and Charges (July 2004 to June 2005)
- Filming in the Municipality of Leichhardt (Standard Conditions of Approval)
- Financial Statements (July 2003 – June 2004)
- Internet Policy
- Management Plan (July 2004 to June 2005)
- Opposition to developer donations to local government candidates
- Privacy Management Plan
- Provision of Expenses/Facilities for Councillors
- Register of Council Policies
- Skips on Public Roadways Policy
- Street Stalls Policy

EMPLOYEE SERVICES

- Authorisation of Travel Expenses (by Council) for interstate and overseas travel
- Communications Strategy
- Equal Employment Opportunity
- Grievance Policy
- Harassment Policy
- Occupational Health and Safety Policy
- Personnel Policies & Procedures Manual

ENVIROMMENTAL MANAGEMENT

- Asbestos policy
- Companion Animals Management Plan
- Contributions Plans
  - Open Space & Recreation
  - Community Facilities
  - Transport & Access
- Development Control Plan No.21 – Wharf Road, Balmain
- Development Control Plan No.23 – Orphan School Creek
- Development Control Plan No.27 – Balmain Power Station
- Development Control Plan No.31 – Ampol (White Bay)
- Development Control Plan No.32 – Design for Equity of Access
- Development Control Plan No.35 – Exempt & Complying Development
- Development Control Plan No.36 – Notifications
- Development Control Plan No.37 - 2-8 Weston Street, East Balmain
- Development Control Plan No.38 – Waste, Avoid, Reuse, Recycle
- Development Control Plan No.42 – Land Contamination
- Development Control Plan No.47 – Jane Street Balmain
- Development Control Plan No.48 – Managing Activities on Footpaths and Street Verges
- Local Action Plan for Greenhouse Gas Reduction (Milestone 3)
- Opposition to Sydney Airports Masterplan
- Plastic Shopping Bags
- Stormwater Management Strategy
- Town Plan - LEP 2000 (as amended)
- Town Plan - DCP 2000 (as amended)
- Towards a Sustainable Future – An environment strategy for Leichhardt Council 1994
- Tree Preservation Order (Environmental Planning & Assessment Act, 1979)
- Youth Road Safety Action Plan

INFRASTRUCTURE & SERVICE DELIVERY

- Bike Plan
- Container Deposit Legislation
- East Balmain Foreshore Plan of Management
- Elkington Park Plan of Management
- Gladstone Park Plan of Management
- Green Waste Action Plan
- Inspection and maintenance of footpaths
- Internal Operations Waste Management Plan
- Mort Bay Park Plan of Management
- Stormwater Management
- Use of Public Parks & Reserves

MOST RECENT STATEMENT OF AFFAIRS

Published June 2004 pursuant to the requirements of the Freedom of Information Act, 1989, Sec. 14(2).

Designated Inquiry Officer:

George Georgakis
Administration Manager
Telephone: 9367 9121

INSPECTION ARRANGEMENTS

Council's policy documents may be inspected at the Administrative Centre, 7-15 Wetherill Street, Leichhardt, by appointment between 8.30am – 6.00pm weekdays.

Peter Head, General Manager, Administration Centre, 7-15 Wetherill Street, LEICHHARDT NSW 2040

FREEDOM OF INFORMATION ACT 1989
Sections 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
LIVERPOOL PLAINS SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Subject to the Freedom of Information Act, 1989, Liverpool Plains Shire Council holds the following documents which may be accessed for information:-

Section A – Governance and Corporate Polices

- Code of Meeting Practice
- Equal Employment Opportunity
- Harassment in the Workplace
- Employee Grievance/Disputes
- Bullying in the Workplace
- Disciplinary Procedures
- Code of Conduct
- Secondary Employment
- Internal Reporting
- Employee Assistance Program
- HIV/AIDS
- Disposal of Surplus Equipment/Scrap and Low Assets
- Donations
- Training Policy
- Approved Students Educational/Training Institutes
- Employee Leave Balances
- Drugs, Alcohol and Medication in the Workplace
- Working in Hot Conditions, Skin Cancer and Employee Clothing
- Safety Helmet, Footwear and Eye Protection
- Passive Smoking Policy
- Incident and Accident Reporting and Investigation
- Code of Dress
- Occupational Rehabilitation
- Payment of Expenses and Provision of facilities to Councillors
- Staff Travelling Expenses
- Customer Service and Complaints Handling
- Civil Emergency Leave
- Volunteers Working on Council Worksites
- Suspension of Driver's Licence
- Damage, Loss/Theft of Personal Property or Personal Effects
- Child Protection
- Communications Strategy
- Investments
- Risk Management
- Internet, E-mail and Web Browsing
- Computer Equipment and Software
- Contract Staff – Private Use of Vehicle
- Non-contract Staff – Private Use of Vehicle

- Occupational Health & Safety Code
- Human Resources Manual
- Hall Management
- Rating Contribution for CWA Branch Halls
- Local Film Policy

Section B–Infrastructure & Technical Policies

- Banner Advertising
- Cemeteries – Quirindi and Villages
- Guidelines for Development and Subdivision Works
- Naming of Council Assets
- Footpath Policy
- Vehicle Crossings
- Playground Policy
- Plant Policy
- Dust Suppression Policy
- Ramps and Gates on Public Roads

Section C – Environment and Community Services Policies

- Village Development Program
- Structures on Footpaths and Council Land
- Water Supply – Rural Dwellings
- Electricity Supply to Rural Subdivisions
- Dwelling Relocation
- Library Internet use
- Temporary Occupation
- Sustainable Development
- Footpath Dining
- Notification of Adjoining Landowners Policy
- Property Leasing Policy
- Risk management Policy
- Section 94 Contributions
- Small Feedlots Policy
- Stock on Public Roads & Public Places Policy
- Swimming Pool Fencing Policy
- Tree Preservation Order
- Work on Private Property Policy
- Building Alignment – Town of Quirindi
- Scare Gun Policy
- Noxious Weed Control
- Payment of Fees Childcare Centre
- Bonds and Guarantees
- Retailing in the Shire
- Building Setbacks
- Street Entertainment & Busking

Council's Management Plan consisting of:

- Corporate Objectives
- Principal Activities and Services
- Statement of Business Activities
- Statement of Human Resource Activities
- Statement of Equal Employment Opportunity
- State of Activities to Protect Environmentally Sensitive Areas

– Annual Statement of Revenue Policy
– Fees and Charges
– Budget Estimates
– Performance Targets

Section D – Other

Advertising Code
Annual Report
Auditors Report
Building Application / Approval Records
Building Certificate Records
Building Line Policy
Bushfire and Emergency Manuals
Business Papers
Competitive Neutrality Complaints Management Policy
Committee Structure
Council & Committee Meeting Register
Debt Recovery Policy
Delegations of Authority Register
Development Application / Consent Records
Development Control Plan - Quirindi Township 1991
Development Policy / Council Profile
Disaster Recovery Plan
Disclosures Register
Hiring of Council Facilities Policy
Investment Register
LEMP - Quirindi Garbage Depot
Local Approvals Policy
Local Orders Policy
Minutes of Committee Meetings
Minutes of Council Meetings
Personal and Privacy Information Act.

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Council's most recent Statement of Affairs may be obtained by contacting the F.O.I. Co-ordinator.

The Council's Statement of Affairs provides information on the following:-

- Structure and function of the Council;
- Public Access to Council;
- Public participation in the decision making process.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents held by the Council may be arranged, during business hours, by contacting:-

Public Officer,
P.O. Box 152,
QUIRINDI NSW 2343

Phone: (02) 67 461755
Fax: (02) 67 463255
Email: lpsc@lpsc.nsw.gov.au

Business Hours - Monday to Friday 8.30 a.m. to 5.00 p.m.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of
LOCKHART SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The Council maintains the following Policy Documents:-

Policy Manual

Policies – Procedure for Consideration and Adoption
Payment of Councillors and Mayoral Fees, Expenses and Facilities
Tours of Inspection
Protected Disclosures & Internal Reporting System
Code of Conduct
Privacy Plan & Code of Practice
Lockhart Local Approvals
Disabled Persons Access
Response to Incidents Involving Hazardous Materials
Environmental Restoration – Emergency Grant Procedures
Provision of Water Tankers at Shows and Festivals
Mowing of Church and Other Properties
Aged Care – Voluntary Use of Council Plant
Works for Local Management Committees
Repairs – Plant Operated by Committees of Council
Environmental Offences Infringement Notice system
Flood Prone Land and Building Floor Level
Removal of Inflammable Matter
Replacement of Staff Cars & Transport Vehicles
Relocation of Dwelling Houses
Code – Kennelling of Dogs within the Shire of Lockhart for Purposes of Boarding and/or Breeding Establishments
Sewer Connection
Local Roads Classification and Maintenance
Private Water Pipes Under roadways
Building Line Setbacks
Street Trees and Building control
Vehicular Entrances to Private Properties
Private Works – Charges for works under Section 67 i.e. Private Hire
Firebreaks
Noxious Weeds Control
Bush Fire Operations, Supply & Management of Equipment
Signs as Remote Supervision
Constructed Footpath Risk Management
Asbestos Cement
Provision of Protective Clothing/Equipment
Telephone Rents and Charges – Staff Residences
Employees – Place of Residence

Private Use of Motor Vehicles
Return-to-Work Program
Occupational Health & Safety
Rental of Staff Dwellings
Conference Expenses – Senior Officers
Training
Equal Employment Opportunity
Smoke Free Workplace
Provision of Staff Uniform
Accruement of Long Service Leave
Complaints Management
Incident/Accident Investigation
Drugs & Alcohol in the Workplace
Occupational Health and Safety Consultation

Bush Fire & Emergency Manuals
Developer Contributions Plan
Lockhart Shire Council Local Environmental Plan
Code of Conduct
Equal Employment Opportunity Management Plan
Management Plan 2004/2007
Minutes of Committee Meetings
Minutes of Council Meetings
Revenue Policy (see Management Plan)
State of the Environment Report (see Annual Report)
Annual Report
Auditors Report
Business Papers
Disclosures Register
Land Register
Investments Register
Social Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Lockhart Shire Council is a Local Government Authority under the Local Government Act, 1993. The Council consists of nine Councillors who are elected every four years by the electors of the area. The Mayor is elected by the Councillors every year.

The Council provided a Statement and Summary of Affairs in compliance with Section 14 (1) (b) and (3) of the Freedom of Information Act, 1989 and Schedule 3, Clause 3 of the Local Government (Consequent Provisions) Act, 1993.

The most recent Statement of Affairs was published on 25th June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries for access to information under the Freedom of Information Act, 1989 should be made in writing and addressed to the Principal Officer of the F.O.I. Act as follows:-

The General Manager
Lockhart Shire Council
PO Box 21
LOCKHART NSW 2656

Office hours at 69 Green Street, Lockhart are 8.30am to 4.00pm Monday to Friday.

FREEDOM OF INFORMATION ACT (1989)
Section 14(1)(b) and 14 (3)

SUMMARY OF AFFAIRS
of the
MAITLAND CITY COUNCIL

In accordance with Section 14(1)(b) of the Freedom of Information Act, this summary of the Statement of Affairs of Maitland City Council is provided.

THE COUNCIL'S POLICY DOCUMENTS

The following policy documents are available at the Council's Administration Office for inspection free of charge. Copies of some documents are available for a set fee, as listed in the fees and charges register and others for a photocopying charge:

Delegations of Authority Manual

General Policy Manual of Council

Annual Report

Management Plan

[Includes Pricing Policy, Financial Plan, Corporate Plan]

Code of Meeting Practice

EEO Management Plan

Local environment Plan (1993)

Minutes of Committee Meetings

Minutes of Council Meetings

Plans of Management

Various Plans

City wide S:94 Contributions Plan.

Development Control Plans

* Industrial Development Code
* Conservation of Clay Resources
* Thornton Rural Residential Area
* Raworth
* Metford
* Central Maitland
* Aberglasslyn/North Rutherford
* Bolwarra Heights – Rural Small Holdings
* Farley – Rural Small Holdings
* Green Hills Low Density Residential
* Morpeth
* Bolwarra/Largs
* Former Rutherford Abattoir Site & Adjoining Land
* Waterforde Estate – Louth Park Rural Residential Subdivision
* Oakhampton Heights
* Chisholm Road, Greenhills
* Thornton County Residential Release Area (Somerset Park)
* Outdoor Advertising
* Lower Hunter Urban Housing
* Lochinvar – Small Rural Lots

* Accessible Living
* Greta - Small Rural Lots
* West Bolwarra Heights
* Tenambit
* Glenwood Residential & Industrial Estate
* Hunter River Floodplain Management
* Energy Smart Homes
* Thornton Business Park – Thornton - East
* Subdivisions
* Maitland Conservation and Design Guidelines
* Avalon Forest Rural Residential Estate Thornton
* Advertising/Notification of Development Application
* Commercial and Retail Policy
* Car Parking Requirements
* Brothels and Sex Industry Establishments
* On-site Sewage Management Systems

Policy Documents

ADVERTISING SIGNS

* Guidelines for Outdoor Advertising
* Advertising in Public Parks
* Erection of Temporary Banners over Public Roads

APPROVALS

* Automatic Fire Detection and Alarm Systems Installation in Class 1A Dwellings
* Bed and Breakfast Establishments
* Broiler Farms Code
* Building Line
* Development Assistance Panel
* Englobo Land – Early Release of
* Environmental Protection – Inspection Program for Hairdressing & Skin Penetration Premises
* Exhibition Home Code
* Food Surveillance Policy
* Horses and Cattle
* Local Approvals Policy
* Local Approvals – Modern and Integrated Building Codes
* Off Street Car Parking
* Road and Locality Naming
* Roofwater Drainage to Buildings
* Special Events
* Swimming Pools and Fencing Installation
* Clothing Bins
* Control of Burning Policy

ART GALLERY

* Policies

BUILDINGS

* Floor Levels on New Dwellings and Flats in Flood Areas
* Heritage Building Conservation and Upgrading
* Owner Occupation Caravans On-site During Dwelling Construction
* Public Amenities in Commercial Buildings

CIVIL MATTERS

* Flags – Flying of
* Formation of City Choir
* Honorary Freeman of the City
* Maitland City Orchestra
* Bishop of Newcastle – Use of Crest
* Regional Army Cadet Unit

COUNCIL MATTERS

* Becoming Competitive
* Building & Development Applications – Councillors and Staff
* Closure of Council's Administration Offices Christmas and New Year
* Code of Conduct
* Code of Meeting Practice
* Community Buildings
* Complainants – Dealing with Difficult
* Displan
* Erosion and Sediment Control
* Internal Reporting Systems for Disclosure
* Interstate and Overseas Travel
* Payment of Expenses and Provision of Facilities for Councillors
* Regional Co-Operation and the Hunter Regional Association of Councils
* Provision of Information to and Interaction Between Councillors and Staff
* Structural Reform
* Local Government Association Forwarding of Representatives
* Number of Councillors
* Delegates to Various Authorities (listing thereof)
* Petitions – Receipt of
* Sponsorship Policy

COMMUNITY AND SOCIAL WELFARE

* Aboriginal Reconciliation Statement
* Crisis Intervention and Conflict Resolution
* Maitland Food Services
* Commitment to Indigenous Australians
* Commitment to Young People
* Community and Social Welfare Services Policy
* Maitland Access Advisory Panel

CONTRACTS

* Demolition

DOG CONTROL

* Dog Catching Cage, Use Of
* Dog Control Facilities

DONATIONS

* Loans to Service Clubs and Non Profit Organisations
* Section 356 Donations
* Donations to Council
* Doorknock Appeals and Street Days
* Collections by Bucket Brigades at Traffic Light Areas

DRAINAGE

* Improvements Over Drainage / Urban Drainage

FENCES

* Dividing Fences
* Fencing on Street Boundaries – Erection of

FILMING

* Filming Protocol

FINANCE

* Budgeting
* Income From Grazing
* Goods and Services Tax
* Interest on Investments
* Investment Strategy
* Reserved/Restricted Asset Policy
* Significant Account Policy
* Contribution to Time Payment
* Write Off on Debtors – Rates, Charges and Services
* Credit Facilities at Waste Depot

FLOOD

* Flood Liable Land

GRANTS

* Grants – Applications

HEALTH MATTERS

* Abandoned Shopping Trolleys
* Keeping Of Animals
* Keeping of Poultry
* Checking Quality of Private Swimming Pools
* Self Enforcement Infringement Notice System
* Landing of Helicopters within the City
* Aerated Water Treatment Systems

HERITAGE (INCLUDING CBD/MALL HERITAGE AREA)

* Heritage Building Conservation and Upgrading
* Outdoor Dining Policy
* Central Maitland Area Improvement Program
* High Street Heritage Mall – Leasing Tables
* Maitland Heritage Mall Code
* High Street Heritage Mall – Mall Trading Structures

INSURANCE

* Motor Vehicle Accidents/Procedures
* Mowing of Footpaths by Residents
* Public Liability – Goodwill Payments

KERB, GUTTERING & FOOTPATH CONSTRUCTION

* Kerb, Guttering and Footpath – Construction
* Kerb, Guttering and Footpath – Charges

LAND & COUNCIL BUILDINGS

* Land Acquisition, Development and Sale
* Disposal of Fill From Construction Sites
* Payment of Agent's Fees

* Sale of Council Owned Land
* Property Development Unit
* Policy of LEP'S and Council Land

LIBRARY

* Freedom of Collection and Access for Local Government Libraries
* Charges to Users
* Library Collection Development Policy
* Library Policy
* Sponsorship Opportunities for Libraries

NOXIOUS WEEDS & AQUATIC PESTS

* Eradication in Urban Areas of the city

PARKING

* Off Street Car Parking
* Access to Parking by Commercial Developers Where Parking Contributions have been Paid – Belmore Road, Lorn

PARKS AND GARDENS

* Bowling Clubs – Lease of Public Reserves
* Closure of Playing Fields when Unfit for Play
* External Running Costs
* Liquor at Ovals
* Maintenance
* Mt Pleasant Street
* Oval Board Allocations
* Oval Boards – Representation other than Sporting Groups and Nomination Procedures
* Plans of Management
* Practice Wickets and Goal Posts – Location of in Public Parks
* Recreation Boards Formation

PLANNING MATTERS

* Central Maitland Draft LEP
* Central Maitland General Landscape and Hunter River Frontage
* Commercial Centres of Maitland
* Cycleways Study
* Ecologically Sustainable Development
* LEPS and Council Land
* Street Construction – Morpeth Conservation Planning Study
* Part V of the Environment Planning and Assessment ACT 1979
* Notification of Subdivision Applications
* Tree Preservation and Control

PLANT AND EQUIPMENT

* Purchase or Replacement
* Resource Sharing
* Plant & Equipment – Replacement
* Private Use Light Vehicle Leaseback
* Sale of Obsolete Council Property

PRIVATE PIPELINES

* Private Pipelines in Road Reserve

PRIVATE WORKS

* Provision of Works and Services to Outside Bodies
* Investigation into Sundry Works and Private Works

PROCUREMENT

* Procurement Policy

RATES

* Adjustment of Rates
* Arrears of Rates
* Categorisation of Land for Rating Year Commencing 1/7/94
* Extra Charges
* Farmland Rate Applications
* Financial Hardship
* CBD Construction Rate Assistance
* Offer Of Land in Lieu of Rates
* Owing Vacant Land Subject to Flooding
* Rural Rating
* Rate Relief Rural Properties
* Write off Debtors – Rates, Charges and Services

RECORDS

* Records Management Policy

RISK MANAGEMENT

* Gathering Information
* Certificates and Applications
* Signs as Remote Supervision
* Road Maintenance
* Footpath Maintenance
* Tree Management

ROADS

* Discharge of Water into Streets
* Method of Determining Routine Rd Maintenance Contributions for Extractive Industries
* Morpeth Road access to Reserves
* Neighbourhood Watch and Safety House Signs
* Adopt a Road Program
* Roadside Tributes
* Formulation of Road Maintenance Rolling Works Programme

STREET LIGHTING

* Rurally zoned Areas – Street Lighting

SUB-DIVISIONS

* Accessways to Battle-Axe Blocks
* Council's Residential Subdivision Sealing of Pathways
* Housing Commission Project – Metford, Precinct No 2 – Footpath Paving Agreement
* Installation of Underground Telephone and Electricity Cables In Residential Subdivisions
* Provision of Inter-Allotment Drainage in all Future Subdivisions
* Residential Subdivisions Standards
* Sealing of Roads in Premix
* Survey Requirements
* Notification of Subdivision Applications

SWIMMING POOLS

* Admission Charges
* Charges for Schools
* Coaching at Olympic Pool
* Checking Quality of Private Swimming Pools
* Restriction of use when Swimming Club use Pool

TENDERS

* Tendering Procedures
* Tender Discounts

TOURISM

* Bed and Breakfast Establishments
* Marketing Strategy – Maitland Tourism
* New England Highway (15) Promotion Committee
* Steamfest
* Thornycroft Truck Working Party
* Maitland City Town Crier

TOWN HALL

* Hire of town Hall – Waiving of Charges
* Noise Levels – Associated with use of
* Reception Room – Bookings
* Town Hall and Supper Room Regulations

TRANSPORT MATTERS

* Activities on Public Roads
* Bus Shelters
* Construction Zones
* Local Traffic Authority Committees
* Vehicular Crossings
* Coal Traffic – Use of Residential Streets

VOLUNTEERS

* Volunteers Policy

VANDALISM

* Reward – Vandalism
* Vandalism Control

WASTE

* Waste Collection – Extension of Service
* Domestic Waste Collection Service & Issue of Mobile Garbage Bins
* Issuing Credit Card Facilities at Garbage Tip
* Waste Management Plans
* Waste Reduction & Procurement
* Waste Removal Policy

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of
MANLY COUNCIL
as at December, 2004

SECTION 1 – POLICIES & POLICY DOCUMENTS

The following is held by Council and are available for inspection:-

Accounts - Available Working Capital
Advertisements
Advertising
A-Frame Signs and Merchandise Offered for Sale
Armoured Vehicles – Provision for Parking
Awards - Manly Civic Design

Banners - Display Of Banners Within Council Controlled Properties And Reserves
Beach Management
Beaches And Reserves - Commercial Filming - Conditions And Charges
Blasting Permits
Boat Building In Residential Areas
Builders' Rubbish Containers

Caretakers – Residential Caretakers In Council Buildings
Circuses - The Operation Of Circuses With Exotic Animals In Manly
Circus - Limitation On Performances
Clean Air - Complaints
Clearing Of Shrubs And Undergrowth
Closed Circuit Television Protocol – Administration Building
Closed Circuit Television Protocol – Carparks
Clubs And/Or Organisations - Remission Of Rates
Committees - Appointment Of Councillors
Committees - Section 355 Committees - Audit Fees
Community Groups - Financial Assistance
Complaints Management Policy
Consultation – Community Consultation Protocol
Corner Splays - Acquisition Of
Corner Splays - Council To Meet Costs
Corner Splays - Notification On Certificates
Corporate Image
Council And Committee Meetings - Length Of Meetings
Council Meetings - Availability Of Agenda Papers To Public
Council Chamber - Seating Arrangements
Council Letterhead - Council Committees And Areas Of Activity - Signing Of Correspondence
Councillors - Committee Membership Not Appointed By Council
Councillors - Personal Accident Insurance - Authorisation To Attend Functions
Councillors - Reports From Council Officers
Cultural Policy

Debt Recovery - Warrants Of Commitment - Authorisation Of
Development Application Approval
Development Application - Fees For Heritage Buildings
Development Control Plan - Residential Zone

Dog Management – Urban Dog Management
Dinghies - Storage Of Dinghies On Council Foreshores
Donations - Items Of Park Furniture
Drainage Easements - Construction Over
Driveways - Non-Standard Construction

Election Campaigning – Federal, State & Local Government Elections
Elections – Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of Council
Environmental Levy Component Of Rate – Increase In Annual Contribution

Financial Assistance To Cultural Groups
Financial Reporting - Measures Of Council Liquidity
Footpath Trading

Garbage Charges - Surf Clubs, Scout And Guide Halls In Council Reserves
Garbage Containerisation Service - Size Of Containers
Graffiti

Hire Boat Operations - Beaches And Reserves
Hoardings - Placing Of Hoardings At Construction Or Demolition Sites
Honorary Rangers

Insurance - Premsure - Elected Representatives

Leases - Council Property - Maintenance Of By Lessee/Licensee
Leases - Council Property - Payment Of Rates & Charges By Lessee
Library -Borrowers Policy
Library - Commercial Sponsorship Of Library Activities
Library - Statement On Freedom Of Collection, Access, Use And Librarian's Role
Library - Local History

Manly Art Gallery & Museum - Acquisitions And Exhibitions Policy
Manly Art Gallery & Museum - Free Admission For Children On Organised Tours
Manly Art Gallery & Museum - Collection On Local History
Manly Art Gallery & Museum - Presentation Of Paintings Purchased From Funds Raised By Former Ladies Auxiliary
Manly Art Gallery & Museum - Support For Local Artists
Manly Art Gallery & Museum - Waiving Of Fees
Mayor And Councillor's Remuneration Fees

Neighbourhood Watch And Safety House Scheme
Noise Complaints - General
Nuclear Weapons - Abolition And World Peace

Open File Policy
Overgrowth Of Vegetation

Pamphlets & Leaflets - Distribution On Public Roads And In Shopping Centres
Parking - Policy - Manly Central Business District
Parking – Issuing Of Designated Parking Permits
Parking – Provision For Designated Parking Spaces For Armoured Vehicles
Parking Permits – Manly Life Saving Club Inc/ Manly Community Centre
Parks And Reserves - Use Of By Junior Sports
Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of Council
Precinct Committees
Pricing Policy Goods & Services
Printing And Stationery - Use Of Recycled Paper
Property Acquisition Reserve Fund
Prosecutions - Withdrawal Of
Public Liability Insurance
Public Sculpture Policy

Rates - Pensioners - Accrual Of Rates & Charges & Writing Off Interest
Reconciliation Between Indigenous And Non-Indigenous Australians
Recycling - Events And Promotions
Reserves - Exclusive Use For Private Functions
Reserves - Outdoor Furniture – Dedication
Road Reserves - Outdoor Eating Areas - Licensing Of
Road Reserve - Lease For Parking As A Development Application Condition
Road Reserve Leases - Adjacent And Conjoining Parent Lot
Road Reserves - Driveways
Road Reserve Nature Strips

Seawalls - Construction And Replacement
Senior Citizens' Centre
Shopping Trolleys - Impoundments
Signs - Council Projects - Displaying Of
Signs - Direction
Signs - A-Frame Signs And Merchandise Offered For Sale
Signs - Public Telephones
Sister Cities - Policy On Visits To Council By Overseas Tourists
Skateboards & Bicycles On The Corso - Control Of
Skateboards, Bicycles And Rollerskates On The Ocean Beach Walkway
Smoking - Council Owned Buildings
Solar Hot Water Installations (Building Applications)
Special Events (Road Closures) Traffic And Transport Management Plan
Sponsorship - Council Activities And Events
Sport And Recreation Facilities In Manly - Guiding Principles
Stalls - Constituent Interviewing By Local Members
Stormwater Runoff
Strata Subdivisions - New And Old Buildings - Car Parking
Strata Subdivisions - Old Buildings
Swimming Centre, Manly - Complimentary Season Passes To Elite Athletes
Swimming Pools - Fencing Of
Swimming Pools (Private) – Leaking
Sydney Water

Tenders - Lobbying Of Councillors
Tourism Policy
Trading Activities - Hawking & Vending On Public Reserves, Roads & Public Places
Tree Preservation Order
Trees - Lopping For Electricity Transmission Lines
Trees - Lopping For Views
Trees - Removal Of "Ficus" Varieties
Trees - Ringbarking, Poisoning, Root Damage

Unemployment Relief Schemes

Vehicular Crossing And Layback Openings
Vehicle Crossing Construction - Colour Of Concrete
Vehicle Crossings - Maintenance Of Unpaved Crossings
Vehicle Crossings/Driveways - Non Standard
Vehicle Crossings - Payment For Pavement Of Road Shoulders
Vehicle Crossings To Private Property – Temporary Construction In Asphalt - Payment By Owners
Vehicle Crossings - Use Of Uni-Pave Concrete Blocks

Warringah Freeway And Public Transport - Manly Warringah
Waste Minimisation - Functions And Events In Manly
Water Courses - Piping Of
Wentworth Street Redevelopment - Access To Corso Properties

Planning Documents

LEP

Manly Local Environmental Plan 1988 as Amended

DCP

Manly Development Control Plan (DCP) for the Residential Zone 2001 Amendment 1
Manly DCP for the Business Zone 1989: Amendment 3
Manly DCP for the Industrial Zone 1991
Manly DCP for Energy Efficient Buildings 1998
Manly DCP for Backpacker Accommodation 1998: Amendment 1
Manly DCP for Landslip and Subsidence 2001
Manly DCP for Waste Minimisation and Management 2000
Manly DCP for Notification 1999: Amendment 2
Manly DCP for Access incorporating the Manly Access Policy
Manly DCP for Advertising Signs 1993
Manly DCP for Sites in Gurney Crescent & Clavering Rd Seaforth 2002: Amendment 1
Manly DCP for Childcare Centres

OTHER PLANNING POLICY DOCUMENTS

Manly Section 94 Contribution Plan
Manly Town Centre Urban Design Guidelines 2002
Balgowlah Shopping Centre Urban Design Controls 1999
a) Balgowlah Shopping Centre Urban Design Plan 1999
b) Balgowlah Shopping Centre Design Plan 1999 Appendix
Manly Code for the Protection against Termite Attack 1996
Manly Development Control Policy for Manly Cove
Manly Specification for Stormwater Drainage 2003
a) Manly Specification for On-site Stormwater Management 2003
b) Specification for On-site Stormwater Management 2003 Appendix Maps
Manly Specification for Civil Infrastructure, Development & Subdivisions 2003
Manly Council Contaminated Lands Policy 2003.

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs held by Council was published June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

A request under the Freedom of Information Act for access to documents held by Council must be made by written application accompanied by a fee of $30.00 (No GST applicable). Applications should be directed to -

The General Manager
Attention: Manager Administration
Manly Council
PO Box 82
MANLY NSW 1655

Enquiries may be directed to the Administration Officer by telephone (02) 9976 1500 between the hours of 8.30 am and 5.00 pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of

MARRICKVILLE COUNCIL
(as at 17/12/04)

SECTION 1 – POLICY DOCUMENTS

CORPORATE SERVICES

Administrative Services

Information (Access to)

Disclosure of Interests by Councillors and Designated Officers

Access to Submissions Regarding Building, Development and other Applications and Council proposals

Code of Meeting Practice

Code of Conduct

Street Trading

Answering Correspondence

Preparation of Addendums

Printing & Stationery

Inclusion of Information in Business Paper for Council and Committee Meetings

Councillors' Access to Information

Payment of Expenses and Provision of Facilities to Councillors

Conflicts of Interest

Delegations of Authority Register

Petitions Guidelines and Procedures

Tenders & Quotations Procedure

Complaints Handling Procedure

Constitution of Committees and Committee Delegations 1999

Code of Councillor Practice

Internal Reporting Policy

ICAC Matters

Guidelines for Dealing with Competitive Neutrality Complaints

Procedure for the Disposal of Scrap and Low Value Assets

General Manager's Circulars in relation to policy matters:-

- 21/92 Guidelines for Answering Correspondence
- 3/92 Occupational Health & Safety (Manual Handling) Regulations, 1991
- 4/92 Guidelines for deliveries to Aldermen; and for making arrangements for Conferences, Seminars, Inspections involving Aldermen
- 5/92 Administrative Guidelines for Reports to Council, and Recording of Minutes; and Guidelines for inclusion of Addendums on Council Business Agendas
- 6/92 Local Ethnic Affairs Policy Statement (LEAPS) - Introduction of "Language Spoken at Home" Indicator
- 9/92 Procedures for accepting and complying with Subpoenas
- 10/92 Council's EEO Policy - Appointment of an EEO Committee
- 1/93 Update of Council's Equal Employment Opportunity (EEO) Policy
- 2/93 Council's Community Language Policy - Introduction of Language Allowance

- 3/93 Customer Relations
- 4/93 New Sick Leave Provisions
- 5/93 Call Accounting Software: Policy in relation to use of Telephone System for Private Calls
- 10/93 Fines under the Occupational Health & Safety Act - Reminder to Staff
- 10/94 Guidelines for deliveries to Councillors
- 2/95 Guidelines for Workplace Committees
- 3/95 Investigation of Accidents
- 4/95 Rehabilitation Program
- 6/95 Implementation of the Salary System
- 7/95 New Local Government (State) Award
- 8/95 Non-Smoking in the Workplace Policy
- 9/95 Engaging in Outside Work
- 10/95 Council's Salary System
- 10A/95 New Local Government (State) Award
- 11/95 Job Evaluation Appeals
- 12/95 Illegal Use of Computer Software
- 12A/95 Council's Salary System
- 13/95 Council's Proposed Salary System
- 15/95 Council's Adopted Salary System and $150.00 Bonus Payment in recognition of performance
- 1/96 Council's Smoke Free Workplace Policy & Guidelines
- 2/96 The Protected Disclosures Act
- 3/96 Personal Information Update and Equal Employment Opportunity Information
- 5/96 Council-wide Diary and Council Publications Checklist
- 6/96 Staff Selection Procedures
- 1/97 File Management & Maintenance
- 3/97 Administration Building Security
- 4/97 Procedures for dealing with ICAC and NSW Ombudsman
- 5/97 Communicating with the Media
- 10/97 Guidelines for reporting possible corrupt conduct to the General Manager and Independent Commission Against Corruption
- 1/98 Guidelines for Dealing With Competitive Neutrality Complaints.
- 2/98 New Public Access to Information Policy.
- 01/00 Workers Compensation
- 05/00 Reporting of Accidents Near Misses and Dangerous Occurances
- 06/00 Disiplinary Action
- 07/00 Communicating with the Media – What to do when a journalist calls you
- 08/00 Revised Email and internet usage guidelines
- 10/00 EEO Information
- 01/03 Guidelines for reporting and dealing with conflicts of interest

Employee Services

Human Resource Planning
Occupational Health & Safety
Equal Employment Opportunity
Smoke-Free Work Place
Recruitment, Hiring & Induction
Conditions of Employment
Conditions of Leave
Pay & Allowances
Termination of Employment

Security - Employee Records
Redundancy
Redeployment
Filling of Vacant Position of Director
Uniforms - Dress Code
Recruitment & Selection Guidelines and Procedures
Training Plan
Sexual Harassment
Travel Policy for Staff on Council Business
Hazardous Substances
Risk Management
Training & Development - Study Assistance
SAFE System- Safe And For the Environment
Studies Assistance Policy
Guidelines for Dealing with Workplace Agression

Finance

Revenue and Pricing Policy
Rates Collections by Agencies
Stores & Materials
Inspection of Vouchers
Council's Banker
Debt Recovery
Builder's Services Deposits
Purchasing - Local Preference
Procedures Manual
Auditors Report
Financial Statements
Investment Register
Non-Rateable Garbage Policy
Rates and Charges - General
Rates and Charges - Pensioners
Sundry Debtors
Internal Restriction (Reserves)
Investment Policy
Selective Purchasing – Restrictions relating to persons doing, or willing to do, business in, or with Burma
Operating Budget
Resources Plan
Fees and Charges

Information Systems

System Security (Computers)
Information Systems Disaster Recovery Plan
Information Systems/ Technology Strategy 2002- 2005
Security Policies and Procedures Handbook

Corporate Development

Management Plan
Strategic Plan

Corporate Review

Continuous Quality Improvement

Legal Services

Legal Services Management Plan 2003-2004

Approvals/Monitoring/Planning

Code for Industrial Development
Section 94 Contribution Plan 2004
Nuclear Free Policy
Code for the Control of Erection of Signs & Advertising Structures
Building Certificate Records
Development Application consent register
Marrickville Housing Needs Study
Stormwater and On-site Detention Code
Development Control Plans:

- DCP 17, Abergeldie Estate Conservation Area
- DCP 19, Parking Strategy
- DCP 21, Regulation of Brothels and other Premises used for Prostitution
- DCP 23, Petersham Railway Precinct
- DCP 27, Controls for Site Waste Management and Minimisation
- DCP 28, Urban Design Guidelines for Business Centres
- DCP 29, Contaminated Land Policy and Development Controls
- DCP 30, Cooks River Flood Plain
- DCP 31, Equity of Access and Mobility
- DCP 32, Energy Smart Water Wise
- DCP 34, King St. & Enmore Rd Heritage & Urban Design
- DCP 35, Urban Housing, Volumes 1 & 2
- DCP 36, Complying and Exempt Development
- DCP 38, Community Safety
- DCP 39, Development Notification Policy
- DCP 40, Warne Place, South Marrickville
- DCP 41, Barwon Park Triangle, St. Peters

Draft Development Control Plans:

- Draft DCP 18, New Civic Centre Site
- Draft DCP 22, Petersham Park, Stanmore North and Camperdown Heritage Conservation Areas
- Draft DCP 37, Brothels and other Sec Services Premises

Local Environmental Plans:

- MLEP 2001, Marrickville LGA
- MLEP 2001 (Amendment No. 1), 1-3 Coronation Avenue, Petersham
- MLEP 2001 (Amendment No. 2), 163A-181 New Canterbury Road & part 15 The Boulevarde, Petersham
- MLEP 2001 (Amendment No. 3), 36-38 Oxford Street, Newtown
- MLEP 2001 (Amendment No.4), Rezoning of Former Arterial Road and Arterial Road Widening Reservations
- MLEP 2001 (Amendment No. 5), 287 Victoria Road, Marrickville
- MLEP 2001 (Amendment No. 6), 1-7 Macaulay Road, Stanmore
- MLEP 2001 (Amendment No. 7), 58-64 Salisbury Road, Stanmore
- MLEP 2001 (Amendment No. 8), 2-6 Bridge Road, Stanmore
- MLEP 2001 (Amendment No. 9), Rezoning of 24 Gordon Street, Petersham

Rezoning of and Schedule 2 requirements for 24-26 Perry Street, Marrickville
1-13 Garners Avenue, Marrickville
Renaming and arrangement of Schedule 2 (MLEP 2001)
Replacement of clause 45 (MLEP 2001) with new clause

- MLEP 2001 (Amendment No. 10), Reclassification / rezoning of Council Owned Car Parks
- MLEP 2001 (Amendment No. 12), Warne Place, South Marrickville
- MLEP 2001 (Amendment No. 13), 39 Francis Street, Marrickville
- MLEP 2001 (Amendment No. 14), Barwon Park Triangle, St Peters
- MLEP 2001 (Amendment No. 16), 1 Albert Street, St Peters
- MLEP 2001 (Amendment No. 17), 159 Princes Highway, St Peters
- MLEP 2001 (Amendment No. 18), 115-117 Constitution Road, Dulwich Hill
- MLEP 2001 (Amendment No. 19), 5 Croydon Street, Petersham
- MLEP 2001 (Amendment No. 20), 1 Goodsell Street, St Peters
- MLEP 2001 (Amendment No. 23), 2-4 Railway Road, Sydenham
- MLEP 2001 (Amendment No. 26) Corner of Edinburgh Road & Smidmore Street, Marrickville
- Advertising Structures and Signs Policy

Draft Local Environment Plans:

- Draft MLEP 2001 (Amendment No. 11) Brothels, Not Proceeded With
- Draft MLEP 2001 (Amendment No. 15) Princes Highway Bulky goods Cluster, St. Peters, Not Proceeded With
- Draft MLEP 2001 (Amendment No. 21) Heritage Conservation Areas for current DCP areas of Abergeldie Estate and King Street/Enmore Road Replaced by Draft Amendment No. 25
- Draft MLEP 2001 (Amendment No. 25) Heritage
- Draft MLEP 2001 (Amendment No. 29) 72 & 74 Fitzroy Street, Marrickville

Environmental Services

State of the Environment Report 2004
Local Action 21 – Sustainability Strategy (2003)
Cooks River Foreshore Strategic Plan
Environment Management System Management Plan 2003/4
Waste Reduction and Procurement Policy 2000
Environmental Management General Policy 2002

COMMUNITY SERVICES

Library Services

Collection Development Policy
Technical Services
Adult Services
Membership Guidelines
Local Studies
Ethnic Services
Information Services
Children's & Youth Services
Outreach Services
Lending
Library Materials Disposal
Community Information Database
Library Publications

Children's Services

Children's Services - General
Children's Service Strategic Plan
Marrickville South Families and Children
Research Project Final Report

Community Development

Local Ethnic Affairs Policy Statement
Community Planning & Support

Social Plan
Access for People with Disabilities
Community Profile, Marrickville L.G.A.
Marrickville Small Grants Scheme
Food Services
Access Policy
Disability, Discrimination Act, Action Plan
Statement of Commitment to Aboriginal People
Marrickville Seniors Centre Policy
Regugee Position Statement (November 2002)

Communication & Cultural Services

Street Stalls, Markets and Busking
Use of Chrissie Cotter Gallery
Community Communication
Mainstreet Policy
Public Art Policy
Sister Cities Policy
Sponsorship
Annual Report

Recreation Facilities

Use of Council's Community Halls
Facilities for Community Organisations
Operation of Swimming Pools
Marrickville Recreation Strategic Plan

TECHNICAL SERVICES

Parks & Reserves

Sporting & General Park Facilities Leasing & Hire
Use of Parks & Reserves
Tree (& Street Tree Policy Guidelines)
Council's Sports Fields Pricing Policy
Tree Management Policy
Open Space Plan
Plans of Management Community Land Checklist -

- Street Closures & Plazas
- Neighbourhood Parks
- Pocket Parks
- Marrickville Oval
- Camperdown Memorial/Rest Park
- Arlington Reserve
- Camdenville Park
- Henson Park
- O'Dea Reserve
- Enmore Park
- Steel Park
- Mackey Park
- Tempe Reserve
- Dibble Avenue Waterhole
- Petersham

- Camperdown
- Alex Trevallion
- Ryan Playground
- Simpson Reserve
- Jarvie Park
- Marrickville Golf Course
- Warren Park
- Sydenham Green
- Mahoney Reserve
- Kendrick Park
- McNeilly Park

Tree Preservation Order 2001

Plans of Management and Park Development Notification Policy

Engineering

Management of Street and Trunk Stormwater Drainage

Traffic & Transport

Local Approvals Policy for the Placement of Waste Storage Containers

Street Lighting

Grass Verge Mowing

Vehicular Crossings

Stormwater Drainage in Developments

Stormwater Detention & Sediment Control Plan

Weed Control

Resident Consultation for Civil Works

Road Safety Strategic Plan 2002-2007

Naming of Unnamed Road and Lanes

Filming Rights in the Marrickville Area

Cooks River Floodplain Management Study

Cooks River Floodplain Management Plan

Angle Parking in Residential Streets

Port Jackson South Catchment Stormwater Management Plan

Cooks River Stormwater Management Plan

Lower Parramatta River Catchment Management Plan

Pedestrian Access & Mobility Plan (PAMP)

Marrickville Bicycle Strategy 1996

King Street, Enmore Road Urban Design Study

Disaster Recovery Plan

Emergency Management Plan

Business Units

Plant, Vehicle & Equipment

Property Services

Signs

Dividing Fences

Footway Cafes & Restaurants

"A" Frames, other advertising structures display goods for sale

Register of Council owned Land

Garbage Collection

Recycling

Street Cleansing
Regulation - General
Littering/Dumping
Abandoned Vehicles
Footpath Obstructions
Footpath Obstructions - Car Parking
Street Vending
Backyard Burning
Offensive Noise of Dogs
Dog Control
Placement of Waste Storage Containers for Recycled Clothing in a Public Place

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs is published on 30 June each year and is available free of charge.

SECTION 3 – ACCESS TO POLICY DOCUMENTS - CONTACT ARRANGEMENTS

Requests for access to documents in the possession of Marrickville Council should be directed to,

The Public Officer
Marrickville Council, 2-14 Fisher Street, Petersham 2049
Tel (02) 9335-2023

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
MID WESTERN REGIONAL COUNCIL

SECTION 1 – POLICY DOCUMENTS

- Code of Conduct
- Code of Meeting Practice
- EEO Management Plan
- Expenses and Facilities Policy

All other policies from the former Mudgee, Rylstone and Merriwa Shire Councils.

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs is that dated June, 2004. Copies may be obtained at no cost by contacting the Council's Manager Administration - Mudgee.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the Council's Statement of Affairs, Summary of Affairs, the inspection and purchase of policy documents and making a Freedom of Information application should be made during office hours, Monday to Friday from 8.00 am to 4.30 pm to:-

Mr Ian Roberts
Manager Administration - Mudgee
Mid Western Regional Council
P O Box 156
MUDGEE NSW 2850
Telephone: (02) 6372 5888
Facsimile: (02) 6372 5815

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) and 14(1)(a)

SUMMARY OF AFFAIRS
of
MIDCOAST WATER

As required by Section 14 (1) (b) and (3) of the Freedom of Information Act 1989 I hereby notify that the following documents are available at Council's Customer Service Office for inspection:

SECTION 1 – POLICIES

Codes & Practices:

- 13170 Code of Conduct
- 13176 Code of Meeting Practice
- 11219 Councillors and Chairpersons fees
- 12833 Information Security Policy
- 12899 Privacy Code of Practice
- 13174 Accommodation and Expenses Policy
- 13177 Child Protection Policy
- 13178 Connection of Properties to Council's Sewer Systems
- 13181 Guide to administration of the govt cleaning contract
- 13182 Internal Reporting Policy
- 13184 Complaints Management Policy
- 13185 Communications Policy
- 13187 Sponsorship Policy
- 13190 Protected Disclosures Policy
- 13192 Rural Residential Sewerage
- 13193 Specification for office cleaning administration building Albert St
- 13413 Policy Index
- 13735 Sexual harassment Complaints Procedure
- 14010 Video Surveillance
- 14081 Building over or adjacent to Watermains, Sewers and Sewerage Rising Mains
- 14082 Discharge of Liquid Trade Waste into Council Sewers
- 18832 Equivalent Tenement Policy (April 2002)
- 20683 Quality Control Policy
- 22871 Motor Vehicle Policy.
- 30351 Consultant Engagement Practice
- 59562 Safety Management Plan

Employment Related Policies

- 13110 Job Sharing
- 13111 Certificate of Service and References
- 13115 Drugs and Alcohol
- 13146 Smoke-free Working Environment
- 13147 Sick Leave without Pay
- 13148 Long Service Leave
- 13149 Sick Leave
- 13152 Annual Leave
- 13155 Paid Work Outside Council

- 13156 Leave Without Pay
- 13161 Leave for Civil Emergencies
- 13163 Disciplinary Action
- 13327 Personal Files
- 13329 Induction of New Employees
- 13334 Compulsory Training
- 13335 Apprentice, Trainee and Government Training
- 13336 Vacancy Review
- 13337 Selection Criteria
- 13369 Selection Panel
- 13371 Advertising Vacancies
- 13299 Carers Leave
- 13305 Part-Time Employment
- 13309 Casual Employment
- 13310 Temporary Employment
- 13322 Fixed-Term Employment
- 13323 Remuneration
- 13324 Dispute and Grievance Resolution
- 13399 Education Assistance
- 13409 Equal Employment Opportunity
- 13425 Rostered Days Off
- 13427 Corporate Card Policy
- 13428 Private Use of Motor Vehicles
- 13433 Protective Clothing
- 13435 Recruitment
- 13491 Electronic Communication
- 13520 Termination of Employment
- 13733 Work Experience
- 13736 Workers Compensation
- 13180 Employment of Senior Staff policy
- 13429 Employee Assistance Program
- 13158 Military Leave policy
- 13186 Return to work program

Publication & Other Documents

- Manning District Water Supply Scheme Annual Strategic Business
- Corporate / Management / Financial Plans
- Annual Reports
- Quarterly Industry Updates
- Industry Accreditation Scheme (April 2002) (#18712)
- Submission to the Cabinet Committee on Plumbing Reforms (April 2002)
- Water Week Newspaper Supplements – as created
- Water Wise Promotional Brochures & Pamphlets – as created
- Management Plan 2003/2006 (#21777)
- Financial Statements & Auditors Report to 30th June 2003
- Business Papers & Minutes of Council Meetings
- Enterprise Agreement (# 57891)
- Submissions for Annual Awards (eg. RH Dougherty)
- MidCoast Water Contractors Programme (#41669)
- MidCoast Water Safety Manual (#29838)

- Working in Confined Spaces Training Manual (#31803)
- Submission to Ipart on proposed DLWC bulk water pricing (#13179)
- Annual report 97/98 or partnerships co-operatives & other joint ventures to which council have been a party.
- Review of Environmental Factors (REF):
- Environmental Impact Statements (EIS
- Statement of Environmental Effects (SEE)
- Sewerage Code of Australia - (refers to standards for sewerage mains)
- MidCoast Water Supplement to the Sewerage Code of Australia (defines local MCW amendments to the Code)
- Water Supply Code of Australia - (refers to standards for water supply mains)
- MidCoast Water Supplement to the Water Supply Code of Australia (defines local MCW amendments to the Code)
- Special Project Newsletters – (as created)

MidCoast Water Procedures Manual-

All Councils' Procedure Manuals are concerned with internal management functions, and can be located on Council's electronic document management system under public folders / procedures. All procedures are reviewed on a 12 monthly basis and any changes made.

Planning related documents are prepared for various projects prior to their approval to proceed by MidCoast Water and to comply with State Planning Legislation.

SECTION 2 – STATEMENT OF AFFAIRS

A Copy of Council's most recent Statement of Affairs was prepared on 16th December, 2004 & can be obtained by contacting the Public Officer, MidCoast Water, 26 Muldoon St, Taree NSW 2430. MidCoast Water is constituted under the Local Government Act 1993. The General Structure of Council is as follows:-

Elected Council Representatives

General Manager

Council Organisation

Council at its meeting on 4th February, 1998 Adopted the organisational structure as shown on the following page, in accordance with Section 332 of the Local Government Act 1993.

SECTION 3 – CONTACT ARRANGEMENTS

The Public Officer
MidCoast County Council
PO Box 671
TAREE NSW 2430

Telephone: 6592 4809

Office Hours are 8.30am to 5.00pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

MOSMAN MUNICIPAL COUNCIL
(FOI Agency No. 2176)
December 2004

SECTION 1 – POLICY DOCUMENTS

1.1 The following documents are available for inspection by members of the public free of charge during ordinary office hours, i.e. Monday, Wednesday to Friday, 8.30 am to 5.00 pm and Tuesday, 8.30 am to 7.00 pm:

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditors' Report
- Management Plan (MOSPLAN)
- Social Plan
- Community Plan
- EEO Management Plan
- Council's Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Agendas and business papers for Council and Committee Meetings (but not including until the relevant date determined under Section 10E of the Local Government Act, 1993, business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee Meetings, but restricted until the relevant date determined under Section 10E of the Local Government Act, 1993 (in the case of any part of a meeting that is closed to the public) to the recommendations of the meeting
- The register of business papers and minutes referred to in Section 10E(6)
- Any Codes referred to in the Local Government Act
- Register of Delegations
- Applications under Part 1 of Chapter 7 (Local Government Act) for approval to erect a building, and associated documents
- Development Applications (within the meaning of the Environmental Planning and Assessment Act, 1979) and associated documents
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by Council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental Planning Instruments, development control plans made under Section 94AB of the Environmental Planning and Assessment Act, 1979 applying to land within the Council's area
- Statement of Affairs, the Summary of Affairs and the Register of Policy documents required under the Freedom of Information Act, 1989
- Electoral Rolls for each of the Council's four (4) wards as at September 1999

- Register of Council's policies
- Pricing Policy
- Customer Response Policy
- Complaints Policy
- Mosman Economic Review
- Local Solutions to Local Crime and Safety Issues, a Collaborative Management Plan with Harbourside Local Area Command

Council with the exception of Electoral Rolls, has copies of these documents available for taking away either free of charge or on payment of copying charges, according to Council's policy.

1.2 Documents produced by Council and available for sale:

- Local Environmental Plans
- Development Control Plans
- Off-Street Carparking Code
- State of the Environment Report
- Organisations Manual
- Management Plan (MOSPLAN)
- Social/Community Plan
- Food Code
- Stormwater Pollution Control Code
- Contract Tender Documents
- Mosman Heritage Review (Godden Mackay 1996)
- Special Event Management Policy Statement/Operations Manual
- Building returns
- Food Premises Construction and Fitout Code
- Building Service Corporation (Contracts)
- Bathers' Pavilion and its surrounds Plan of Management
- Mosman Plans of Management for Parks and Natural Bushland
- Mosman Heritage Study, 1998 (Travis Partners)
- Mosman Urban Design Study 1990 (McDonald McPhee)
- Draft Residential Development Control Plan 1990 (McDonald McPhee)
- Open Space Study, Vol 1 1994 (Hepper Marriott)
- Plan of Management for Balmoral Reserves
- Public Domain Improvement Program for Spit and Mosman Junction Shopping Centres
- Rawson Park and Surrounds Draft Plan of Management
- Recreational Needs Assessment Study 2000 (Suter & Assoc)
- Rosherville Reserve, Clifton Gardens and Sirius Cove-m Development Control Plan Guidelines 1993 (Lester Firth)
- Section 94 Contributions Plan for Public Carparking in Spit Junction Town Centre
- Section 94 Contributions Plan Open Space
- Spit Waterside Land Use Management Plan 1989 (GHD)
- Public Register under Provisions of Environmental Operations Act (1997)
- Stormwater Management Plans/Port Jackson and Middle Harbour
- Stormwater Pollution Control Code
- Assessment of Existing Traffic Conditions in Mosman (Geoplan 1999)
- Comprehensive Origin and Destination Survey (ERM 2000)
- Community Portrait of Mosman compared with Sydney

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs was published as at 30 June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries regarding Freedom of Information matters or access to documents may be directed to Mr Max Glyde, Director Corporate Services who has been appointed as Council's Public Officer as follows:

Mr Max Glyde
Public Officer
Mosman Municipal Council
PO Box 211
SPIT JUNCTION 2088
Telephone: 9978 4000

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

MURRAY SHIRE COUNCIL
(FOI Agency No. 2179)

SECTION 1 – DOCUMENTS

Subject to the Freedom of Information Act, 1989, the Council holds the following documents which may be accessed for information.

The documents listed hereunder are available for inspection free of any fee. Copies of these documents are available for taking away at a reasonable copying charge.

- Council Code of Conduct
- Council Code of Meeting Practice
- Contributions Plans - s.64 & s.94 Murray Shire Contribution Plan
- Corporate Plan
- Delegations of Authority Register
- EEO Management Plan
- Financial Management Plan
- Murray Local Environmental Plan, 1989
- Management Plan
- Social and Community Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- Procedure Manuals
- Environmental planning instrument, development control plans and plans made under s.94AB of the Environmental Planning & Assessment Act, 1979, applying to land within Council's area
- Council's Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- Auditors Report
- Land Register
- Development Approvals
- Return of Investments
- Return of the Interests of Councillors, Designated Persons and Delegates
- Town of Moama Development Control Plan
- Tourist Development Control Plan
- Murray Shire Disaster Management Plan
- Murray Shire Bush Fire Operations Plan

The documents listed hereunder are available for inspection free of any fee. If required, copies will also be made available for taking away at no fee.

- Council's Annual Report
- Correspondence and Reports of Open Council Meetings
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Statements of Affairs, Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act, 1989

SECTION 2 – STATEMENT OF AFFAIRS

Requests under the FOI Act for access to documents held by the Murray Shire Council must be made by written application, no fee is payable.

Applications should be addressed to:

Mr G Murdoch
The Freedom of Information Co-ordinator
PO Box 21
MATHOURA NSW 2710

Enquiries may be directed to the FOI Co-ordinator by telephoning 03 5884 3302 between the hours of 8.30am to 5.00pm, Monday to Friday (excluding public holidays).

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

MUSWELLBROOK SHIRE COUNCIL
December 2004

SECTION 1 – POLICY DOCUMENTS

The Council's Statement of Affairs contains a list of all Council publications including guidelines and other policy documents. Some additional policy documents are listed below:

Annual Report – Period ended 30 June, 2004

Annual Financial Reports – Period ended 30 June 2004

Auditors Report – Period ended 30 June, 2004

Bribes, Gifts and Benefits Policy and Register

Cemetery Register

Child Protection Policy

Codes:

- Hairdressing, Beauty and Skin
- Swimming Pools
- Food Premises and Food Vehicles
- Keeping of Dogs and Erection of Kennels
- Code of Conduct
- Code of Meeting Practice

Community Plan

Councillors Expenses and Facilities Policy

Delegations of Authority Register

Denman Management Plan 2003

Denman Management Strategy 2003

Development Control Plans:

- DCP 1 Off Street Parking Guidelines
- DCP 2 Industrial Development Land Use
- DCP 3 MBK Urban Housing Code
- DCP 4 Eastern Land Bank
- DCP 5 Muswellbrook Signage Code
- DCP 6 Floodprone Land
- DCP 7 Section 94 Contribution /Community Enhancement Plan
- DCP 8 Guidelines for Subdivisions and Auspec
- DCP 9 Erosion and Sediment Control
- DCP 10 Re-zoning and DA's involving contaminated land
- DCP 11 South Muswellbrook Strategic Study
- DCP 12 Exempt and complying developments
- DCP 13 Construction and Design Specifications
- DCP 14 Trade Waste Approvals Policy
- DCP 15 Muscle Creek Rural Residential Development
- DCP 16 Sex Industry Policy

Disaster Plans (Local Emergency Management Plan)

Elections 2004 – Various Content.

EEO Management Plan
Fees and Charges Policy
Financial Management Plan
Freedom of Information Documents (Statement and Summary of Affairs)
Greenhouse Reduction Strategy
Interests of Councillors and designated persons
Investments Register
Land (Council) Register
Leases and licences for public land
Local Environmental Plan
Making Muswellbrook Shire Strategic Plan
Management Plan – Period ending 30 June 2005
Minutes and agendas of Committee & Council Meetings
Plans of land proposed to be compulsorily acquired by Council
Plans of Management for Community Land:
- Bowman Park
- Simpson Park
- Victoria Park
- Brennan Park
- Karoola Park
- Highbrook Park
- Hunter Park
- Muswellbrook Town Hall
- Senior Citizens and Community Centre -Muswellbrook
- Denman Memorial Hall

Operating Plans
- Olympic Park
- Weeraman Fields

Policy Register
Privacy Management Plan and Code of Practice
Private Use of Council Vehicle Policy
Protected Disclosure Act Internal Reporting System
Occupational Health and Safety Policy
Revenue Policy
Skin Penetration Register
State of the Environment Report – Period ending 30 June 2004
UH Northern Regional Environmental Management Strategy
Urban Stormwater Management Plan
Water Cooling Systems Register

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Muswellbrook Shire Council is dated December 2004. The Statement provides the following information:

Public Participation in Policy Development
How Council's Functions Affect the Public
Structure and Functions of the Department
Kinds of Documents Held

Copies are available from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Location

Access to documents can be obtained at the Administration Centre, 157 Maitland Street, Muswellbrook NSW 2333. Some documents are available on Council's website www.muswellbrook.nsw.gov.au

The Council's Public Officer is Mr Steve McDonald, telephone 6549 3710, fax 6549 3701 access hours 9.00 am to 4.30 pm Monday to Friday.

Email: council@muswellbrook.nsw.gov.au

Access to information under F.O.I Provisions

All applications shall be made to the General Manager or Public Officer in writing. The cost of F.O.I applications, all applications $30.00, processing charge is $30.00 per hour. Other details of fees can be obtained from the Public Officer

It is strongly recommended that members of the public contact the Public Officer before lodging FOI applications to ensure that documents are available or can be made available when required.

Access to personal information under the Privacy and Personal Information Protection Act 1998

Council has adopted a Privacy Management Plan which sets out its policies and practices for dealing with privacy and personal information. The plan is accessible at Council's Administration Centre.

A person's rights of access under the Privacy legislation are quite separate from his or her rights under the Freedom of Information legislation, but are limited to "personal information" as defined in the Privacy legislation.

FREEDOM OF INFORMATION ACT 1989
Section 14(1) (b) and (3)

SUMMARY OF AFFAIRS
of the
NARRANDERA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Code of Conduct
Code of Meeting Practice
Equal Employment Opportunity (EEO) Manual
Management Plan 2004/2007
Protected Disclosures - Internal Reporting System
Safety Practice Policy
Bush Fire Management Plan
Local Area Disaster Plan
Aerodrome Management Plan
Confined Spaces Manual
Road Asset Management System
Water Asset Management System
Sewer Asset Management System
Local Environment Plan 1991
Nallabooma Park Rural Residential Subdivision Code
Narrandera Heritage Study
Industrial Development Control Plan
Corella Woods Residential Subdivision Covenant and Fencing Code
National Food Premises Code
Local Approvals Policy
Local Orders Policy
Section 94 Contribution plans
Code for Residential Flat Buildings
State of the Environment Report
Water Supply Headworks Contribution Policy
Delegation of Authority
Councillors Expenses and Facilities Policy
Minutes of Meetings - Council and Committee
Policy Register
Building Control Policies
Bush Fire Control Policies
Community Facilities Policies
Employment and Safety Policies
Finance and Rating Policies
Health and Environment Policies
Noxious Weeds Policy
Operational Policies
Advertising Structures And Signs
Bush Fire Control
Emergency Management

Fees And Charges
Finance
Garbage Service
Occupational Health and Safety
Parks Gardens and Reserves
Plant Hire and Private Works
Trees and Nature Strips
Subdivision
Planning Policies
Parks and Recreational Policies
Plant Policy
Tendering Policy
Roads and Public Works Policies
Tourism Promotional Policy
Records Management Policy
Sewerage Local Fund Policies
Water Supply Local Fund Policies
Annual Report
Auditors Report
Business Papers
Disclosures Register
Land Register
Investment Register
Building Certificate Records
Building Application/Approval Records
Development Application/Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs (as at December 2003) can be obtained from Council's Freedom of Information Officer, at the address shown below.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and/or enquiries regarding Freedom of Information should be directed to:

Mr M Hiscox
Freedom of Information Officer
Narrandera Shire Council
141 East Street
NARRANDERA 2700
Telephone: 02 6959 5510
Fax: 02 6959 1884
Email: martin.hiscox@narrandera.nsw.gov.au
Website: www.narrandera.nsw.gov.au

Hours 8.15am to 4.30pm

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
NARROMINE COUNCIL
(FOI Agency No. 2186)

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available at the Council's office for inspection:

1. Annual Report
2. Code of Conduct
3. Code of Meeting Practice
4. General Policy Register
5. Narromine Shire Council Development Control Plan
6. Narromine Shire Council LEP
7. Management Plan and Budget
8. Business Papers for Council and Committee Meetings
9. Minutes of Council and Committee Meeetings
10. Register of Disclosure of Interests
11. State of Environment Report
12. Delegation of Authority Register
13. Disaster Plan
14. EEO Plan
15. Expenses and Facilities Policy (for Councillors)
16. Internal Reporting Policy (for purposes of Protected Disclosure Act)
17. Plans of Management for Community Land
18. Section 94 Contribution Plan
19. Subdivision Code
20. Advertising Code (for structures and commercial signs)
21. Notification of adjoining owners policy
22. Building Line policy
23. Fees and Charges policy
24. Occupational Health and Safety Code
25. Private Use of Council Vehicles Policy
26. Smoke Free Work Environment Policy
27. Auditors Report
29. Land Register
30. Investment Register
31. Building Certificate Records
32. Building application/approval records
33. Development application/consent records

SECTION 2 – STATEMENT OF AFFAIRS

Narromine Council's Statement of Affairs is currently available for inspection at Narromine Council Chambers 124 Dandaloo Street Narromine and may be obtained by contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by Narromine Council and subject to the Freedom of Information Act, 1989 should be accompanied by a $30.00 application fee and directed in writing to:

The Public Officer
Narromine Council
PO Box 115
NARROMINE NSW 2821

Enquiries may be directed to the Public Officer, Mrs V Roberts by telephoning (02) 68899999 Monday to Friday between 8.30 am and 5.00 pm.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of
NEWCASTLE CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available for inspection free of charge. Copies of some of the documents are available for a set fee, as listed in the fees and charges register and others for a photocopying charge. Other information documents are available from Council, and Council should be contacted directly for further details.

Access Policy (2003)
Adamstown Park/Myers Park Plan of Management July 1996
Alcohol free zones policy
Assessment of Boarding Houses Action Strategy
Back Packer Tourism Strategy for the City of Newcastle (2001)
Blue Gum Hills Integrated Local Area Plan (1996)
Bushlands Plan of Management - October 2000 - (incorporating Blackbutt Reserve Management Plan and Jesmond Bushland Management Plan)
Car Parking Policy for Newcastle (NELA - 2000)
Carparking provision for subdivisions
City Wide Maintenance Policy (2003)
Civic and Cultural Precinct Statements of Strategic Intent - (2003) & Masterplan (2004)
Code of Conduct
Code of Meeting Practice
Commitment by Newcastle City Council to the young people of the City 1997
Community Assistance Program Guidelines
Community Development Policy
Community Safety Policy
Complying Development Guidelines
Constitution - S355 Committee for Management of Parks
Consultation Policy and Guidelines 2000
Convict Lumberyard, Stationmaster's Residence And Paymaster's Office - Conservation Policy (1992)
Corporate Communications Strategy 2004
Crime Prevention Plan 3 - Mayfield
Crime Prevention Plan for City Centre and Inner City
Crime Prevention Plan No.2 - Whole of City
Cultural Industry Policy
Customer Service Policy
DCP 5 Elermore estate subdivision (1981)
DCP 6 Maryland Subdivision (1982)
DCP 9 Old Caledonian railway corridor between St James Road and Newton Street New Lambton (1983)
DCP 10 Part of land bounded by Cardiff Road, Jubilee Road and the City of Lake Macquarie boundary Elermore Vale (1983)
DCP 13 Warabrook estate (Area covered by LEP 30) (1984)
DCP 18 Interim policy on floodplain management for the Hunter River floodplain
DCP 19 Outdoor advertising code
DCP 20 Guidelines for industrial development
DCP 21 Ajax Avenue Maryland
DCP 22 New Lambton Gardens
DCP 23 Elermore Vale Extension

DCP 24 Car parking code
DCP 25 Beaumont Street Hamilton commercial centre
DCP 26 Minmi conservation study
DCP 27 Hope Street locality Wallsend
DCP 28 Fletcher (Eastern precinct)
DCP 29 Single dwelling and dual occupancy code
DCP 31 Warabrook South
DCP 32 Darby Street Commercial Precinct
DCP 33 Landscape Design Principles & Guidelines
DCP 34 South Beresfield Industrial Estate Precinct
DCP 35 Hardes Avenue Estate Maryland
DCP 37 Honeysuckle (Marina Precinct)
DCP 39 Hannell Street Wickham
DCP 40 City West
DCP 41 Kooragang Port and Industrial Areas
DCP 42 Fletcher (Western Precinct)
DCP 43 Contaminated Land
DCP 44 Conservation Area Guidelines
DCP 46 Code for Regulation of Brothels and Other Sex Industry Establishments
DCP 47 Mixed Use Compatibility and Design Guide
DCP 48 Land Bounded by Tyrell, Wolfe, Church and Perkins Street, The Hill
DCP 49 Public Notification
DCP 50 Stormwater Management for Development Sites
DCP 51 Energy Smart Homes
DCP 52 Former Beaumont Park Site
DCP 55 Flood Management for Development Sites (2004) - Assessment Criteria & Technical Manual
DCP 56 Waste Minimisation
DCP 57 City East Urban Design Guidelines
DCP 58 Hamilton South Conservation Area
DCP 59 Exhibition Homes
DCP 60 Former Defence Land - Brunker Road Adamstown
Development Application Guide ('DA GUIDE')
Dispute Resolution Policy
Draft Newcastle Development Control Plan 2004
Ecologically Sustainable Development Procurement Policy
Ecologically Sustainable Development Tendering Policy
Economic Development Strategy for the City of Newcastle (June 2000)
Electronic Mail Usage and Internet Access
Employment Policies:
- Pre-employment Medical Examination Policy
- Recruitment Policy
- Reimbursement of Relocation Expenses Policy
- Reimbursement Of Travel Expenses Policy

Environmental Small Grants Program Guidelines
Equitable Pricing Policy
Ethnic Affairs Policy
Exempt Development Guidelines
Flags Flying - City Hall
Footway Dining Areas In Newcastle
Foreshore Usage Policy 1996 (Revised) Oct 2003
General Community Use Land Plan of Management - October 2000
Glendore Community Facility Plan of Management (2003)
Guidelines and Constitution for Community Forums
Heritage Places - Strategic Plan and Plan of Management (Dec 2000) (Amended 2002 and 2003)

Human Services Policy
Interaction Between Councillors and Staff
Internet Strategy 2004
Investment Of Temporary Surplus Funds Policy
Investment Strategy
Jesmond Park, Jesmond Bushland Plan of Management - May 1991
Landscape Structure Plan - 1990
Lanes, Roads and Footway Ownership Policy (2003)
Library Collection Development Policy
Loan Borrowing Policy
Lower Hunter Urban Housing Development Control Plan
Management Plan - 2004/2005 - 2006/2007
Naming Of Parks And Reserves
National Park Plan of Management - December 2000
Neighbourhood Parks Plan of Management - December 2000 (Amended 2003)
Newcastle - Lake Macquarie Bike Plan 1996
Newcastle and Lake Macquarie Open Space and Recreation Study 1987
Newcastle Central Area Strategy (1992)
Newcastle Coastline Management Study and Plan (2003)
Newcastle East Heritage Tourism Plan
Newcastle Environmental Management Plan II (2003)
Newcastle Flood Policy 2004 Parts A (Principles) & B (Atlas)
Newcastle Green Spaces Strategy (2000)
Newcastle Recreation and Open Space Plan - Oct 1996
Newcastle Region Art Gallery Acquisitions Policy
Newcastle Regional Museum Collection Policy (on Internet)
Newcastle Regional Museum Education Policy (on Internet)
Newcastle Stormwater Management Plan (2004)
Newcastle Tourism: Tourism Development Plan (2002)
Newcastle Urban Strategy and Background Report (1998)
Park Bookings Policy - October 2003
Park Memorials Policy – December 2003
Parking Permits - Conditions and Eligibility Criteria
Parking Permits - Residential
Payment of Expenses and Provision of Facilities to Lord Mayor and Councillors
Pedestrian Access Mobility Plan – May 2002
Playgrounds Plan of Management (October 2000)
Policy and Background Statement on Newcastle Mainstreets (2001 revised 2003)
Position Statement on Illicit Drugs (2000)
Position Statement on Public Space (2000)
Public Art and Placemaking Policy 2003
Public Land Re-Classification Policy - June 2000
Public Voice Policy
Records Management Policy
Restricted Assets – Reserves Management Policy
Road Closures - Temporary
Road Openings
Road Safety Strategic Plan 2002 - 2010
Section 94 Contributions Plan No. 1 - 2001:
Section 94 Contributions Plan No. 4 - 1997
Senior Citizens Centres Policy
Shoptop Housing Kit
Signage Policy for Beaches, Pools, Parks and Reserves (2003)
Social Equity and Information Technology

Social Impact Assessment Policy (1999)
Social Plan - (2000)
Solid Waste Management Strategy - December 1995
Sports Policy (June 1998)
Sportslands Plan of Management (December 2000) (Amended 2003)
Steel River Strategic Impact Assessment Study
Street Lighting Interim Policy (2002)
Subdivision Code
Summerhill Land Use Strategy Study (1996)
Sustainable Urban Water Policy for Newcastle (2004)
Tarro Recreation Area Plan of Management (1990)
Termite Management - Position Statement - Nov 2003
The Foreshore Plan of Management (2000)
Traffic Studies:
- Adamstown Traffic Study (1993)
- Broadmeadow Traffic & Parking Study - Final Report
- Cooks Hill Traffic Management Scheme - Stage 2 Final Report (November 1995)
- Hamilton Parking Study (1995)
- Mayfield Traffic Study (1989)
- Merewether Traffic Study (1992)
- New Lambton Major Traffic Routes Study (1992)
- Newcastle East Traffic Study (1994)
- Newcastle Hill Traffic Study (1990)
- Tighes Hill, Wickham, Islington, Maryville Traffic Management Scheme Stage 2 (1993)

Tree Management Policy (See LEP 2003)
Wallsend Brickworks Park Plan of Management (2001)
Waste Containers On Public Roads Policy

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs will be prepared and available for inspection from 31 December, 2004.

SECTION 3 – INSPECTION OF DOCUMENTS

The documents may be inspected during normal business hours at:

City Administration Centre
282 King Street
Newcastle

Telephone: (02) 4974 2000
Fax: (02) 4974 2222

Enquiries concerning the documents should be addressed to:

Public Officer
Newcastle City Council
PO Box 489
NEWCASTLE NSW 2300

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of

NORTH SYDNEY COUNCIL
31st December 2004

INTRODUCTION

This document is North Sydney Council's Summary of Affairs for the period ending 31st December 2004. It contains a list of the policies of this organisation. North Sydney Council adopts new and amended policies on a continual basis, as needed. For further information regarding the Policy Manual please contact the Director of Corporate Services & Governance on (02) 9936 8114.

For over 15 years North Sydney Council has practiced a policy of open government and central to this policy is Access to Documents held by Council. All documents are available to be perused by interested parties, other than personnel files, files with legal advice, and correspondence of reports containing third party personal information as defined by the Privacy and Personal Information Protection Act (1998).

For further information contact the Public Officer. Copies of this document are available free of charge from:

The Public Officer
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060

Telephone: 9936 8114

Or can be viewed at www.northsydney.nsw.gov.au

SECTION 1 – POLICIES

CORPORATE

* Access to Council Documents
* Complaints
* Corporate Sponsorship
* Councillor Access to Staff
* Customer Service
* Freedom of Information
* Mayor and Councillor Facilities and Benefits
* Mediation
* Open Government
* Precincts
* Procurement
* Use of Council Seal
* Media Liaison
* Consultation
* Code of Meeting Principles and Practices
* Code of Conduct for Councillors
* Code of Conduct for Staff and Service Providers
* Code of Conduct for Precinct Committees
* Investment
* Personal Treatment Entitlement Card Holder
* Voluntary Rebates to Pensioners for Rates and Charges

* Collection and Recording of Information
* Collection and Recording of Information (Guidelines)
* Signs as Remote Supervision
* Signs as Remote Supervision Guidelines
* Divisional Policy Statements
* Urban Design Panel
* Compliance and Enforcement
* Child Protection
* Community Centres, Cultural and Recreational Facilities
* Disability Discrimination
* Donations
* Library Collection Development
* North Sydney Arts Committee
* Community Information
* Divisional Policy Statements
* Charitable Recycling Bins
* Filming Within Council Area
* Management of Council Land and Facilities
* Resident Parking Permit
* Use of the Footpath for Outdoor Dining or Displaying of Goods
* Circus
* Keeping of Roosters
* Overhanging Branches
* Public Bin Minimisation

HUMAN RESOURCES

* Equal Employment Opportunity
* Harassment
* Grievance Procedures
* HIV/Aids Anti-Discrimination
* Recruitment and Selection
* Recruitment and Selection Procedures
* Employment Screening – Working with Children Check
* Salary System Policy
* Leaseback Vehicles
* Employee Identification: Name Badges
* Employee Identification: Name Badges Procedures
* Employee Identification: Photo ID Card
* Employee Identification: Photo ID Card Procedures
* Long Service Recognition
* Long Service Recognition Procedures
* Driver Incentive Bonus
* Job Share
* Replacement of Stolen and Lost Property
* Industrial Agreements: Indoor and Outdoor Staff
* Home-Based Work
* Council Fleet Vehicle
* Equipment Allocation
* Salary Sacrifice
* Flexi-Time

* Travel Assistance
* Internal Reporting - Protected Disclosures
* Internal Reporting - Protected Disclosures Procedures
* Alcohol/Drugs in the Workplace
* Alcohol/Drugs in the Workplace Procedures
* Confidentiality of Employee Information
* Traffic Regulations - Council Vehicles
* Web Access & E-mail Policy
* E-mail Monitoring Guidelines
* Telephone & Voicemail Policy
* Service 1st Telephone Standards
* Attendance/Absenteeism
* Attendance/Absenteeism Procedures
* Parental Leave
* Parental Leave Procedures
* Voluntary Bush Fire Fighting
* Defence Forces Reserve Leave
* Sick Leave - Payment on Termination Policy
* Leave Without Pay
* Concessional Leave
* Bereavement Leave
* Counselling & Disciplinary
* Counselling & Disciplinary Procedures
* Dismissal Guidelines
* Drivers involved in Accidents
* PPA Appeals Process
* Service First Award Scheme Policy
* Training & Development
* Training & Development Procedures
* Education Assistance
* Education Assistance Procedures
* Summary of the Education Assistance Policy
* Occupational Health & Safety
* Rehabilitation
* Smoking in the Workplace
* Personal Protective Equipment (PPE)
* Personal Protective Equipment (PPE) Procedures
* Health Assessment
* Health Assessment Procedures
* Manual Handling
* Manual Handling Procedures
* First Aid
* Injury Incident Management Procedures
* Employee Assistance Program (EAP)
* Employee Assistance Program (EAP) Procedures
* Workers Compensation Procedures
* Redundancy
* Redeployment
* Resignation

SECTION 2 – STATEMENT OF AFFAIRS

North Sydney Council's most recent Statement of Affairs (30th June 2004) is available to the public free of charge from the Public Officer, or on the North Sydney Council website at www.northsydney.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public seeking access to North Sydney Council's policy documents are invited to make initial contact with the Public Officer who can arrange for copies of documents to be made available. Alternatively, they may be viewed on the Council's web site at www.northsydney.nsw.gov.au

The Public Officer is available during normal business hours of 9.00 am - 5.00pm, Monday to Friday. Contact by phone should be made prior to a personal visit.

In Person:

Public Officer
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060

Telephone: 9936 8114

Email: council@northsydney.nsw.gov.au

In person, by appointment: 9am – 5pm Monday – Friday

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
OBERON COUNCIL

SECTION 1 – POLICY DOCUMENTS

Policy documents produced by The Oberon Council are as follows:

Management Plan including:

- Equal Employment Opportunity Policy
- Revenue Policy

Annual Report

Annual Financial Reports

Auditors Reports

Development Contributions and Water Management Works Plan (Amendment) 2004 -- Parts A, B, C and D

– Incorporating the Section 94, The Stormwater, and the S64 Water Supply Water Authorities Act, 1987, Water Supply Headworks Contribution Plan and the Sewer Supply Headworks Contribution Plan.

Development Control Plan 2001

– A – Rural 1(a)
– B – Subdivision
– C – Residential
– D – Commercial and Industrial
– E – Advertising and Signage
– F – Car Parking
– G – Tourism
– H – Notification
– I – Rural
– J – Titania Park
– K – Riverdale and Llambeda
– L – Cunynghame Park
– M – Complying Development
– N – Exempt Development
– O – Wind Power Generation 2003 (draft)

Oberon Local Environmental Plan 1998

State of the Environment Report

Plan of Management for Community Land – Residential Rural Reserves

Waste Management Plan

Oberon Disaster Plan

Register of investments

Returns of the interests of councillors, designated persons and delegates

Business papers for council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)

Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)

Records of approvals granted and decisions made on appeals concerning approvals

Records of building certificates

Leases and licences for use of public land classified as community land
Policy on Code of Meeting Practice
Policy for Code of Conduct
Policy for Payment of Travelling Expenses to Councillors
Policy for Councillor Procedures for Dealing with Concerns Regarding Staff
Policy for Discussion of Employee Entitlements
Policy for Interpreting the Financial Statements
Policy on Questions from the Public
Policy for Negotiations between Parties
Policy for Tea and Coffee
Policy for Advertising in the Press
Policy on Appointment of Solicitors
Policy for Internal Reporting under the Protected Disclosures Act, 1994
Policy on Staff Attendance at Training Courses
Policy on Payment for Staff Training Courses
Policy for Payment of Sick Leave Bonus
Policy for Long Service of Employees
Policy for Gratuity Payments to Staff on Termination of Employment
Policy for Corporate Uniforms
Policy for Rental Payment of Telephones installed in Homes of Staff Member
Policy for Private Leasing of Council Owned Vehicles
Policy for Occupational Health & Safety
Policy for Staff Engagements – Medical Fitness
Policy for Debt Recovery and Write-Off of Unrecoverable Debts
Policy for Determining Dominant Use of Residential/ Business Properties for Rating Purposes
Policy for Pensioner Concessions in Respect of Previous Years
Policy for the Donation of Non-Rateable Sewerage Charges
Policy for Water Meter Levy on Fire Services
Policy on the Provision of Water to the Golf Club
Policy on Stepped Tariff for Major Water Consumers
Policy for Tenders
Policy for Granting of Donations to Charitable Bodies
Policy for Donations to Staff Christmas Parties
Policy for Use of the Care Car
Policy on Equal Treatment of Developments
Policy on Agricultural Land Classification
Policy for Rural Subdivisions – Noxious Weed Control
Policy for Disposal of On-Site Waste Water
Policy on Sewage Management Exemptions
Policy for Absorption Trenches
Policy for Resiting of Buildings
Policy for Issue of Building Certificates
Policy for Release of Subdivision Certificates
Policy for Lapsing of Development Consents
Policy on Determination of Applications for Tourism Development
Policy for Street Furniture
Policy for Placement of Electricity Pits
Policy on Underground Electricity Distribution in the Village of Oberon
Policy for Energy Efficient Housing in Oberon

Policy for Energy Efficient Building Award
Policy for Development Applications Fees for Sporting Clubs
Policy for Refund of Development Application Fees
Policy for Wind Monitors
Policy for Trainee Study Scholarship Mentoring Program
Policy for Rural Stock Proof Fencing Standard
Policy on Food Establishment Inspections
Policy for the Operation of Street Vending Vehicles
Policy on People who spit in the Street
Policy for Calculation of S94 Contributions for Commercial Premises
Policy for Payment of S94 Contributions for Gravel Extraction
Policy for S94 Contributions Plan for Car Parking
Policy for Faulty Resin at Garbage Depot
Policy for Recycling Receipts
Policy for Issuing SEINS Fines under the Companion Animals Act & Impounding Act
Policy for Registration and Microchipping of Companion Animals
Policy for Stock Travelling within the Village of Oberon
Policy on Swimwear at Swimming Pool
Policy for Use of Swimming Pool by School Groups
Policy for Free Entry to the Swimming Pool on Australia Day
Policy for Land Acquisition for Roadworks
Policy for Roads Providing Access to Subdivisions
Policy for Driveway Accesses to Rural Properties
Policy for Conditions Applying to the Erection of Public Gates & Grids
Policy on Construction of Kerb and Gutter
Policy for Federal Financial Assistance Grants Road Funding
Policy for Standard 25m B-Double Route in Industrial Subdivision
Policy for Roadside Trees and Shrubs
Policy for Removal of Trees from Council Road Reserves
Policy for Tree Management – Advance Energy
Policy for Street Lighting – Advance Energy
Policy for Advertising on Bus Shelters
Policy on Dirty Water Damages
Policy for Obtaining Easements
Policy for Sale of Surplus Equipment
Policy for the Offering of a Reward for Vandalism
Policy for Clean-Up Campaign
Policy for Trainee Study Scholarship Mentoring Program
Policy for Council's Involvement in Land Development
Policy on Acceptance of Offers on Land
Policy for Conditions Applying to the Conduct of Car Rallies on Council Roads
Policy for Conditions Applying to the Conduct of Car Rallies Where Council Roads are Used as Transport Sections Only
Policy for Conditions Applying to the Conduct of Touring Road Events
Policy for Display of Tourism Brochures

SECTION 2 – STATEMENT OF AFFAIRS

The Oberon Council's most recent Statement of Affairs is for the year ending 30 June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the inspecting and purchasing of Council's policy documents and statements of affairs may be made with Council's Public Officer.

Arrangements to inspect or purchase policy documents may be made by contacting the following officer between 8.30am and 4.30pm on week days.

The Public Officer
The Oberon Council
137-139 Oberon Street
(PO Box 84)
OBERON NSW 2787

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
ORANGE CITY COUNCIL
(FOI Agency Number 2192)

SECTION 1 – POLICY DOCUMENTS

Available for public inspection

* Access for People with Disabilities
* Accrued Leave
* Ageing and Disability Funding
* Ageing and Disabilities Services - Development and Provision
* Ageing and Disability Services, HACC Service Standards Policies and Procedures Manual
* Alcohol & Drug Free Workplace
* Annual Leave
* Banners in CBD
* Best Practice – Gathering Information
* Bin Exchange Policy
* Botanic Gardens – Exclusive Use
* Building over and/or adjacent to sewers
* Cabonne Shire Residents - Water Supply
* Carers Leave
* Carers Leave – Birth of a Child
* Casual Employment
* Certificates of Service and References
* Chemical Safety
* Childrens Services (Policies Procedures and Safety Guidelines)
* Civic Emergencies Leave
* Clothing Recycling Bins in Public Places
* Code of Conduct
* Community Consultation
* Community Communication Strategies for Development Proposals
* Community Services - Planning and Development
* Competitive Neutrality Complaints
* Concrete Footpath Charges
* Construction Sites - Time of Work
* Construction Zones
* Contaminated Lands
* Contaminated Material – Agreement for Testing, Treatment and Disposal
* Council Investments
* Council's Pricing Policy
* Councillors - Payment of Expenses and Provision of Facilities
* Customer Service Guarantee
* Decisions - Regional Traffic Committee
* Delegations/Sub-Delegations to Mayor and General Manager
* Development Activity - Public Notice

* Development Control Plan and Codes within the Development and Technical Services Divisions
* Directional Signs Policy to Include Churches
* Disciplinary Policy
* Driveways – Alterations and Maintenance
* EEO Grievance Policy
* Email Policy
* Equal Employment Opportunity
* Exhibitions - Regional Gallery
* Eye Protection
* Family Day Care
* Family Day Care Caregivers
* Family Leave
* Fixed Term Employment
* Food Premises - National Code for the Construction and Fitout of
* Footpath Maintenance
* Gallery - Acquisitions
* Gallery - Art Rental Scheme
* Gallery - Charging for Exhibitions
* Gallery - Exhibitions
* Gallery - Usage for Commercial Project Ventures
* Hand-Held Computer and PDA (Personal Digital Assistant)
* Hearing Protection Policy
* HIV/AIDS in the Workplace
* Internet Policy
* Internet Public Use Policy
* Itinerant Retailers
* Job Sharing
* Kerb and Gutter Charges to Adjoining Owners
* Land Sales
* Leave Without Pay
* Local Approvals Policy
* Long Service Leave
* Lost Property
* Lucknow and Spring Hill - Connections to Sewerage System from Outside Village Boundary
* Manual Handling
* Medical Services
* Meeting Practice Code
* Microcomputer Usage
* Military Leave
* Neighbourhood Street Christmas Parties
* Noise Control
* Non-English Speaking Services
* Notebook Policy
* Noxious Weeds
* Olympic Pool - Admission Charges
* Paid Work Outside Council
* Parental Leave
* Parking - Off Street Provisions
* Parks, Recreational Areas and Sportsgrounds – Signs as Remote Supervision

* Part-Time Employment
* Payment of Employees
* Personnel File
* Private Work Orders
* Private Works on Roadways
* Protected Disclosures Act 1994
* Public Art
* Public Notice - Development Activity
* Rates - Scout and Girl Guide Association
* Rates and Charges - Recovery Action
* Reflectorised Street Numbering
* Rehabilitation
* Remuneration
* Removable Storage Device Access
* Residential Services
* Risk Management & Insurance
* Roads and Traffic Authority Drives Database Access
* Safety
* Safety Helmet
* Salary System
* Sale of Council Property and Carparking
* Sediment and Erosion Control
* Shopping Trolleys and Articles Abandoned
* Sick Leave (Sick Leave Without Pay)
* Smoking - Prohibition in Workplace and Hired Venues
* Sponsorships with Economic Development Justification
* Street Furniture
* Temporary Employment
* Theatre and Function Centre - Free Use of
* Theatre Objectives
* Theatre Technical Services - Provision of Estimates
* Training, Education and Development
* Tree Planting in Rural Areas
* Trees & Tree Roots
* Trees - Park Planting
* Trees - Street Planting
* UV Policy for Outdoor Workers
* Volunteer Worker Policy
* Water Service and Charging Policy
  - Cabonne Shire Water Users
  - Fire Services
  - Kidney Dialysis
  - Multiple Dwelling Developments
  - Multiple Meter Properties
  - Private Water Schemes
  - Reduction in Account Due to Leakage
  - Sale of Water
  - Single Residential Dwellings
  - Testing of Meters

  - Water Meter Boxes – Ownership and Responsibility
  - Water Service Downsizing
  - Water Service & Charging (Water Services)
  - Debt Collection – User Pays Water
* Water Supply – Rural Connections
* Whiteway Lighting
* Work Experience
* Workplace Display Material
* Workplace Grievance

OTHER DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

* Orange Local Environmental Plan 2000
* Development Control Plan 2004
* Orange Development Control Plan 1/99 - Exempt & Complying Development
* Development Control Plan 2/99 - Ploughman's Valley
* Development Control Plan - Development in the vicinity of Perc Griffith Way
* Development Contribution Plan 1999
* Orange Sustainable Settlement Strategy
* Business Centres Development Strategy
* Local Disaster Plan
* State of the Environment Report
* Airport Emergency Plan
* Bushfire Operation Plan
* Recruitment Selection Procedures and Grievance Procedures
* Management Plan 2003/2006
* Waste Management Plan
* Local Order Policy - for the Keeping of Domestic Animals
* Minutes of Committee Meetings
* Minutes of Council Meetings
* Plans of Management for Community Land

Formally Adopted

- Spring Street Children's Centre
- Yarrawong Children's Centre
- Courallie Park (incorporating the Children's Centre)
- Orange Function Centre
- Glenroi Oval
- Bloomfield Park
- Sir Jack Brabham Park
- Lake Canobolas Kiosk
- Car parks in the central business district of Orange
- Gosling Creek Reservoir
- Spring Creek Dam
- Lake Canobolas Park (incorporating the Canobolas Scout Camp)
- Parks and reserves in the Rosewood Estate
- Local and Neighbourhood Parks
- Rural Parks

Additional Documents

* Annual Report
* Auditors Report

* Community Plan
* Social Plan
* Disclosures Register
* Safety Plan
* Land Register
* Investments Register
* Building Certificate Records
* Building Application/Approvals Records
* Development Application/Consent Records

SECTION 2 - STATEMENT OF AFFAIRS

The most recent Statement of Affairs for Orange City Council is dated 28 June 2004.

SECTION 3 - CONTACT ARRANGEMENTS

General Manager
Mr Allen Dwyer
Orange City Council
PO Box 35
ORANGE NSW 2800
Telephone (02) 6393 8000
Facsimile (02) 6393 8199

OR

Public Officer
Mrs Michelle Catlin
Orange City Council
PO Box 35
ORANGE NSW 2800
Telephone (02) 6393 8000
Facsimile (02) 6393 8199

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

PARKES SHIRE COUNCIL
December 2004

In accordance with Section 14 (1)(b) of the Freedom of Information Act, this summary of the statement of affairs of Parkes Shire Council is provided.

SECTION 1 – POLICY DOCUMENTS

The following documents are available for inspection and are listed and maintained in Council's Policy Register:

Abandonments
Advertising Signs
After Hours Internet Access Policy
Amusement Devices - Control Of
Appeals And Donations
Baths - General
Baths - Parkes
Building - Applications
Building - Certificates of Compliance
Building - Regulations
Spicer Park Caravan Park
Cemeteries - Parkes
Child Protection Policy
Closing and Demolition Orders
Community Neighbourhood Centres
Complaints Handling Policy
Complaints Policy & Procedure
Conference Representation - Shires Association
Conferences - General
Councillor Access to Information & Interaction with Staff
Council Committees
Council Members - General
Council Property - Miscellaneous
Council Property - Administration Centre
Council Property - Leasing And Licensing
Credit Card Usage Policy
Drug and Alcohol Policy
Equal Employment Opportunity Management Plan Policy
Information Services Usage Policies
Fees and Charges
Fences - (Dividing Fences)
Firewood Collection From Roadsides
Garbage Service
Garbage and Rubbish Depots

Health - General
Food Act
Higher Grade Policy
Hospitals
Impounding
Industrial Estate
Industrial Estate - Goobang Junction
Information Services Usage Policy (E-mail, Internet, Network)
Insurance - General
Kerb And Guttering - Parkes
Littering
Liquor Act And Regulations
Noise Control
Notices (Seins)
Optional Part-time Work Arrangements for Employees with Family & Carers' Responsibilities
Review of Passenger Vehicle Replacement Procedure
Payment of Expenses and Provision of Facilities to Mayor and Councillors
Policy and Delegations
Protected Disclosures Act
Purchase of Pc's by Staff & Councillors
Rateability of Lands
Ratepayers' Associations
Rates
Rates and Charges Recovery
Reports - Finance & General Purpose Committee
Recreation Areas - Parkes - Unnamed
Recreation Areas - Parkes - Bookings for Use of Parks
Recreation Areas - Parkes - General
Rehabilitation Policy
Road Maintenance Priority Policy
Roads and Streets - Naming and Numbering
Roads and Streets - Street and Traffic Signs
Roads and Streets - Trees
Roads - State Highway - Sh17
Road Safety Matters
Rural Fire Service - District Assistance Plan
Rural Fire Service - Service
Safety Policy Statement
Salary Packaging Policy
Staff Matters - Awards (Salaries & Wages)
Staff Matters - General
Staff Matters - Staff Training - Lgitc
Staff Matters - Corporate Wardrobe
Staff Matters - Occupational Health & Safety
Street Lighting
Street Stalls - Applications And Allocations
Street Trading - Street Busking
Subdivision Standards
Sun Protection Policy

Telephone Usage Policy & Procedures
Temporary Grazing Permits
Time in Lieu Policy
Town Planning - Policy Development Applications & Consents
Travelling Stock Reserves
Urban Street Tree Policy
Video Surveillance Policy
Water Supply - Consumer Connections Standpipe Water Sales
Water Supply - Excess Water Accounts
Water Supply - Villages
Water Supply - Villages - Consumer Connections
Water Supply - Villages - Standpipe Supplies
Work Experience Placement Policy

DOCUMENTS AVAILABLE BUT NOT SPECIFICALLY ASSIGNED IN POLICY REGISTER

- Aerodrome Manual for Parkes Aerodrome
- Annual Financial Reports
- Annual Report
- Annual Reports of Bodies Exercising Delegated Council Functions (Sec. 355)
- Auditor's Report
- Aus-spec # 1 - Development Specification Series
- Bushfire Operations Plans
- Bushfire Risk Management Plans
- Business Papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Code of Conduct
- Code of Meeting Practices
- Contributions Plan (Section 94 C Plan Oct'92)-DCP Parkes Urban Area
- Development Control Plans
- Disaster Plans, Sub Plans and Supporting Plans
- EEO Management Plan
- Environmental Planning Instruments (Parkes Local Environment Plan, 1990)
- Family Day Care Centre Policy (Health, Safety, Fees)
- Information Relating to the Conduct of Councillors and Staff
- Internal Reporting Policy (Whistleblowers Act)
- Land Register
- Local Environmental Planning Instruments
- Local Policies Adopted By Council Concerning Approvals & Orders
- Management Plan
- Minutes of Council & Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Motor Vehicle Lease Policy
- Naming of Parks & Reserves
- Naming of Streets, Roads & Bridges Policy
- National Competition Competitive Neutrality - Complaints Policy & Procedure
- Parkes Shire Local Approvals Policy 1998
- Parkes Shire Cultural Plan
- Parkes Shire Social Plan
- Parking Code
- Plans of Management for Community Land

- Plans of Management for Community Land (Adopted 1996)
- Pricing Policy (part of revenue policy)
- Procedures Manual (for internal use)
- Protection of the Environment Operations Act 1997 – Parkes Shire Council's Public Register
- Record of Building Certificates
- Records of Approvals Granted & Decisions Made on Appeals Concerning Approvals
- Records Policy (Local Government Disposal of Records Policy/Handbook)
- Register of Development Consents and Construction Certificates
- Register of Investments (Residential Flat Building code)
- Returns as to Candidtes Campaign Donations
- Returns of Interests of Councillors, Designated Persons & Delegates
- Risk Management Policy (In accordance with Risk Management Manual supplied by Group Fund Manager)
  - Rural Development,
  - Rural Small Holding Zones
- Sewerage Services Strategic Business Plan
- State of the Environment Report
- Stormwater Disposal Policy/Code (adopted Institute of Engineers Aust Rainfall & Run-off standards/ RTA and Dept. of Housing requirements)
- Subdivision Code (Subdivision Development Standards)
- Swimming Pool Fencing Policy
- Tendering Policy (Local Government Tendering Regulations 1993)
- Vehicle Leasing Policy
- Water Supply Strategic Business Plan
- Work on Private Property (revenue policy/management plan)

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recently published Statement of Affairs dated 31 December, 2004 is available for inspection by contacting the Public Officer.

SECTION 3 – CONTRACT ARRANGEMENTS

Any Freedom of Information inquiries concerning the Council's activities or the procedure for arranging inspection of the Policy Documents should be directed to:-

Mr B Matthews
Public Officer
Parkes Shire Council
PO Box 337
PARKES NSW 2870

Telephone: (02) 6861 2333
Facsimile: (02) 6862 3946

Parkes Shire Council's office hours are 8.30 am to 5.00pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of

PARRAMATTA CITY COUNCIL
as at 31 December 2004

SECTION 1 – DOCUMENTS

In accordance with Section 12 of the Local Government Act, 1993, any person is entitled to inspect the current version of the following documents free of charge:

- Council's Code of Conduct.
- Council's Code of Meeting Practice
- Annual Reports.
- Annual Financial Reports.
- Auditor's Report
- Equal Employment Opportunity Management Plan.
- Council's Policy concerning the payment of expenses incurred by the provision of facilities to Councillors.
- Council's Land Register.
- Register of Investments.
- Return of interest of councillors, designated persons and delegates.
- Business papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting was closed to the public).
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public, other than the recommendation of that meeting).
- Register of Delegations.
- Local Policies adopted by the Council concerning approvals and orders.
- Records of approvals granted and decisions made on appeals concerning the approvals.
- Record of Building Certificates.
- Plans of land proposed to be compulsorily acquired by the Council.
- Leases and Licences for use of public land classified as community land.
- Plans of Management for community land.
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94 AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council area.
- All future statements of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act, 1989.
- Council's Policy Register.
- Council's Management Plan.
- Departmental representative's reports presented at a meeting of the Council in accordance with Section 433.

Copies of these documents may be supplied at appropriate costs and in the case of Building Certificates, only with the owner's written approval.

Policy Documents

- Abandoned Shopping Trolleys
- Abandoned Vehicles - supply to Fire Brigade
- Access to Council Records
- Access by Public to Building and Development Applications
- Accounting Procedures for Park Committees

- Acquisition of Properties Pursuant to Planning Scheme or I.D.O.
- Advertising Signs - Town Hall
- Advertised Development Application to be Displayed - Libraries etc
- Advertisements - Flat or Home Unit Development
- Advertising Structures and Signs - Under - Awning Structures within the CBD
- Advertising of Development Applications - Toongabbie Ward Commercial areas.
- Advertising and Notification of Building Applications
- Advertising Development applications
- Advertising Awning Blinds
- Advisory Committee - Community Performing Arts
- Advisory Committees - Community Representation
- Advisory Committee - Economic Development for the Parramatta Commercial Area
- Advisory Committee - Parramatta Heritage
- Advisory Committee - Library
- Advisory Committee - Physical Access
- Advisory Committee - Recommendations
- Aged Services & Resources Directory
- Agistment of Animals on Public Reserves
- Air Conditioners
- Amusement Centres
- Amusement Centres - Development Consents for Retail Uses - Conditions - Re: Amusement Machines
- Amusement Centres - Criteria for Establishment
- Amusement Centres - Inspection
- Applications for Licensed Premises
- Asbestos - Development Approvals
- Attendance of Councillors and Staff at Conferences and Seminars
- Auditor's Report - Attendance of Auditors at finance Committee Meetings
- Authorisation of Council Officers Under Environment Protection Legislation
- Battle-Axe Subdivisions - Letters of Non-Objections
- Building and Development applications -Perusal of by Public
- Building Regulations for Approvals Abutting Bushland.
- Building Development Application Reports
- Buildings - Complete Structural Certification
- Buildings - Slab on Ground Construction
- Bus Routes in Parramatta
- Business Activities as Defined by Competitive Neutrality Guidelines
- Business Papers - to be supplied to the Media.
- Car Parking Code
- Car Parking Contributions City Centre Area
- Car Parking Contributions - Payment by Instalments
- Car Parking Requirements for Automotive Related Uses - Developments
- Car Washing Machines in Service Stations
- Carnivals in Parks
- Cat Collection Service
- CBD Amusement Centres - Development Approval
- CBD Enhancement Committee
- Children's services and Resources Directory
- Church, Fennell and Villiers Streets Car Park

- Church Street Mall - Busking
- Church Street Mall - Control and Regulation
- Church street Mall - Extension Task Force
- Church Street Mall - Promotions and Exhibitions
- Church Street Mall - Proposed Extension
- Circus Policy
- Civic Office Expenses and Facilities
- Clothing Bins in Central Business District
- Coastal Protection Act - Certificates
- Code of Conduct - Caretakers & Ordinance Inspectors
- Code of Conduct - Members and Staff
- Code of Meeting Practice
- Collection at Traffic Lights
- Comments to the Media by Council's Staff
- Committee Meetings - Attendance of Councillors as Observers
- Community Advisory and Retrofitting Energy Service (C.A.R.E.S.)
- Community Awards
- Community Bushcare Programme Guidelines
- Community Equipment
- Community Leasing Policy
- Complaints by Councillors
- Complaints - Handling Policy and Procedure
- Completion of Employment Declarations by Members
- Conciliation Conferences or Hearings - Councillors to be Notified
- Conferences & Seminars - Attendance by Members & Staff
- Confidentiality of Complaints
- Consent and approvals Given by the Land and Environment Court
- Conservation Plan
- Construction of Nuclear Reactor
- Construction of Walls and Fences
- Constructional Standard for Food Premises
- Contracts - Security Deposits/Retention/Defects/Liability
- Corner Alignments for Buildings
- Corporate Style Uniform
- Corrupt Conduct - Reporting Thereof
- Council Achievements - Lord Mayoral Minute
- Council and Committee Meetings - Public Access
- Council's Child Care Centre - Policies and Procedures Manual
- Council's Crest - Use of
- Council Flag - Design and Colour
- Council's Halls
- Council's Halls - Hire Not to Include Use of Footpath Curtilage
- Council's Halls - Multiple Hiring Charges
- Council's Halls - Refund of Hiring Fees
- Council Meeting - Structure
- Council's Overdraft Requirements
- Council's Parks and Reserves - Conditions and Rules Applying to engagement of
- Council's Pools - Delegated Authority to direct - Community Services
- Council Trucks - Use and Storage

- Council Warrant
- Councillors - Promotional Activities
- Councillors - Reduction in Number
- Credit Card Facilities
- Damage Deposits in Respect of Building Applications
- Delegations of Authority Under New Local Government Act
- Demolition Applications to Buildings Identified by the Heritage Study
- Demolition Applications - Referral to Heritage Council of NSW
- Development Applications for Uncompleted Buildings
- Development applications for Massage Clinics, Amusement Centres and Tatto Parlours
- Development Application - Family Day Care Services
- Development Applications - Reports
- Development Applications - Dual Occupancy
- Development Applications - Possible Damage
- Development Within Central Business District
- Development Applications - Involving Brick Paving
- Development Adjoining St John's Cemetery
- Development Involving Drainage Lines Through Public Reserves
- Development on Local Reserves and Parks
- Development of a New Reserve - Consideration of Recurrent and Capital Costs
- Direct Banking of Employees Wages / Salaries
- Disclosure of Information
- Display of Goods - Public Footpath
- Display of Property Numbers
- Disposal of Records
- Disposal of Worn Out and Obsolete Library Books
- Distribution of Council Cuff Links Monogrammed Ties, Tie Bars, Presentation Pen and Pencil Sets, Scarves and souvenir Coasters
- Distribution of Council Publications
- Dog Act Penalty Notices
- Door Knocks & Street Appeals
- Dual Occupancy - Code - Second Dwellings
- Dual Occupancy Development application - Car Parking
- Dual Occupancy - Development
- Dual Occupancy - Provision of On-Site Detention
- Dual Occupancy of Residential Premises
- Ecologically Sustainable Developments
- Educational Assistance Policy
- Election of Lord Mayor
- Emergency Clean Up of Pollution
- Engineering Works Associated with Development Consents
- Equal Employment Opportunity General Policy statement
- Erby Place Car Park - Regulation of Use
- Erection of Stables
- Estuary Management Committee
- Excavation - residential Flat Development - Toongabbie Ward
- Extension of Council's Central Enquiry Counter Office Hours
- Family Day Care Centres
- Filling / Excavating Constitutes a Development

- Filming applications - Use of Council's Area
- Financial Contributions to the Community
- Fire Safety Inspections
- Fire Separation of attached Dual Occupancy Dwellings
- Fixing of Fees - Lord Mayor and Councillors
- Flag Pole - Refund of Development application Fee
- Floral Emblem of the City
- Food Premises Inspection Procedures and Implementation of Food Handling
- Education Program
- Food Stalls and Vehicles - Construction Standards
- Footings - Residential Buildings
- Footpath Paving - Granville and Merrylands Commercial areas
- Free Trees Program
- Freedom of Information applications
- Galaringi Botanic Parkland Trust - Formation
- Garbage Rooms - Requirements
- Garbage Service Levy - Exemption
- Granville Pioneer Hall - Entertainment Area Authorisation Fee Payable by Granville
- Pioneer Hall Association - Pensioners Recreation Centre
- Granville Swimming Pool -- Heated
- Guidelines for Home & Centre Based Child Care (All Wards)
- Guidelines for Outdoor Eateries
- Guidelines - Provision of Footpaths, Kerb and Gutters and Road Shoulders Adjacent to New Developments of Subdivisions
- Guidelines for Public Forum at Council Meetings
- Guidelines - WSAAS Funded Community Access Mini-Bus
- HACC Context Plan
- Half Court Tennis Courts
- Hall Cleaning Bonds - Refund
- Hardship Provisions - Guidelines
- Hazardous Chemical Pollution
- Hiring of Council's Display Screens
- Hiring of Plant
- Historic Buildings - Development Applications
- Homeless Youth Welfare Policy
- Honorariums to Park Committee Members
- Honorary Park Rangers - Induction and Education Programme
- House Numbering Policy
- House Numbering Schemes
- Impact Extraction on Excavations
- Improved Street Lighting
- Inclusion of Councillors' Names in Correspondence Submitted to Them
- Incorporation of all funds Available for Expenditure on Public Works Into a Single Works Programme
- Infectious Diseases Policy
- Insertion of Advertising Leaflets with Council's Rate Notices
- Installation of Solar Hot Water System
- Insurance - Park Committee
- Internal Auditor's Reports - Advisory Procedures

- Investment Policy
- Issue of Council Souvenir Glasses
- Issuing Copies of Building Plans
- Job Support Programme
- Landscape Assistance to Schools
- Learn to Swim Classes - Admission Fee
- Legal Services - Advice
- Library Service to be Free
- Library - Special Section for Council's Activities
- Licencing of Hot Dog Stands
- Licencing of Used Clothing Collection Bins
- Liquor Administration Board - Entertainment area Authorisation
- Loan Borrowing Policy
- Local Environmental Plans to be Advertised
- Local Ethnic affairs Policy Statement
- Loss or Damage of Private Property Owned by Staff
- Luncheon / Refreshments for Visiting Dignitaries
- Mailing of and Use of Envelopes to Councillors
- Maintenance of Goal Posts
- Major/Sensitive Development Applications
- Management Committee - 2 Carlton Street, Granville
- Management and Hire Conditions for Council's Minibuses
- Melita Stadium - Subletting of Kiosk
- Minor Recreation Grants Program
- Mobile Food Vendors
- Moving of Houses
- National Food Premises Code and National Code for Food Vending Vehicles and Temporary Food Premises
- Official Colours of the City
- On-Site Car Parking Requirements
- On-Site Meetings.
- On-Site Stormwater Detention Policy
- Organisation Structure, General Manage and Senior Staff
- Outdoor Concerts
- Outstanding Contribution to Works Account
- Over and Under Expenditure - Construction Works
- Overtime Report
- Paging Device - After Hours Telephone Answering
- Park Committee - Establishment of New
- Park Committee - Identification Badges
- Parks and Reserves - Cleaning by Fine Defaulters
- Parking Code - Churches and Religious Meeting Places
- Parking of Councillors Vehicles
- Parramatta City Council Draft Community Archives Policies
- Parramatta City Council Strategic Plan - 'Parramatta 2000 and Beyond'
- Parramatta Energy Efficient Housing Policy
- Parramatta Promotional and Tourist Centre
- Parramatta Promotional and Tourist Centre - Operation
- Parramatta Signage Strategy and Works

- Parramatta Swimming Centre - Operation of Water Slide
- Parramatta Traffic Committee - Business Paper
- Parramatta Traffic Committee
- Paved Footpath Construction inn Respect of Development and Subdivision
- Applications
- Payment of Annual Grants to Park Committees
- Payment of Funeral Expenses - Deceased Employees
- Payment of Moneys Due - Estate of Deceased Employees
- Payment of Untaken Sick Leave
- Pedestrian Malls
- Pensioner Rebate
- Performance and Development Review
- Period of Library Loan - Special Books
- Places of Assembly
- Playgrounds in Council's Areas
- Playing Fields
- Pont of Exit Interviews
- Policy for Development and Building on Flood Prone Land
- Policy for Provision of Fleet Vehicles
- Policy/Procedures Regarding Legal Proceedings
- Policies Providing Benefits to Employees
- Policy on Telstra and AGL Performing Permanent Restoration in Council's Area
- Policy - Tenders
- Policy for Termination on Medical Grounds for Work Related Injuries
- Pools - Homeless Youth - Use of Swimming Centres
- Pools - Opening Hours
- Pools - Opening and Closing A Swimming Centre
- Portability of Long service Leave from Electricity Distributors
- Power Supply - Redevelopment
- Presentations to Council Members at Conclusion of their Term
- Procedures for Street Trees Affected by Road Construction Works
- Process of Requests/Question by Councillors
- Property Acquisition
- Property Development Activity - Guidelines, Procedures and Funding Policy
- Provision of Driveway
- Provision of Parking Space to Council's Tenant - Horwood Place Car Parking Station
- Provision of Rate and Debt Recovery Services
- Public Liability Insurance Cover by Users of Council Properties
- Public Halls - Condition of Hire Policy
- Public Utility Services Crossing Reserves
- Purchase of Articles by Council for Other Organisations (Sales Tax Exemption) Recommendations
- Purchasing Australian Products
- Ranger - Issue of Notebooks
- Rating Categories - Policy on Determining Dominant Use of a Property
- Real Estate Agents - Engagement
- Rebate of tipping Charges - Garbage Strikes
- Records - Disposal of
- Records - Fees For The Production of Documents For Subpoenas
- Recurrent Grants Program 1998 - 2002

- Recognition of Services
- Records Management Association - Information Systems
- Redundancy Agreement
- Reflective House Numbering
- Refund of Garbage Charges
- Refund of Rentals for Town Halls and Community Centres
- Regulation of Traffic on Local Roads
- Reimbursement of Travel Costs Incurred by Lady Mayoress / Lord Mayor's Consort
- Removal of Advertisements or Advertising Structures
- Renewal of Insurance Policies
- Reports - to Council
- Reports - Outstanding Listing
- Reports - Signing
- Residential Flat Buildings - Toongabbie Ward - Driveway Levels
- Residential Flat Code
- Restricted Premises Code
- Retail Uses - Conditions of Approval re Advertising signs
- Retention Basins - conditions of DA Consent
- Role and Structure of the Strategy Group
- Sales and Exhibitions at Parramatta town Hall
- Satellite Communication Dishes
- Schedule of Fees and Charges for Parramatta and Granville Swimming Pools 2003/04
- Section 94 Contribution Plans
- Section 94 Levy for Community Facilities
- Section 94 Contributions - Library Improvement Fund
- Signage Policy
- Signing Policy
- Signing of Maintenance Agreements / Contracts
- Skate Boards
- Solar Protection
- Special Leave - Citizens' Defence Forces
- Staff - Disclosure of Interest by Senior Staff
- Staff - Identification Badges fro Members, Members' spouses and Senior Staff
- Staff - Pecuniary Interest - Employees
- Staff Retrenchments
- Staff Uniforms - Standardisation
- Stall Holders
- State Emergency Service - Payment of Expenditure
- Strata Plan - Aggregation for Rates
- Strategic Objectives of Council
- Subdivision Applications - Notification of Adjoining Owners
- Subdivisions - Bonding of Works
- Subdivisions - Bonding of Works
- Subdivisions - Delegation to Approve
- Sydney Olympics 2000 - Project Team
- Tender Board - Membership Operation
- Tender for the commercial Operation of Council's Multi-Storey Carpark in Wentworth Street, Parramatta
- Tenders to be made Public

- Time for Completion of Works
- Trail Bikes - Illegal Activities
- Travel Bookings for councillors and Staff Travelling on Council Business
- Tree Planting Matters - Photographs to be Submitted
- Tree Preservation - City Centre
- Tree Preservation Order - Definition of Tree
- Trees - Lopping Overhanging Branches
- Unauthorised Advertising - Bill Posters
- Unlicensed Trading of Motor Vehicles on Land Adjacent to Major road
- Upper Parramatta River Catchment Trust
- Use of Council's Seal and Signing of Documents
- Use of Council's Seal - Positive Covenants
- Use of Lord Mayor's and Councillors' Room
- Valuation Books - Information Form
- Variation to Contracts
- Variations to Plans
- Voluntary Council Pensioner Rate Rebate
- Volunteers Policy for the Heritage Resource Centre
- Westmead Traffic Problems - Joint Committee with Holroyd City Council
- Woodville Golf Course - Local Rules
- Woodville Golf Centre - Hours of Play
- Woodville Golf Course - Concession Rates
- Woodville Golf Course - Telephone Bookings
- Woodville Golf Course - General Bookings
- Woodville Golf Course - Use by Pensioners
- Work Experience Practical Training for University Students
- Written Representations

SECTION 2 – STATEMENT OF AFFAIRS

Persons wishing to inspect or obtain Council's most recent Statement of Affairs publication under the provisions of the Freedom of Information Act, 1989, should contact or attend the Council's offices referred to in Section 3.

SECTION 3 – CONTACTS ARRANGEMENTS

Enquiries concerning the procedures for inspecting the documents referred to in Section 1 can be made by contacting:

Dennis O'Sullivan
Manager Governance & Risk
Parramatta City Council
PO Box 32
PARRAMATTA NSW 2124

30 Darcy Street
PARRAMATTA 2150

Telephone: 9806 5311
Facsimile: 9806 5908

between the hours of 8.30am and 4.30pm - Monday to Friday.

JOHN NEISH, General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
PORT STEPHENS COUNCIL

SECTION 1 – POLICY DOCUMENTS

Port Stephens Council's Policy Register is reproduced below. Policy documents are available to interested persons. Some are free of charge while others incur a fee, depending on the nature of the document. Council's Accessing Information policy was amended in May 1998 to ensure that all members of the public receive consistent access to information on request. The policy clarifies the documentation available to the general public without the need for a Freedom of Information application and how to apply for documentation that requires a Freedom of Information application.

POLICY INDEX as at 17 November 2004

2004 Port Stephens Community Profile
30 Year Plan
Accessing Information
Acid Sulfate Soils Policy
Advertising Signs
Aircraft Noise Exposure
Alcohol in Parks and Reserves
Alicetown Reserve Management Plan
Areas Affected by Flooding and/or Inundation
Beach Vehicle
Best Value
Budget Control & Authorisation
Bus Shelters
Business Development Funding
Busking on Footways
Cash Investment Policy
Casual Street Stalls
Cemeteries
Central Business Districts
Child Protection
Code of Conduct
Code of Meeting Practice
Communication Consultation Strategy
Community & Recreation Clubs Loans
Community and Cultural Markets
Community Awards
Community information and communication
Community Services Policy
Community Consultation
Companion Animal Management Plan
Competitive Neutrality
Complaints/Requests Handling
Contaminated Land Policy

Contribution to works for Kerb and Gutter construction
Control of Open Burning Policy
Corporate Sponsorship
Council Prosecutions
Credit Control and Hardship
Development within the Explosive Safe Zone
Disability Access
Dog Exercise areas
Dog Noise Strategy
Electricity payment for Sporting Reserves
Employment of Apprentices/Trainees
Enforcement of Restricted Parking Areas Regulation at Newcastle Airport
Entertainment Licence
Equal Employment Opportunity
Erosion & Sediment Control
Footway Dining Areas in Port Stephens
Footway and Cycleways
Foreshore Dinghy Storage
Gathering Information
Governance Panel Protocol
Hairdressing, Beauty and Skin penetration Premises - Guidelines for operation and construction.
Investment Policy
Karuah Local Area Plan
Karuah Urban Management Plan and Guidelines
LD 1 Development Guidelines- Raymond Terrace Heritage Precinct
LD10 Development Guidelines – George Street, Karuah Residential Subdivision
LD11 Development Guidelines – Wallalong Rural Residential Subdivision
LD12 Development Guidelines – Cross Street Seaham Rural Residential Subdivision
LD13 (DCP50) Development Guidelines-Fern Bay Residential Subdivision
LD14 Development Guidelines – Koala Bay Estate, Tanilba Bay
LD15 Nelson Bay (West)
LD4 Development Guidelines – Nelson Bay Commercial Area
LD5 Development Guidelines – Heatherbrae Industrial Area
LD6 Development Guidelines – Taylors Beach Industrial Area
LD7 Development Guidelines – Richardson Road, Raymond Terrace Residential Subdivision
LD8 Development Guidelines – Medowie Rural Residential Subdivision
LD9 Development Guidelines – Medowie Central Residential Subdivision
Local Approvals Policy for the Conversion of Septic Tanks for Rainwater Storage
Local Area Plan to Reduce Greenhouse Gas Emissions in Port Stephens
Local Orders Policy Decommissioning of Septic Tanks
Media Liaison Policy
Multicultural Affairs
National Food Premises Code
Nelson Bay CBD & Foreshore Parking Strategy
Nelson Bay Foreshore Masterplan
Newcastle Airport Strategic Policy
No Smoking in Council Owned or Managed Buildings
Notices of Motion
Onsite Sewerage Management Strategy

Pecuniary Interest Returns Policy
Petitions
Petty Cash
Planning Matters to be reported to Council
Port Stephens Generic Sportsground Plan of Management
Port Stephens Library Public Internet Policy
Port Stephens Urban Settlement Strategy
Port Stephens Local Environmental Plan 2000
Port Stephens Youth Council Code of Meeting practice
Privacy Management Plan
Procedures for Requests to Amendment LEP 2000
Property Investment and Development Policy
Protected Disclosures – Internal Reporting
PS1 Urban Housing & Dual Occupancy Guidelines
PS10 Building Standards and Notification Procedures for Development Applications
PS11 Controls for Site Waste Management and Minimisation
PS2 Parking and Traffic Guidelines
PS4 Commercial & Industrial Development Guidelines
PS5 Home Employment Guidelines
PS6 Bed and Breakfast Establishments
PS7 Keeping of Dogs for Commercial Purposes
PS8 Guidelines for Exempt and Complying Development
PS9 Energy Smart Homes
Public Access to Records after 30 years
Purchasing Card Policy
Raymond Terrance Local Area Plan
Reimbursement Policy for Councillors
Requests for Assistance – Legal Costs
Requests for Financial Assistance
Requisition of funds by Councillors
Restricted Funds
Risk Management Policy
Road naming guidelines
Road Assessment & Maintenance
Road Safety Strategic Plan
Roadside Tributes & Memorials
Rural West Local Area Plan
Sale of Council owned property
Section 94 Plan- Fern Bay
Section 94 Plan – Karuah/Swan Bay
Section 94 Plan – Medowie
Section 94 Plan – Raymond Terrace
Section 94 Plan – Rural East
Section 94 Plan – Tilligerry Peninsula
Section 94 Plan – Tomaree Peninsula
Section 94 Plan- Western Area
Senior Citizens Clubs
Smoke free zone
Social Policy

Street Trading by Organisations
Subdivision Code - Engineering Practices
Subdivision Guidelines
Sustainability Policy
Telecommunications Policy & Associated telecommunications & Radio Communications Guidelines
Temporary Structures on Footways
Tenancy Policy
Urban Rainwater Tank Policy
Use of Organochlorides
Volunteers
Waste reduction and procurement

SECTION 2 – STATEMENT OF AFFAIRS

The Council's current Statement of Affairs was produced as part of Council's Annual Report for 2003/04. Council's Annual Report 2003/2004 and Management Plan 2004/2007 are available free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

Arrangements to obtain access to or copies of any of the Council's policy documents and Statement of Affairs or requests for access to other documents under Freedom of Information can be made by contacting:

Mr Tony Wickham
Governance Officer
Port Stephens Council
116 Adelaide Street (old Pacific Highway)
PO Box 42
RAYMOND TERRACE NSW 2324
DX21406 RAYMOND TERRACE
Tel: (02) 4980 0255
Fax: (02) 4983 1194
E-mail: council@portstephens.nsw.gov.au

Hours: 8.30am to 5.00pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
RANDWICK CITY COUNCIL

SECTION 1 – POLICY REGISTER DOCUMENTS

PART 1

1.0 COUNCIL MATTERS, MAYOR, COUNCILLORS AND STAFF.

1.01 COUNCIL MATTERS.

- 1.01.01 Procedure for Making New Policies.
- 1.01.01A Procedure for Review of Policies.
- 1.01.02 Council and Committee Meetings - Standing Orders and Arrangements. (Code of Meeting Practice)
- 1.01.03 Legal Matters - Solicitors.
- 1.01.04 Community Service Awards.
- 1.01.05 Nuclear Free Zone - City Of Randwick.
- 1.01.06 Botany Bay - Dredging.
- 1.01.07 Kingsford-Smith Airport & Second Sydney Airport Site.
- 1.01.08 Eastern Suburbs Railway - Extension.
- 1.01.11 Council in Recess - Procedure.
- 1.01.12 Delegation of Authority - Health, Building and Planning Committee.
- 1.01.13 Common Seal - Procedure for Affixing.
- 1.01.15A Delegation of Authority - Works Committee.
- 17.17.17 Delegation of Authority – Community Services Committee.
- 17.17.18 Delegation of Authority – Civic Affairs Committee (Recipients of community & civic awards only).
- 17.17.19 Delegation of Authority – Administration & Finance Committee.

1.02 MAYOR.

- 1.02.01A Delegation of Authority - Mayor.
- 1.02.02 Delegation of Authority - Mayor and General Manager Jointly.
- 1.02.03 Public Statements to the Press - Council Spokesman.
- 1.02.04 Sister Cities - Distribution of Funds to Mayor and Councillors during Visits.

1.03 COUNCILLORS.

- 1.03.01 Electoral Roll - Provision to Councillors.
- 1.03.04 Annual Estimates - Submission of Draft Estimates to Councillors.
- 1.03.05 Information Required by Council Member.
- 1.03.06 Newspaper Publications by Councillors.
- 1.03.10 Councillors' Expenses and Provision of Facilities.
- 1.03.11 Code of Conduct – Councillors

1.04 MAYOR, COUNCILLORS AND STAFF.

- 1.04.01 Code of Conduct Guidelines.
- 1.04.03 Code of Councillor Practice.
- 1.04.04 Internal Reporting System.
- 1.04.05 Provision of Information to and Interaction Between Councillors & Staff.

PART 2

2.0 GENERAL MANAGER'S OFFICE.

2.01.02 Response - Written Enquires/Request from Public.

2.01.04 Delegation of Authority - General Manager & Staff.

2.01.06 Council and Committee Meetings - Authority to vary dates and times.

PART 3

3.0 GOVERNANCE, MANAGEMENT & INFORMATION SERVICES

3.01 GENERAL ADMINISTRATION.

3.01.01 Public Collections/Appeals.

3.01.02 Staff Social Club.

3.01.03 Records Disposal Schedule.

3.01.07 Local Ethnic Affairs Policy Statement.

3.01.08 Document and Correspondence Administration.

3.01.09 Local Government Act, 1993 - Administrative Arrangements.

3.01.10 Acknowledgement of Incoming Correspondence.

3.01.11 Guidelines for the Engagement and use of Consultants.

3.01.12 Open Access to Objection and Support Letters - Local Approval Applications and Development Applications.

3.01.13 Purchasing.

3.01.14 Tendering.

3.01.15 Risk & Insurance – Risk Management Policy.

3.01.16 Risk & Insurance – Signs as Remote Supervision.

3.01.17 Risk & Insurance – Gathering Information.

3.02 FINANCE.

3.02.01 Equipment Acquisition.

3.02.02 Donations and Expenditure under Section 504; Subsidies under Sections 298(2), 358 and 364.

3.02.03 Council Contracts with Companies.

3.02.04 Reserve - Employees Leave Entitlements.

3.02.05 Petty Cash Limit.

3.02.06 Rates - Pensioners Accruing Rates and Charges.

3.02.07 Investments - Surplus Cash

3.02.08 Bank Guarantees

3.02.09 Sponsorship Principles.

3.02.10 Funding Source – Non-Budgeted Expenditure

3.03 PROPERTY.

3.03.01 Randwick Town Hall - Hire.

3.03.02 Council Buildings - Solar Energy.

3.03.03 Use of Council Chamber and Meeting Rooms, etc.

3.04 PERSONNEL.

3.04.01 Provision of Vehicles for Senior Officers.

3.04.02 Private Use of Council Vehicles.

3.04.05 Flexible Working Hours Scheme.

3.04.24 Corporate Credit Cards - Non-issue of.

3.04.25 Letters of Commendation to staff after 15 Years' Service.

3.04.26 Attendance of Staff at Conferences & Seminars.

3.04.27 Staff Code of Conduct.

3.05 COMMUNITY SERVICES.

3.05.01 Accessible Environment for Disabled People.

3.05.03 Ethnic Policy and Migrant Services.

PART 4

4.0 ASSET & INFRASTRUCTURE SERVICES

4.02 PLANT AND VEHICLES.

4.02.01 Motor Vehicle Fleet - Replacement.

4.03 PERSONNEL

4.03.01 Safety Boots.

4.03.02 Protective Clothing, Headwear and Sunscreens.

4.04 PUBLIC RESERVES AND PLACES.

4.04.01 Encroachments - Public Places and Reserves.

4.04.02 Bonfires and Fireworks - Council Land.

4.04.03 Use for Circuses.

4.04.04 Control of Recreational Vehicles.

4.04.05 Bus Seats at Bus Stops

4.04.06 Clothing Bins and Other Non-Council Collection Services on Public Land Under Council's Control.

4.04.07 Smoking in the Public Place

4.05 PUBLIC BEACHES.

4.05.01 Closure of Beaches.

4.05.02 Vending on Beaches.

4.07 WORKS.

4.07.01 Construction of Crossings and Re-instatements.

4.07.02 Crossings and Entrances - Contributions.

4.07.03 Kerbing and Guttering - Replacement of Stone Constructions.

4.07.04 Street Lights - Shading.

4.07.05 Tree Preservation Order and Protection of Trees.

4.07.06 Tree Policy.

4.07.07 Sewerage/Stormwater Drain Blockage Policy

4.07.08 Tree Shrouding Policy

4.07.09 Significant Street Tree Removals – Public Notification

4.08 DEVELOPMENT APPROVALS.

4.08.01 Private Stormwater Code.

4.08.02 Development Application Conditions.

4.09 ROADS/STREETS.

4.09.01 On Street Parking.

PART 5

5.0 ENVIRONMENTAL SERVICES

5.01 GENERAL MATTERS.

5.01.04 Street Address Numbering and Re-Numbering

5.02 HEALTH MATTERS.

5.02.01 Food Premises Code.

5.02.03 Collection of Trade Waste from Community Service Organisations.

5.02.04 Garbage Collection - Not in Approved Containers.

5.02.06 Code for Keeping of Pigeons.

5.02.07 Variations in Licensed Trading Hours.

5.03 BUILDING MATTERS.

5.03.16 Code for Construction and Use of Food Vending Vehicles.

5.03.17 Code for Construction and Use of Temporary Food Premises.

5.03.22 Local Approvals Policy.

PART 6

6.0 PLANNING AND ENVIRONMENT

6.01.02 Development Consents - General Conditions of Approval.

6.01.03A Multi-unit Housing - Interim Arrangements - Assessment of Applications.

6.01.04 Amusement Centres.

6.01.10 Balcony Enclosures on Residential Flat Buildings.

6.01.11 Conservation in Struggletown.

6.01.12 Development Control Plan No. 20 - Restaurants on Public Road Footpaths, Airspace above Roads and Public Land.

6.01.15 Development Control Plan No. 6 - Frenchman's Road, Kemmis Street & Clovelly Road Shopping Centre.

6.01.17 Development Control Plan No. 8 - Military Road and Bunnerong Roads, Matraville (Oil Refinery Site).

6.01.20 Development Control Plan No. 11 - 3-21 Wolseley Road, Coogee.

6.01.21 Plan of Management No. 1 - Glebe Gully.

6.01.22 Subdivision Code

6.01.23 Heritage Development.

6.01.24 Development Consents - Time Limit.

6.01.25 Development Assessment Committee.

6.01.26 City Council Housing Policy.

6.01.27 Development Control Plan - Parking.

6.01.28 Development Control Plan - Randwick Junction Business Centre.

6.01.29 Contaminated Land.

6.01.30 Development Control Plan - Eastern Suburbs Memorial Park.

6.01.31 Development Control Plan – Maroubra Beach Commercial Precinct.

6.01.32 Development Control Plan – Multi Unit Housing.

6.01.33 Development Control Plan – Dwelling Houses & Attached Dual Occupancies.

6.01.34 Environmental

6.01.35 Development Control Plan – Exempt & Complying Development.

6.01.36 Development Control Plan – Backpacker Accommodation.

6.01.37 Rainwater Tanks.

PART 7

7.0 LIBRARY SERVICES.

7.01.02 Membership.

7.01.03 Opening Hours.

7.01.04 Loans.

7.01.05 Fees and Charges.

7.01.06 Literacy and the Library.

7.01.07 Reservations/Inter Library Loans.

7.01.08 Randwick Branch Library - Hire of Meeting Room.

7.01.09 Bowen Library - Hire of Vonnie Young Auditorium.

7.01.10 Facsimile Transmissions - Access To.

7.01.11 Microcomputers - Public Use.

7.01.12 Photocopiers - Public Use.

7.01.13 Typewriter - Public Use.

7.01.14 Photographs - Reproduction.
7.01.15 Library Internet Access.
7.01.16 Group Use of Library and Community Bus.

Administrative Registers and Documentation

- State of the Environment Report.
- Financial Statements.
- Management Plan (incl. Pricing Policy, Revenue Policy).
- Minutes of Committee Meetings and Business Papers.
- Minutes of Council Meetings and Business Papers.
- Policy Register.
- Local Government Records General Disposal Authority 4.
- Local Government Records General Disposal Authority 10.
- Complaints Management Policy.
- Annual Report.
- Auditors' Report.
- Rolls of Electors.
- Disclosures Register (Councillors & Staff).
- Investments Register.
- Social Plan.
- Privacy Management Plan

Asset and Infrastructure Services Documents

- Coastal Walkway Brochure.
- Kingsford Commercial Centre Townscape Masterplan.
- Randwick Local Disaster Plan (DISPLAN).
- Private Stormwater Code.
- Civil Design and Development Code.
- Randwick Street Tree Master Plan 2002
- Landscape Furniture and Finishes Manual.
- Tree Preservation Order 2001.
- Noxious Weeds Guide.
- Draft Landscape Code.
- Coogee Beach and Foreshore Plan of Management 1997.
- Gordon's Bay Plan of Management 1994.
- Malabar Beach and Foreshore Plan of Management 1995.
- Malabar Headland Draft Plan of Management 1990.
- Maroubra Beach Plan of Management Overview 1996.
- Clovelly Bay Plan of Management 2001.
- Heffron Park Plan of Management & Masterplan.
- Pioneers Park Plan of Management 1992.
- South Coogee Coastal Reserves Plan of Management 1987.
- Latham Park Plan of Management 1985.
- Glebe Gully Plan of Management 1985.
- City Open Space and Recreation Plans of Management (COSRPOM) 1996. Incorporating Strategic Plan and 8 Generic Plans of Management, Regional Parks, District Parks, Neighbourhood Parks, Pocket Parks, Civic Parks, Beach and Coastal Reserves, Remnant Bushland and Road Side Reserves.
- La Perouse Historic Plan of Management.
- Gordon's Bay and Clovelly Bay Stormwater Management Plan 1996.
- Investigation of Water Pollution Treatment Works at Coogee, Maroubra and Malabar Beaches 1996.
- Randwick City Council Recreation Facility Management and Development Plan 1998:

- Heffron Park Swimming Centre Recreation Facility Management & Development Plan 1998.
- Heffron Park Tennis Complex Recreation Facility Management & Development Plan 1998.
- Clovelly Seabreeze Kiosk Heritage Significance Assessment 1998.
- Urban Design Study of Randwick & The Spot Shopping Centres 1994.
- Randwick City Council Bicycle Plan 1998.
- Maroubra Beach & Environs Master Plan 1998.
- Frenchman's Bay Plan of Management 2002.
- Malabar Beach & Foreshore Landfill Remediation & Rehabilitation – Environmental Site Characterisation Final 2002.
- The Spot Parking Scheme – Draft Reports.
- Coogee Beach Parking Scheme – Draft Report.
- Clovelly Parking Scheme – Draft Report.

Planning and Environment Documents

(a) Development Control Plans
- DCP No. 6 Land bounded by Kemmis St, Frenchman's Rd & Clovelly Rd, Randwick.
- DCP No. 8 Military Road & Bunnerong Road, Matraville.
- DCP No. 13 Bunnerong Power Station, Matraville.
- DCP No. 16 Kingsford Commercial Centre.
- DCP No. 18 Randwick Bus Depot, Cnr King & Dangar Streets, Randwick.
- DCP No. 19 Matraville Town Centre.
- DCP No. 21 Amusement Centres.
- DCP No. 22 The Spot & Surrounds.
- DCP Outdoor Advertising.
- DCP Backpacker Accommodation.
- DCP Dwelling Houses & Dual Occupancy.
- DCP Eastern Suburbs Memorial Park.
- DCP Kensington Town Centre 2002.
- DCP Exempt and Complying Development.
- DCP Maroubra Beach Commercial Precinct.
- DCP Multi-Unit Housing.
- DCP Parking.
- DCP Randwick Junction Business Centre.
- DCP Defence Site Bundock & Avoca Streets Randwick.
- DCP Public Notification of Development Proposals & Council Plans.
- DCP Maroubra Junction Town Centre.
- DCP Footpath Dining & Trading.
- Draft DCP West Kensington Heritage Conservation Area.
- Draft DCP North Randwick Heritage Conservation Area.
- Draft DCP Prince Henry Hospital Site.

(b) Local Environmental Plans
- Randwick LEP 1998 (and Amendments).

(c) Other Planning & Building Documents
- Building Certification Services Information Sheet.
- Building Certificate Register.
- Building Application/Approval Register.
- Construction Certificate Register.
- Complying Development Certificate Register.
- Local Approvals Register.
- Construction Certificate & Principal Certifying Authority Information Sheets.

- Randwick Development Application Guide.
- Principal Certifying Authority Agreement.
- Fire Safety & Essential Services Information Sheets.
- Housing Strategy.
- Integrated Development Information Sheet.
- Local Approvals Information Sheet.
- Maroubra Beach Urban Design Planning Strategy.
- Randwick City Council Section 94 Contributions Plan (1999).
- Randwick Housing Affordability & Access Study.
- Register of Development Applications.
- Register of Subdivision Certificates.
- Register of Strata Subdivision Applications.
- Sediment & Erosion Control Information Sheet.
- Bill Posters Information Sheet.
- Rezoning Land Information Sheet.
- Design Review Panel Information Sheet.
- Randwick LEP 1998 Information Sheet.
- Acid Sulfate Soils Information Sheet.
- Heritage Information Sheet.
- Sydney Airport Planning & Noise Impacts Information Sheet.

Community & Library Documents

- Children's' Services Pamphlet
- Social Plan
- Guides to Library Services (Various Categories).
- Resource Lists (Various Categories).
- Ephemera (Various Categories).
- Multicultural Advisory Committee Brochure.
- Home Maintenance & Modification Service Brochure.
- Home & Community Care Services Brochure.
- Collection Development Policy.
- Marketing & Promotion Plan.
- LINCS Database (Community Information).

SECTION 2 – STATEMENT OF AFFAIRS

The most recent annual Statement of Affairs of the Randwick City Council was published effective 30th June, 2004, and is available at a cost of $5.00. Copies of the Statement of Affairs are available for perusal at all Council Libraries listed at the bottom of this page and also at:-

Government Publications Librarian
The State Library of N.S.W
Macquarie Street
Sydney NSW 2000

Serial Processing Unit
National Library of Australia
Canberra ACT 2600

Premier's Department Library
Level 15
Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000

The Librarian
Parliament of NSW
Macquarie Street
Sydney NSW 2000

SECTION 3 – CONTACT ARRANGEMENTS

Many of the documents listed in this Summary of Affairs are readily available at the Council's Office and Libraries as detailed below. However, should the particular item being sought not be available through these avenues, members of the public are invited to contact the Freedom of Information Officer who will arrange for them to be supplied.

The Freedom of Information Officer is available during normal business hours of 8.30 a.m. to 5.00 p.m. and, to avoid any inconvenience, contact should first be made by telephone prior to a personal visit.

Administrative Centre (FOI Officer)
30 Frances Street
RANDWICK NSW 2031
Telephone: 9399.0999
Facsimile: 9319.1510

Bowen Library
669-673 Anzac Parade
MAROUBRA NSW 2035
Telephone: 9314.4888
Facsimile: 9314.4780

Randwick Branch Library
Royal Randwick Shopping Centre
Belmore Road (Cnr Short Street)
RANDWICK NSW 2031
Telephone: 9399.6966
Facsimile: 9399.7358

Matraville Branch Library
1203 Anzac Parade
MALABAR NSW 2036
Telephone: 9661 6192
Facsimile: 9661 6863

R. BROWNLEE, General Manager.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

RICHMOND RIVER COUNTY COUNCIL
Floodplain Management

As required by Section 14 (1) (b) and (3) of the *Freedom of Information Act 1989* I hereby notify that the following documents are available at Council's office for inspection:

Policy Documents:

- Code of Conduct
- Code of Meeting Practice
- Pecuniary Interest Returns
- Equal Employment Opportunity
- Expenses and Facilities
- Management Plan incorporating:
    - 3-Year Forward Plan
    - Revenue Policy
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register

Other Documentation:

- Annual Report
- Annual Financial Reports
- Auditor's Report
- Business Papers

Statement of Affairs

Council's Statement of Affairs can be inspected at Council's office during normal business hours - 8.30 a.m. to 5.00 p.m.

Contact Arrangements:

Any enquiries concerning Council's activities should be directed to:

Mr Paul Muldoon

General Manager
Richmond River County Council
218-232 Molesworth Street
(PO Box 230)
LISMORE NSW 2480
Telephone: (02) 6621 8314
Fax: (02) 6622 1181
Email: floodplain@rrcc.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
RICHMOND VALLEY COUNCIL
(December 2004)

In accordance with Section 14(1)(b) of the Freedom of Information Act, this summary of the Statement of Affairs of the Richmond Valley Council is provided.

THE COUNCIL'S POLICY DOCUMENTS

The following policy documents are available in Council's office for inspection (free of charge) or purchase as indicated:

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Agendas and business papers for council and committee meetings (but not including business papers for matters considered when part of a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any part of a meeting that is closed to the public), to the resolutions and recommendations of the meeting
- Any Codes referred to in this Act
- Register of Delegations
- Annual Reports of bodies exercising delegated council functions
- Applications under Part 1 of Chapter 7 for approval to erect a building, and associated documents
- Development Applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by the council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- The Statement of Affairs, the Summary of Affairs and the register of policy documents required under the Freedom of Information Act 1989
- Departmental representatives' reports presented at a meeting of the council in accordance with section 433
- The register of graffiti removal work kept in accordance with section 67A.

Copies of these documents may be purchased at a cost of $0.55 per page (minimum charge $2.00).

THE COUNCIL'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Council is that for June 2004. Copies may be purchased from Council at a cost of $0.55 per page (minimum charge $2.00).

COUNCIL'S CONTACT ARRANGEMENTS

Any Freedom of Information inquiries concerning the Council's activities should be directed to:

Mr WS Halcrow
Public Officer
Richmond Valley Council
Corner Walker Street & Graham Place
(Locked Bag 10)
CASINO NSW 2470

Telephone: (02) 66600312
Facsimile: (02) 66625198

The Council's office hours are 8.15am to 4.30pm (Monday to Friday).

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
RIVERINA WATER COUNTY COUNCIL

POLICY DOCUMENTS:

- Code of Conduct
- Code of Meeting Practice
- Consultative Committee
- Delegations of Authority
- Equal Employment Opportunity Management Plan
- Expenses and Facilities
- General Policy Register
- Management Plan
- Minutes of Council Meetings
- Occupational Health & Safety Policy
- Occupational Health and Safety Rehabilitation Policy
- Organisational Structure
- Privacy Management Plan
- Register of Investments
- Returns of the Interest of Councillors and Designated Persons
- Safety Management Plan
- Strategic Business Plan
- Water Pricing

OTHER DOCUMENTATION:

- Annual Financial Reports
- Annual Report
- Auditor's Report
- Business Papers

Statement of Affairs:

Council's Statements of Affairs can be inspected at Council's office during normal office hours - 8.30 am to 4.00 pm.

Contact Arrangements:

Any enquiries concerning Council's activities should be directed to:

Mr. Gerald Pieper
General Manager
Riverina Water County Council
91 Hammond Avenue
(PO Box 456)
WAGGA WAGGA NSW 2650

Telephone: (02) 69220608
Fax: (02) 69212241
Email: admin@rwcc.com.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
ROCKDALE CITY COUNCIL

SECTION 1 - POLICY DOCUMENTS

Subject to the Freedom of Information Act, 1989 Council holds Policy Documents and Codes for the following issues which may be accessed.

- Access to Council Records Policy
- Advertising signs codes
- Annual Report
- Building Application/ Approval Records
- Building Certificate Records
- Business Papers
- Code of Conduct
- Code of Meeting Practice
- Conflict of Interest Policy
- Dealing With Council Information Policy
- Delegations Policies
- Demolition Code
- Development Application/Construction Certificate Consent Records
- Development Control Plans
  - Industrial Code (15)
  - Urban Consolidation (16)
  - Brighton Town Centre (18)
  - Residential Flat Buildings (20)
  - Dual Occupancy (21)
  - Requirements for Access (28)
  - Outdoor Advertising (29)
  - Requirements for Child Care Centres (31)
  - Villa & Townhouse Development (34)
  - Residential Flat Building (35)
  - Brothel Development (36)
  - Dual Occupancy & Granny Flat Development (39)
  - Housing for Elderly with Disability (40)
  - Boarding Houses, Hostels & Group Homes (42)
  - Bexley Infants School (44)
  - Amusement Centres (46)
  - Community Consultation in Development Decisions (50)
  - Goods and Signs on Public Places (52)
  - Construction site Waste Management & Minimisation (53)
  - Single Unit Dwelling Code (56)
  - Exempt & Complying Development (57)
  - Arncliffe & Banksia Town Centres (58)
  - Amendments to Residential Controls (Ventilation requirements to DCP 34, 35 & 39) (60)
  - Amendments to Residential Controls (61)
  - Crime Prevention Through Environmental Design (67)
- Development Control Plans - Site specific Nos 1 - 6, 8 - 14, 17, 19, 22, 24, 27, 30, 32, 33, 37, 38, 41, 43, 45, 47 - 49, 54 - 55, 59, 63, & 65
- Disaster Plans
  - Fire
  - Toxic
- Fence Code
- Financial Management Plan
- Fraud Awareness Policy

- Local Approvals Policies
  - Local Approvals Policy No 1 – Demolition and Erection of Buildings
  - Local Approvals Policy No 2 - Installation of Domestic Solid Fuel
  - Local Approvals Policy No 3 - For the Placement of Building Waste Containers
- Local Environment Plan 2000
- Local Orders Policies
  - Local Orders Policy No 1 - Administrative Provisions
  - Local Orders Policy No 2 - Keeping of Animals
  - Local Orders Policy No 3 - Food Hygiene
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Payment of Expenses and Provision of Facilities for Councillors Policy
- Plans of Management for Community Classified Land
  - Beach Street Precinct Kogarah
  - Small Parks and Playgrounds
  - Slade Road Reserve
  - Bexley Park
  - Stan Moses Field and Scott Park
  - Gardiner Park
  - Arncliffe Park
  - Plan of Management for Community Land
  - Bardwell Valley
  - Rockdale Wetlands and Recreation Management Strategy
  - Cook Park
  - Brighton Memorial Playing Fields
  - The Strand
  - Gilchrist Park
  - Westbourne Street Reserve
  - Amendments to Community Land Plan of Management
  - Kyeemagh Boat Ramp Reserve
  - Ray Oxford Reserve
  - Lusty Street Neighbourhood Park
- Policy and Procedures Register (all other policies)
- Pool & Spa Code
- Privacy Management Plan
- Protected Disclosures Policy
- Purchasing Practices and Procedures
- Residential Sub Division Code
- Rockdale Planning Scheme Ordinance
- Schedule of Fees & Charges
- Section 94 Contribution Policies
- State of the Environment Report
- Statement of Waste Minimisation and Recycling
- Tree Preservation Orders

SECTION 2 - STATEMENT OF AFFAIRS

Persons wishing to inspect or obtain Council's "Statement of Affairs" should contact or attend Council's offices referred in Section 3.

SECTION 3 - CONTACT ARRANGEMENTS

Members of the public seeking access to Rockdale Council Policy Documents and Codes are invited to make initial contact with John Logue, Council's Director Governance who can arrange for copies of documents to be made available at the office below. Please note, some Policies and Codes are available for viewing online at Council's website www.rockdale.nsw.gov.au

Inquiries can be made during normal business hours 8. 30 a.m. to 4.00 p.m. Contact by telephone should be made prior to a personal visit.

John Logue
Rockdale City Council
Administration Building
2 Bryant Street
ROCKDALE NSW 2216

Telephone: (02) 9562 1666
Facsimile: (02) 9562 1777
Email jlogue@rockdale.nsw.gov.au

or mail to:

John Logue
Rockdale City Council
PO Box 21
ROCKDALE NSW 2216

It should be noted that Application Forms for requests for access under the Freedom of Information Act (1989) to other documents held by Rockdale City Council are available from the Customer Service Centre or on Council's website www.rockdale.nsw.gov.au Please submit applications to the above address, accompanied by the applicable fee of $30.00.

CHRIS WATSON
GENERAL MANAGER

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

ROUS COUNTY COUNCIL
Regional Bulk Water Supply Affairs

As required by Section 14 (1) (b) and (3) of the Freedom of Information Act 1989 I hereby notify that the following documents are available at Council's office for inspection:

POLICY DOCUMENTS:

- Code of Conduct
- Code of Meeting Practice
- Competitive Neutrality Policy
- Classification of Council Land
- Delegations of Authority
- Employment Related Codes:
- Code of Staff Conduct
- Equal Employment Opportunity Policy
- Grievance Resolution Policy and Procedure
- Job Regrading/Reclassification
- Performance Management and Development
- Expenses and Facilities
- Management Plan incorporating 3-Year Forward Plan, Revenue Policy & Pricing Policy
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register
- Privacy Management Plan
- Records Management Policy
- Regional Water Supply Strategy
- Regional Water Demand Strategy
- Rocky Creek Dam:
- Logging in Catchment
- Recreational Activities

Other Documentation:

- Annual Report
- Annual Financial Reports
- Auditors' Report
- Business Papers
- Pecuniary Interest Returns
- Land Register
- Private Use of Council Vehicles Policy
- Water Cycle Management Review

STATEMENT OF AFFAIRS

Rous Water's Statement of Affairs can be inspected at the administration office during normal business hours - 8.30 a.m. to 5.00 p.m.

CONTACT ARRANGEMENTS:

Any enquiries concerning Rous Water's activities should be directed to:

Mr Paul Muldoon
General Manager
Rous Water
218-232 Molesworth Street
PO Box 230
LISMORE NSW 2480

Telephone: (02) 6621 8055
Fax: (02) 6622 1181
Email: water@rouswater.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

CITY OF RYDE
Agency No. 2203

December 2004

SECTION 1 - POLICY DOCUMENTS

CIVIC SERVICES

Access and Equity Policy
Annual Report 2002/2003
Business Papers/Minutes of Committee & Council Meetings
Children's Needs Paper – Social Plan 2005
Code of Conduct
Code of Good Governance
Community Arts Policy
Community Buildings Strategy
Community Services Customer Complaints Policy
Competitive Neutrality Complaints Policy
Confidential Information Protocol for Councillors and Staff
Disability Discrimination Act Action Plan
Delegations Register
Disclosures Register for Councillors & Senior Staff
Guidelines for Managing Library resources on loan to Home Library Service institutional members
Home Library Service Institutional Membership
Immunisation Policy and Procedures
Language Aide Policy
Management Plan 2003/2006
Media Policy
Multi-Purpose Use of Council Meeting Facilities Policy
Older People's Needs Paper – Social Plan 2005
Plain English Policy
Policy on Payment of Expenses & Provision of Facilities for Mayor & other Councillors
Protected Disclosures Information Booklet
Register of Pecuniary Interests
Ryde Community Grants Program - Guidelines & Application Form (CDSE)
Ryde/Hunters Hill Home Modification and Maintenance Service - Policy and Practice Manual
Ryde Library Services Guide to Membership conditions & services
Ryde Library Services Toys at North Ryde Branch Library
Social Plan 2000
Sponsorship Policy
Vacation Care Program - Staff Information and Procedures Manual
Volunteers Policy
Young People's Needs Paper – Social Plan 2005

ENVIRONMENTAL PLANNING

Bed & Breakfasts – Establishment Guidelines
Building Application/Approval Records – only upon request
Building Certificate Records
Bushfire prone land information and guidelines
Contaminated Land: Planning Guidelines for Contaminated Land

ENVIRONMENTAL PLANNING (cont)

Development Application/Approval Records – only upon request
Development Control Plan Register
Development Control Plans
Development Criteria: Section 1 - Driveways
Section 3 - Title Encumbrances
Section 4 - Public Civil Works

Food Stalls: Requirements for One Day Temporary Food Stalls
Footpath Activity Policy
Garbage & Recycling: Standard Requirements for the Construction of Garbage & Recycling Cart Storage Areas for Residential Buildings
Having Your Say – What happens to your comments on LDA's
Having Your Say – Having Your Say at the Committee
Integrated Development
Legionnaires' Disease: NSW Code of Practice for the Control of Legionnaires Disease
Local Environmental Plans Register
Local Environmental Plans
National Code for the Construction and Fitout of Food Premises
National Code for Food Vending Vehicles and Temporary Food Stalls
North Ryde Industrial Area
Pre-lodgement – Information Package
Residential Development Strategy 1996 – Improving Housing Choice & Housing Opportunities
Ryde Planning Scheme Ordinance
Development Contribution Plan
State of the Environment Report
Stormwater Drainage Design Guidelines
Subdivision Code
Telecommunications Facilities – Draft Policy
Waste Containers: Conditions for Temporary Placement of Waste Container or Skip on Footpath

PUBLIC WORKS & SERVICES

Conditions of Use of Grounds & Amenities
Conditions for Road Closures/Street Parties
Guidelines for the Submission of a Tree Preservation Application
Information on Gutter and Footway Crossings for Vehicular Access to Normal Single Residences
Information Relating to Special Purpose Signs
Recycling & Waste Guide
Register of Plans of Management for Parks
Ryde Local Disaster Plan
Subdivisional Road Requirements
Temporary Access through Public Reserves & Parks
Tree Preservation Order & Tree Management Policy
Waste Services Booklet

CORPORATE SERVICES

Audited Financial Statements of Account for the year ended 30 June 2004
Conditions of Employment Policies
Employee Relations Policies
Equity & Diversity Policies
Induction Policies
Information Technology Policies
Investment Policy and Register
Land Register
Occupational Health & Safety Policies
Organisational Development Policies
Procurement Policy
Resourcing Policies
Remuneration & Benefits Policies

SECTION 2 - STATEMENT OF AFFAIRS

City of Ryde's most recent Statement of Affairs is dated June 2003.

SECTION 3 - CONTACT ARRANGEMENTS

Requests for access to and copies of policy documents should be directed to the Customer Service Centre at the Civic Centre, 1 Devlin Street, Ryde between the hours of 8.30am and 4.30pm weekdays (telephone: 9952 8222, fax: 9952 8070, e-mail: cityofryde@ryde.nsw.gov.au, web-site: www.ryde.nsw.gov.au). Requests for access to other documents under the Freedom of Information Act should be directed to: The Freedom of Information Officer, City of Ryde, First Floor, Ryde Civic Centre, 1 Devlin Street, Ryde 2112 between the hours of 8.30am and 4.30pm weekdays

(telephone: 9952 8222, fax: 9952 8070 and e-mail: cityofryde@ryde.nsw.gov.au).

NOTE: Access to these documents is also provided subject to the provisions of the Privacy and Personal Information Protection Act, 1998.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
SHOALHAVEN CITY COUNCIL
Agency No. 2208

The following policy documents are open for inspection. Certain documents are available for purchase whilst others would be subject to a photocopying charge.

SECTION 1 - POLICY DOCUMENTS

Policy Title

Abseiling and Rockclimbing Policy
Acceptance of Tenders (reports to Council)
ACCESSIBLE LIVING Checklist of Development Requirements
ACCESSIBLE LIVING Design Guidelines
ADULT SHOPS (Premises Selling Sexually Explicit Products) - Guidelines
Advertising - Local Newspapers
AGED PERSONS - Accommodation - Establishment
Aged Persons Accommodation Guidelines
Animal Control Dogs - Council Caravan Parks and Public Beaches*
Animal Control Dogs - Prohibited Specific Beaches and Areas
Anzac Day Services - Wreath Laying Ceremonies
Asset Management Plan - Bridges
Beaches - Motor Vehicle Access
BED and BREAKFAST Guidelines
Best Practice Water, Sewerage & Trade Waste Pricing
BUILDING CODE Minimum Building Requirements
BUILDING HEIGHT and AMENITY Residential Areas - Policy to Control
BUILDING LINE Burrill Lake Foreshore
BUILDING LINE Penguin Head Rd Culburra
BUILDING LINES - for small lots approved prior to DCP 100
BUILDING LINES Front in South Nowra Industrial Area
BUILDINGS Flinders Estate - Zincalume Roofs
BUILDINGS Floor Heights - Sussex Inlet Commercial Area
BUILDINGS Garages on Vacant Allotments of Land
BUILDINGS Setbacks - Tasman Park Estate - 2 (c) Zone
BUILDINGS Setbacks - Tasman Park Estate - Rural Zone
BUILDINGS Storm Water Drainage Control - "Slab on Ground" Construction
BUILDINGS Temporary Movable in Residential Areas for Aged and Disabled Persons
BUILDINGS Use of Reflective Building Materials - Coastal and Rural Areas
BUILDINGS Water Supply - Use of Water Tanks
BURIALS - Private
Burrill Lake Estuary and Catchment Management Plan
Bus Shelter Sheds - Sites

Bushfire Equipment
Camping Areas - Council Dog Control Caravan Parks & Camping Areas
Camping Areas - Council Dog Control Council Caravan Parks & Beaches
CAR PARKING CODE Development Control Plan No. 18
CARAVAN PARKS PERMANENT OCCUPANCY - Design Guidelines for
CARAVANS Parking of for Commercial/Community Activities
Cemeteries Purchase of Sites
Cemeteries, Crematorium and Memorial Garden Policy
Coastal Reserves Risk Management Procedure
Code of Conduct
Collection Development Policy - South Coast Co-Operative Library Service
COMMUNITY CONSULTATION for Subdivision and Development Applications and the Formulation of Development Guidelines and Policies
Community Consultative Body - Recognition of Community Committees
Community Consultative Body - Recognition of Progress Associations
Community Forums - Guidelines for the Conduct of
Community Plan - Executive Summary
Community Plan - Youth Services Strategy
Community Service Obligation
Conjola Regional Sewerage Scheme - Connection Policy
Conservation Management Plan for Nowra Showground
CONTAMINATED LAND - Potentially
Council Meetings - Addendum Reports
Council Meetings - Code of Meeting Practice
Council Meetings - Council Committees
Council Meetings - Deputations - Policy & Planning Committee
Council Meetings - Pecuniary Interest Staff - Preparation of Reports
Council Members - Payment of Expenses & Provision of Facilities
Council Owned Premises - Rental Review
CROSS CONNECTION and BACKFLOW PREVENTION
CULBURRA BEACH Development Control Plan No. 48 (Amendment No. 1)
Currarong Natural Resources Management Strategy
Defect and Risk Management Inspection Procedure
Deferment of S.64 Headworks Charges, Policy for
Delegation of Authority - Urgent Matters
Development - Built Environment
Development - Coastal Areas
Development - Hazardous Industries
Development - Highways & Arterial Roads
Development - Housing Residential Zones
Development - Land Retention - Canada St Cunjurong Point
Development - Main Centre Strategy
Development - Natural Hazards (other than flood or bushfire)
Development - New Development Areas
Development - Nuclear Industries & Activities
Development - Public Utilities - Electricity
Development - Public Utilities - Water & Sewer
Development - Urban Expansion of Cambewarra Village
DEVELOPMENT APPLICATION Fees - Waiving of - Community and Charitable Organisations
DEVELOPMENT APPLICATIONS - Funeral Parlours & Crematories

DEVELOPMENT APPLICATIONS Carparking Contribution - Corner Blocks

DEVELOPMENT APPLICATIONS Determination - Draft Development Control Plans and Draft Policies

DEVELOPMENT APPLICATIONS Dog Kennels - Calymea St Nowra

DEVELOPMENT APPLICATIONS Industrial Premises - Retailing Space

DEVELOPMENT CONTROL PLAN REGISTER

Development Control Plans - Landowner's Advice

DEVELOPMENT Tourist Accommodation Design - Permanent Occupation

Disability Discrimination Act Action Plan

Dogs Off Leash Schedule

Donations Policy

Drainage Easements - Maintenance of Watercourses

DRAINAGE EASEMENTS Piping in Old Subdivisions

DRIVEWAY ACCESS Private Properties

DUAL OCCUPANCY - Subdivision Restriction

DUAL OCCUPANCY Guidelines (Development Control Plan 57)

Effluent Pumpout Charges

EFFLUENT REMOVAL - Pumpout Services

Effluent Reuse on Sporting Fields

Emplacement of Plaques & Other Artefacts in Council's Parks & Reserves Policy

Energy Efficiency Guidelines (2.47Mb)

EXEMPT and COMPLYING DEVELOPMENT Development Control Plan No. 89

Fair Trading - Dedication of Land for Major Infrastructure Projects

FENCES BOUNDARY and COURTYARD WALL CODE Single Dwellings

FENCES Erection - Private Swimming Pools and Spas

Festivals - Council Support

Film and Video Production

Fire Hydrants in Rural Areas, Provision of

Flag Protocol - Australian Aboriginal Flag

Flood Compatible Materials for Minor Extensions

Flood Height and Floor Levels in Riverview Road Area (Infill Development)

Flood Planning Levels - Lower Shoalhaven River Floodplain (Shoalhaven Heads Design Entrance Scenario)

FLOOD POLICY - Flood Levels

FLOOD POLICY - Interim - Caravan Parks on Flood Prone Land

FLOOD POLICY Interim

FOOD - COMMERCIAL HOME CATERING Code

FOOD - FOOD PREMISES Code

FOOD - MOBILE FOOD STALLS/VEHICLES and TEMPORARY FOOD PREMISES

FORESHORE AREAS Residential Development - Development Control Plan No. 62

Frequency of Water Billing - Residential Properties

GARAGE SALES

Generic Plan of Management - General Community Use

Generic Plan of Management - Natural Areas

Generic Plan of Management - Parks

Generic Plan of Management - Sportsgrounds

Guidelines for Integrating the Principles of Ecologically Sustainable Development into SCC Activities

HACC CENTRES - Future Direction (Community Services)

HALLS - Use and Hire of Halls and Facilities for Commercial Sale of Goods

HOME ACTIVITY Guidelines (Development Control Plan 109)

Icon Parks Policy
Industrial Development - Public Relation Courtesies
Investment Policy
Kangaroo Valley - Planning Issues & Policies
Kerb and Guttering - Charges Applicable
Kerb and Guttering - Cycleway/Footpath - Charges Applicable
Land Acquisition - Advice to Owners
LANDSCAPING of the Princes Highway - Nowra Urban Areas
Leave - Special Military
Library Policy - Children
Library Policy - General
Liquid Trade Waste Discharge to Council's Sewer
Living Futures Shoalhaven Community Safety Plan (previously SCAT)
Local Ethnic Affairs Policy Statement (LEAPS)
Major Alterations to Existing Dwellings in Flood Prone Areas
Management Committees - Delegation of Powers
Management Committees - Playing Fields Subsidies
MARKETS Operation of
MEDIUM DENSITY HOUSING Development Control Plan 71
Narrawallee Inlet Natural Resources Management Strategy
No Charge Tipping Vouchers
Noxious Weed - Control and Eradication
Noxious Weed - Control in Lakes and Ponds within Parks
Occupational Health & Safety
On-site Sewerage Management - Conjola Regional Sewerage Scheme
OUTDOOR EATING
Pensioner Rates & Charges Arrears
Pensioner Rates - Interest Free period
Plan of Management for Berrara Creek Flats
Plan of Management for Crookhaven Headland
Plan of Management for Gannet Beach
Plan of Management for Greys Beach & The Grotto
Plan of Management for Hazel Rowbotham Reserve
Plan of Management for Kings Point Foreshore
Plan of Management for Mahogany Creek Reserve
Plan of Management for Termeil Coastal Reserves
Plan of Management for White Sands / Voyager Memorial Parks
Plant Replacement - Plant replacement Reserve
Playground Strategy
Policy for "No Charge" Tipping of Storm Damaged Materials at Waste Depots
Policy for Provision of Local Area BMX Circuits
Policy for the Provision of Local Skate Parks
Pressure Sewer Policy
Privacy Management Plan
Prosecutions - Advance Publicity
Provision of Water & Sewer Infrastructure (Rezonings, Major Developments & SEPP 5 Developments)
Public Amenities - Construction Standard
Public Reserves - Hire of Pleasurecraft
Public Reserves - Hire of Pleasurecraft - Assignment of Lease

Public Reserves - Improvement by Adjacent Owners
Public Reserves - Waiving of Fees (fund raising purposes)
Public Reserves - Waiving of Fees (not profit expected from event)
Ratepayer Financing - K&G and Footpaths
Rates & Other Monies - Delegation of Authority to Write Off
Rates - Overdue Interest Rate
Rates - Pensioner Interest Charges
Recreation Facilities - Playground Equipment - Construction & Replacement
Recreation Strategy
Regional Services Corridor - North Nowra/Bomaderry
Rehabilitation Policy
Requests for Council Support for Rural Road Closures
Reserve Naming
Retention & Destruction of Records (Incorporated in Code of Conduct)
Retirement Villages, Policy for S 64 Contribution Assessment of
Rezoning - Bomaderry
Rezoning - Procedures for Requests
Risk Management Policy
Risk Management Procedures - "Signage as Remote Supervision"
Risk Management Procedures - Footpaths
Risk Management Procedures - Gravel Roads
Risk Management Procedures - Sealed Roads
Road & Street Naming - Bomaderry Area
Road & Street Naming - City of Shoalhaven
Road & Street Naming - Crown Roads & Private Roads
Road Closures - Temporary
Road Sealing - Contributions
Roads - Design Standards
Roadside Environment Management Plan
Rural Water Supply Policy
SAND DUNES - Risks of Building on
SECOND HAND DWELLINGS Relocation of
Section 64 Contributions-Industrial Development- Water & Sewerage Headworks Charges
SECURITY GRILLS and GATES
SEPP No. 1 APPLICATIONS Woollamia Rd Woollamia
Service Level Standard - Replying to Correspondence
Services - Public Utility - Provision within Footpaths
SEWAGE MANAGEMENT On Site - Development Control Plan No. 78
SEWERAGE SYSTEM (Council's) Connection of Properties to
SEWERAGE/WATER Minor Mains Extension Policy
SEWERS Policy for Building Over
Shoalhaven City Mayor's Relief Fund Committee Rules
Shoalhaven Tourism Board Guidelines
Sick Leave - Payment of Untaken
SIGNS - IDENTILITE Policy
Signs - Industrial Estates
SIGNS - Interim Multi Panel Directional Sign Policy
SIGNS - Public Information Signs
Signs - Reserve Signage Standard
Signs - Reserves - Policy Direction

Signs - Standard Street and Suburb
Signs - Tourism - Highway and Fingerboard
SIGNS Strategy for the City of Shoalhaven - DCP 82
Sponsorship Policy
Sporting Facilities - Sports Tourism - Upgrading
Sports Facilities Plan - 2016
Sports Fields - Usage
Staff Gratuities upon Retirement
STORMWATER PROTECTION 0N BUILDING SITES - Guidelines for
STREETSCAPE in NOWRA CBD Guidelines for Paving and Tree Planting - Development Control Plan No. 80
SUBDIVISION CODE - Development Control Plan No. 100
Subdivisions - Payment of Water Services
Subdivisions - Sewerage Works Contribution
SUBDIVISIONS Rural Development - Leebold Hill Road Parish of Cambewarra
SUBDIVISIONS Sewerage and Water Reticulation
SUBDIVISIONS Uncompleted Works and Services
SUBDIVISIONS Workers Dwellings - Use of SEPP No. 1
Swan Lake/Berrara Creek Natural Resources Management Strategy
Swimming Pools - Unsupervised
TERMITE PROTECTION Policy
TOURISM DEVELOPMENT in Rural Areas (Development Control Plan 63)
Tree Management Policy
Tree Management Policy - Public Land
Tree Planting - School Groups
Uniforms - Council Employees
Uniforms - Customer Service Unit
VERONS ESTATE - Interim Policy
Voluntary User Contributions Policy (Sport Facilities)
Walking Tracks Strategy
Wastewater Non-Urban Availability Policy
Water & Wastewater Services to Non Property Owners
Water Availability and Connection Policy
Water Hydrant Standpipe Extraction Policy
Water Meter Services - Down Size, Disconnection or Nominal Sizing of
Water Rates - Rural Properties
Water Supply by Agreement - Levels of Service
WEDDINGS - Receptions in Public Parks
Weight and Length Restrictions - Kangaroo Valley Road
WHARVES and JETTIES
Writing Off Water Charges

SECTION 2 - STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires the production of a Statement of Affairs by 30 June of each year. Copies are available free of charge from the Information Officer.

SECTION 3 - CONTACT ARRANGEMENTS

Access to Shoalhaven City Council's policy documents can be arranged through the Information Officer during office hours. Contact by telephone should be made prior to making a personal visit.

For further information contact:

Information Officer
Telephone (02) 4429 3366
City Administrative Centre
Bridge Road
NOWRA NSW 2541

Correspondence should be addressed to:

The General Manager
Shoalhaven City Council
Post Office Box 42
NOWRA NSW 2541

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
STRATHFIELD CITY COUNCIL
December 2004

SECTION 1 - POLICY DOCUMENTS

A Aboriginal Protocols for Public Meetings and Events
Access to Council Records
Access and Equity
Access Policy
Advertisements
Aged Services
Aged or Disabled Persons Housing

B Backyard Burning
Bushland in Urban Areas

C Community Land, Access for Non-Recreational Users of
Conduct, Code of
Councillors
- Attendance at Committee Meetings
- Hosting of Delegations and VIP's
- Invitations to Council Functions or Events
- Letterhead
- Organisation Protocols
- Payment of Expenses and Provision of Facilities

Culturally Diverse Society, Charter of Principles for
Customer Service and Complaints

D Drugs – Safe Injecting Rooms

E Employment, Major - Generating Industrial Development
Events Policy for Community Land

H Helicopters, Landing of

L Land Use, Public
Leases/Licences, Operational Land

M Meeting Practice, Code of

O Occupational Health & Safety

P Plans of Management -
- Airey Park
- Community Facilities
- Coxs Creek Environmental Area
- Dual Purpose
- Mason & Bressington Park
- Mason Park Wetland
- Strathfield Park

Privacy Management Plan
Protected Disclosures Act 1994

R Recreation in Strathfield - Open Space System and Policy for Council

S Sponsorship

T Travel, Intrastate Interstate and Overseas

U Undergrounding of Electricity
Urban Consolidation

V Vandalism - Park Development
Video Safety Cameras, Code for the Use of Overt

SECTION 2 - STATEMENT OF AFFAIRS

The Strathfield Municipal Council Statement of Affairs June 2004 is available free of charge from Council (refer to Section 3 for details).

SECTION 3 - CONTACT ARRANGEMENTS

Strathfield Municipal Council's policy documents can be inspected at Council's Offices, 65 Homebush Road Strathfield. Access can be arranged by contacting:

Mr Neale Redman
Manager Governance
P O Box 120
STRATHFIELD 2135

Tel: 9748 9976

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
SUTHERLAND SHIRE COUNCIL
(FOI Agency No 2212)
December 2004

SECTION 1 - POLICY DOCUMENTS

The council has available for inspection and purchasing (where relevant) the following current policy documents:

Children Services
Child Protection Policy & Procedures
Voluntary Code of Practice for Out of School Hours Service

Civil Works
Civil Works carried out in conjunction with Subdivision and Developments
Piping of Existing open Drains in Private Residential Properties where Subdivision is not involved
Reconstruction and Maintenance of Private Roads or Rights-of-way
Vehicular Footpath Crossings in Road Reserves
Vehicular Footpath Crossings across Public Roads

Communication
Advertisements that request Public Comment During the Christmas Period
Invitations or Requests for Aboriginal involvement in Council arranged Events
Mayor's Message Guidelines
Media and Public Comment Policy
Newsletter (Our Shire) Editorial Policy

Community Grants
Annual Grants
Funding of Charities and Community Based Organisations
Heritage Grants – Local Public Guidelines
Miscellaneous Grant Applications under Section 356

Community Services
Aboriginal Reconciliation Statement
Access Policy
Crime Prevention Plan
Homelessness Policy
Menai Community Safety Plan
Miranda Local Area Command Liquor and Gaming Accord
Partnership Protocol with the NSW Police in the Assessment of Development Applications
Shiresafe Street Camera Programme - Code of Practice

Sutherland Local Area Command Licensed Premises Liquor Accord
Volunteers Guidelines
Volunteers Policy

Cultural Events
Community Arts
Exhibition Policy for the Hazelhurst Regional Gallery & Arts Centre
Filming Policy

Engineering
Dredging

Environmental
Biodiversity
Clean Waters Policy
Community Partnering Policy
Contaminated Land
Environment Fund - Policy for Operation and Investment
Greenweb Strategy
Integrated Transport Policy
Issuing of Section 149 Certificates -Advice on Properties within 4.8 km of Lucas Heights
Local Air Quality
Response to Sewage Bypass Notification at Cronulla Sewage Treatment Plant
Sustainable Timbers Policy

Finance & Purchasing
Advances by Council
Allocation of Priorities
Get It Green Purchasing
Interest Payable on Security Bonds
Investment for Cash Balances
Petty Cash Policy and Procedures February 2004
Purchasing Policy & Procedures
Rate Recovery
Treatment of Incomplete Works
Voluntary Pensioner Rebate

Governance
Conduct

Codes of Conduct for:

- Community Representatives
- Councillors, staff and delegates of Council
- Precinct Residents' Associations

Council, Committee and Sub-Committee Meetings

- Arranging Site Inspections or Meetings for Councillors
- Code of Meeting Practice
- Community Presentations to Committees of Council
- Process and Rules for the Independent Hearing & Assessment Panel
- Provision of Child Care at Sub-Committees
- Recommendations that require resources or funds
- Special Committee and Council Meetings

Expenses & Facilities
Conference Attendance Reports
Interstate and Overseas Travel
Payment of Expenses and provision of facilities to Councillors
Travel and Conference by Councillors, General Manager and Directors

General
Conflicts of Interest Policy and Guidelines
Council Seal
Councillor Access to Information
Customer Response
Display of Election Material – Council Election
Gifts, Benefits & Hospitality
Internal Ombudsman Guidelines
Lodgement of Disclosure of Interest Returns
Non-Disclosure of Name of Complainants
Privacy Management Plan
Secondary Employment
Sponsorship

Reporting
- Whistleblower's Policy [Internal Reporting System (Protective Disclosures Act)]
- Local Government Association Annual Conference
- Lot & DP numbers in Reports to Council
- Tender Reports to Council

Information Technology
Information Security
Internet E-mail
Internet Usage
Microsoft Access Development Query Use
On-line Service Strategy

Legal Services
Legal Actions Initiated against Council by Community Groups
Legal Assistance – Councillors & Staff

Libraries
Library Acquisition
Material for Public Display in Council's Libraries

Parks & Trees
E G Waterhouse National Camellia Gardens - Funeral Ceremonies and Memorial Services
Miranda Park Circuses
Public Fracas in Reserves or Parks
Replacement of Playground Equipment
Tree and Bushland Vegetation Preservation Order
Urban Tree
Volunteers Bushcare Policy

Personnel

Training & Study

Study Assistance Program

Training Policy

Workplace

Alcohol and Other Drugs

Corporate Uniform

Counselling & Discipline

Fair Workplace Policy and Procedures

Hepatitis A

Language Aide

Occupational Health, Safety and Rehabilitation Management System

Parental Leave

Use of Council Resources

Working From Home Policy and Procedures

Planning and Assessment

Breach of Practice by Private Certifiers

Consideration of Development Applications submitted by Council

Dealing with incomplete or non-compliant applications

Development Application Decision Techniques & Mediation Policy

Enforcement of non-compliance with Orders 21 & 22 issues under S124 LGA 1993

Native Title Strategy – Wik Amendments

Private Certification of Development Applications – a Policy for Enforcement of Conditions of Consent

Rezoning Applications in Prohibited Areas

Property

A Frame Advertising Boards

Clothing Appeal Collection Bins

Kerb House Numbering

Leases to Community Groups

Naming of Public Facilities

Open Space Land Acquisition Policy

Outdoor Seating Areas in Cronulla Plaza and Peryman Place

Outdoor Seating Areas, excluding Cronulla Plaza and Peryman Place

Public Liability Insurance Cover for Hirers of Council's Community Halls, Parks and Reserves

Release and Relocation of Drainage Easements

Short Term Access over Fire Trails

Roadways

Prevent Rubbish Skips and Dumpsters on Roads

Use of Roads for Community Events

Sport & Recreation

Active Playing Field Service Plan

Night Competition Games Upon Active Open Space

Stormwater Management

On-Site Stormwater Detention - Policy and Technical Specification

Stormwater Management - Model Policies and Guidelines

Strategic Planning

Community Consultation
Competition Policy - The Next Steps in Reform
Precinct Residents' Associations Policy
Strategic Management Cycle

Telecommunications

Procedures for Mobile Phones
Telecommunication Code of Practice

Waste Services

Additional Garbage Capacity Policy
Bin Contamination Policy
Bin Service Requirements Policy
Domestic Waste Service Collection

SECTION 2 - STATEMENT OF AFFAIRS

The Council of Sutherland Shire has produced a Statement of Affairs, as at 30 June 2004. The Statement is available to the public by contacting Council's Freedom of Information Officer or on Council's Website: www.sutherland.nsw.gov.au.

SECTION 3 - CONTACT ARRANGEMENTS

Access to policy documents can be arranged through contacting Council's Freedom of Information Office during office hours. Initial contact should be made in writing or telephone. The details are:

Freedom of Information Officer
Sutherland Shire Council
Locked Bag 17
SUTHERLAND NSW 2232

Phone: (02) 97100190

E-mail: ssc@ssc.nsw.gov.au

Office Hours: Sutherland Shire Council's Administration Building is located at 4-20 Eton Street, Sutherland and is open between 8:30am and 4.30pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
CITY OF SYDNEY COUNCIL

SECTION 1 – POLICY DOCUMENTS

The City of Sydney Council policy documents are made up of City of Sydney, South Sydney City Council* and Leichhardt Municipal Council** Policies as a result of boundary changes on the 8th May 2003 and Amalgamation in February 2004.

COMMERCIAL ACTIVITIES

Catering and Function Services - Supply and Delivery*
City Marketing Program and Selling the City Centre
Conditions of Hire and Sydney Town Hall Venues
Mobile Food Vendors and Restriction from Unsuitable Roads
Retailing Ancillary to Manufacturing*
Telephone Cabinets – Advertising*
Warehouse Sales in the Lower Town Hall and Clothing Apparel
Warehouse Sales or Similar Activities in Town Hall

COMMUNITY RELATIONS

Activity Clubs - After Hours Use*
Banner Poles – Hiring*
Banner Policy – Town Hall
Banning of Racist Organisations*
Flag Poles - Flying of Banners*
Free Use – Halls*
Free Use - Neighbourhood Watch*
Limits on Service and Communication*
Redfern Area – Advertising*
Refugee Welcome Zone*
Refugee Welcome Zone Banners*
Sister City

COMMUNITY SERVICES

Aboriginal Social Plan**
Access and Equity
Access for People with Disabilities*
Alcohol Free Zones
Art in Sight*
Busking
Child Care Centre - Late Collection of Children*
Children's Social Plan**
Community Activities Options for Liability Cover*
Community Bus Scheme*
Community Consultation Program*
Community Funding Program**
Community Information*

Community Register*
Council Buses - Use by Community Organisations*
Disability Action Plan**
Disability Social Plan**
Ethnic Social Plan**
Events and Festival**
Family Day Care**
Graffiti Strategy and Action Plan**
Home and Community (HACC) Program and National Service Standards
Housing Needs Study 2002*
Joseph Sargeant Centre, Erskineville - Future Directions for Erskineville Children's Program*
Language Aide Services*
Local Ethnic Affairs*
Multiculturalism, Reconciliation & Tolerance*
Older Peoples Social Plan**
Parking for People with Disabilities in Public Car Parks
Public Art
Recreation and Community Services Section Local Workplace Agreement
Recreation Facilities Policy and Aquatic Facilities Strategy
Residential Monitor
Residential Strategy

CORPORATE MANAGEMENT
Corporate Purchasing Cards
Internal Reporting Procedure and Protected Disclosures Act
Letters of Introduction Under Common Seal of Council

COUNCIL PROPERTIES
Assignment of Property Leases*
Council - Sale of Property*
Council - Valuation Panel*
Council Stratum Leases
Erskineville Town Hall*
Execution of Documents*
Footway - Rental Rebate Guidelines*
Footway Licensing for Restaurants*
Footway Restaurant Licenses - Amendment - Regent/Redfern Streets, Redfern - Areas*
Property Matters
Proposed Closure & Sale or Lease of Laneways & Sale of Council Land*
Proposed Property Management Strategy and Application for Rent Reductions in Respect of Shopfront Premises in Oxford Street, Darlinghurst*
Proposed Sale of Vacant Land*
Protection of Public Land*
Subsidised Accommodation*
Subsidised Accommodation Grants - Community Grants*
Subsidised of Accommodation Review*
Use by Political Parties/Groups or Politicians*

CUSTOMER SERVICE
No Smoking in Sydney Town Hall
Curatorial Policy and Sydney Town Hall Collection
Licensed Premises Accord

DEVELOPMENT & BUILDING CONTROLS
Administration - Building & Development*
Building Application and Professional Certification
Building Applications and Structural Certification
Certification*
Damage Deposits*
Encroachment of Buildings or Balconies on the Public Way and/or Adjoining Properties*
Fire Safety*
Heritage Floor Space
Martin Place Shopping Circle
Notification - Building & Development*
Predevelopment Applications*
Structural Certificate*
Temporary Landscaping - Building & Development*
Working Hours - Building & Development*

ECONOMIC DEVELOPMENT
City Commercial Development Monitor
City Visitor Accommodation Monitor

ENVIRONMENTAL MANAGEMENT
Displan Sydney/South Sydney Local disaster Plan
State of the Environment Report 2003/2004
Total Environment

FINANCIAL MANAGEMENT
Accounts Receivable (Debtors)
Banking Collections
Dishonoured Cheques
Investments*
Overdue Accounts Receivable
Petty Cash Form
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Code of Meeting Practice*
Code of meeting Practice
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Power to Expel Persons from Council Meeting

Precinct Committees and Rules and Procedures

Recess Periods - Authority of Mayor*

Sale of Electoral Information

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Community Grants - Request Outside Program*
Cultural and Community Support Program Annual Donations
Living City Business Sponsorship Initiative
Provision of Funds*

INFORMATION MANAGEMENT

Access to Archival Records
Access to Council files/ non release of documents identifying complainants**
Archaeological Handbook
Archives Policies & Procedures
Companion Animals Management Plan*
Contributions*
Contributions Plan 2002
Corporate (Management) Plan Manual
Document Management General User Guide
EA 2004 Performance Assessment Form
Electronic message retention
Freedom of Information*
Health Records & Information Privacy Act, 2002 (HRIPA) Privacy Management Plan
Hirings - Town Halls - Other Venues - Proposed New Fees and Charges*
Hyde Park and Plan of Management and Masterplan
Living City Discussions Papers
Normal Administrative Practice
Privacy & Personal Information Protection Act, 1998 (PPIPA) Privacy Management Plan
SRA Policy on Electronic Messages as Records
Towards a Sustainable City
Warehouses and Woolstores Survey

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Guidelines for E-mail to all City Staff
Information Technology Asset Acquisition and Management
Internet and E-mail
Managing your E-mail Records
Mobile Phone

LAND USE & PLANNING

Aggregation of land with a car/storage space
Central Sydney Contributions (Amendment) Plan 2002
Central Sydney Development Control Plan 1996
Central Sydney Local Environmental Plan 1996
Central Sydney On-Street Parking
Central Sydney Paving Design
Child Care Facilities in the CBD and Design Guidelines

City Centre Cinema and Theatre
City of Sydney Access DCP 2004
City of Sydney Contaminated Land DCP 2004
City of Sydney Convenience Stores DCP 2004
City of Sydney Public Notification DCP 2003
City of Sydney Signage and Advertising Structures DCP 2003
Code for Waste Handling in Buildings 1994
Construction Hours/Noise within the Central Business District 1992
DCP No. 11 – Transport Guidelines*
DCP No. 22 – 461-465 Glebe Point Rd, Glebe**
DCP No. 23 – Orphan School Creek**
DCP No. 33 – Bidura, 357 Glebe Point Rd, Glebe**
DCP No. 38 – Waste**
DCP No. 39 – John Fletcher and Glebe Depot Site, 29-42 Forsyth St, Glebe**
DCP No. 48 – Managing Activities on Footpaths and Street Frontages**
DCP No. 49 – 156-160 Bridge Rd, Glebe (to be repealed)**
Decorative Paving
Decks and Platforms on the Public Way*
Development Control Plan for Orders*
Draft City of Sydney Local Environmental Plan 2002
Draft Code for Waste Handling in Buildings 2002
Exempt and Complying Development DCP*
Green Square Affordable Housing DCP 2002*
Guide to Section 61 Contributions
Guidelines for Alterations and Additions to Terraces
Heritage Paint Scheme - King St Enmore Rd*
Interim Pavement Design and Construction Guidelines 1998
King Street and Enmore Road Heritage and Urban Design DCP*
Landscape Materials - School Donations*
Leichhardt Community Facilities & Services Contributions Plan**
Leichhardt DCP 2000**
Leichhardt Developer Contributions Plan – Transport and Access**
Leichhardt LEP 2000**
Leichhardt Open Space and Recreation Section 94 Plan**
Outdoor Advertising Guidelines DCP*
Planning Practice & Procedures Manual
Policy for Construction Management Plans - Construction Sites*
Policy for the Design of Construction Hoardings
Policy for the Management of Warehouse/Courtyard Complexes in Central Sydney
Policy for the Provision of Tourist and Visitor Accommodation
Policy for the Provision of Tourist and Visitor Accommodation in Central Sydney
Policy on Trading Hours for New and Existing Premises
Rainwater Tank*
Sandstone Kerbing and Guttering in Pyrmont/Ultimo
Section 94 Plan 1998*
Section 94 Plan 2003*
Sex Industry*
South Sydney DCP – Notification of Development Applications*
South Sydney DCP 1998*

South Sydney DCP No. 6*
South Sydney Heritage Conservation DCP 1998*
South Sydney LEP 1998*
South Sydney LEP 1998 – Draft Amendment No. 16*
South Sydney LEP 1998 – Draft Amendment No. 9*
Subdivision Under Strata Titles Act 1973 and Garages and Car Parking Places
Terraces
The Central Sydney Archaeological Zoning Plan
The City of Sydney Access
The City of Sydney Awnings Policy 2000
The City of Sydney Outdoor Café
The City of Sydney Policy for the Management of Laneways in Central Sydney
The City of Sydney Provision of Child Care in the CBD
Upgrade Boarding Houses*
Upgrade Places of Public Entertainment*
Upgrade Residential Flat buildings*
Vacant Sites and Reactivation
Waste Handling Code - Waste Minimisation New Developments*

LAWS & ENFORCEMENT
Wentworth Park and Car Parking

LEGAL SERVICES
Child Protection*
Child Protection Internal Reporting Procedure
Conduct Money - Subpoenas*
Contracts
Recovery of Minor Costs*

PARKS & RESERVES
Filming in the Municipality of Leichhardt (Standard Conditions of Approval) **
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Victoria Park Plan of Management*

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Counselling & Disciplinary*
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Drug and Alcohol Procedures
EEO Management Plan
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Employees Assistance Program*
Employment Policies June 2002
Enterprise Agreement 2004
Equal Employment Opportunity*
Excessive Sick/Family Leave*
Financial Assistance - Travel Interstate or Overseas*
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Guidelines for Managers and Supervisors
Guidelines to Code of Conduct
Harassment, Bullying and Unacceptable Behaviour
Higher Class Duties Allowance
Interview Expenses
Job Evaluation*
Job Evaluation
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Leaseback Agreement - Council Staff*
Leaseback Fleet*
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Personnel & Procedure Manual*
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References and Certificates of Service
Rehabilitation*
Relocation Expenses
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Safety*
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Salary Sacrifice*
Sexual Harassment

Smoke Free Environment*
Smoke Free Work Environment
Smoke Free Work Place Policy 2003
South Sydney Council Salary Award*
South Sydney Council Wages Award*
Staff Development Program*
Staff Education Assistance Scheme*
Staff Recognition Program*
Study Assistance Scheme
Sun Protection*
Team Establishment*
Temporary and Casual Employment
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Town Hall Management Local Workplace Agreement
Training - Armed Forces*
Training & Development
Transfer of Long Service Leave*
Unpaid Work Experience Guidelines*
Wages Staff Grievances - Award Restructuring*
Wages/Salary Award 2002
Workbased Childcare*

PLANT, EQUIPMENT & STORES
Plant and Assets and Replacement
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Applicable Date for Change of Category Adjustments*
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Occupational Health & Safety Manual

Occupational Health & Safety Policy 2004
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Street Safety Camera Program
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Street Tree Masterplan
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Stormwater Drainage
Stormwater Drainage & Pollution*
Stormwater Policy - The Mucks Stops Here*
Stormwater Pollution Control Code*

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Aerosol Art and Graffiti*
Cleansing Equipment and Noise Standard
Green Waste Action Plan**
Local Approvals Policy for Commercial Waste*
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Recycling Bins - Major Events*
Recycling Containers*
Recycling Service*
Skips on Public Roadways Policy**
Street Cleansing Local Workplace agreement
Waste Collection and Operating Hours
Waste Containers*
Waste Minimisation and Management Policy and Strategy Statement
Waste Reduction & Procurement*

WATER SUPPLY
Sydney Water Corporation Every Drop Counts Water Conservation Programme*
Water Conservation Policy Statement*

SECTION 2 – STATEMENT OF AFFAIRS

The City of Sydney's current Statement of Affairs is available by contacting the Freedom of Information Officer (see contact details below)

SECTION 3 – CONTACT ARRANGEMENTS

Access to policy documents can be arranged through contacting the Freedom of Information Officer during office hours. Initial contact should be made in writing or by telephone. The contact details are:

Freedom of Information Officer
City of Sydney Council
456 Kent Street
GPO Box 1591
Sydney NSW 2001
Tel: (02) 9246 7503
Fax: (02) 9265 9111
www.cityofsydney.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
TAMWORTH REGIONAL COUNCIL

INTRODUCTION:

This document represents the Council's Summary of Affairs and is published in June and December each year in accordance with Section 14(1)(b) and (3) of the Freedom of Information Act 1989.

It contains identification of:

- The Council's Policy and other Documents;
- The Council's most recent Statement of Affairs; and
- The contact person, address and time for obtaining access to the Council's documents.

Wayne Collins
ACTING GENERAL MANAGER

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Public Health
Records Management
Community Planning
Water Supply

2 STATEMENT OF AFFAIRS

3 CONTACT ARRANGEMENTS

1 POLICY AND OTHER DOCUMENTS HELD BY THE COUNCIL

The following is a list of the documents held by the Council and which are available for perusal by members of the public:

Community Land Management

- Leases and licences for use of public land classified as Community Land
- Plans of Management for Active and Passive Community Land
- Playground Equipment Plan of Management
- Register of leases and licences for Community Land
- Swimming Pools Plan of Management
- Tamworth Regional Council Cemetery Plan of Management
- Tamworth Regional Council Land Register
- Tamworth Recreation Plan

Council Staff

- Tamworth Regional Council Equal Employment Opportunity Policy
- Tamworth Regional Council Equal Employment Opportunity Management Plan
- Tamworth Regional Council Human Resource Management Policies including Working with Children Requirements
- Tamworth Regional Council Management Policy Manual

Disaster Planning

- Tamworth Local Disaster Management Plan
- Tamworth Parry Floodplan
- Tamworth Parry Bush Fire Risk Management Plan
- Tamworth Parry Bush Fire Operations Plan

Environment

- Landfill Environmental Management Plan
- Tamworth City Council 2003/2004 State of the Environment Report
- Barraba Shire Council 2003/2004 State of the Environment Report
- Manilla Shire Council 2003/2004 State of the Environment Report
- Nundle Shire Council 2003/2004 State of the Environment Report
- Parry Shire Council 2003/2004 State of the Environment Report
- Tamworth City Council Significant Tree Register
- Tamworth City Council Street Tree Master Plan

Financial and Operational

- Tamworth City Council 2003/2004 Financial Reports
- Barraba Shire Council 2003/2004 Financial Reports
- Manilla Shire Council 2003/2004 Financial Reports
- Nundle Shire Council 2003/2004 Financial Reports
- Parry Shire Council 2003/2004 Financial Reports
- Tamworth City Council 2003/2004 Auditors Report
- Barraba Shire Council 2003/2004 Auditors Report
- Manilla Shire Council 2003/2004 Auditors Report
- Nundle Shire Council 2003/2004 Auditors Report
- Parry Shire Council 2003/2004 Auditors Report
- Tamworth City Council 2003/2004 Annual Report
- Barraba Shire Council 2003/2004 Annual Report
- Manilla Shire Council 2003/2004 Annual Report
- Nundle Shire Council 2003/2004 Annual Report
- Parry Shire Council 2003/2004 Annual Report
- Tamworth Regional Council Management Plan 2004/2005
- Tamworth Regional Council Register of Investments
- Local Government Code of Accounting Practice and Financial Reporting Manual
- Local Government Asset Management Manual

Governance

- Declarations of Interest Register
- Monthly Business Papers for Council Meetings
- Monthly Minutes of Council Meetings, but restricted (in the case of any part of a meeting that is closed to members of the public by Resolution of the Council-section 10A(2) Local Government Act 1993), to the Resolutions of the Council in Closed Council.
- Register of Delegation of Functions
- Freedom of Information Statement of Affairs
- Freedom of Information Summary of Affairs
- Code of Conduct
- Code of Meeting Practice
- Competitive Neutrality Complaints Management Policy
- General Policy Register

Landuse Planning and Development Control

- Register of Building Approvals
- Register of Development Application Approvals
- Register of General Approvals
- Local Approvals Policy
- Urban Development Strategy
- Tamworth Local Environmental Plan 1996
- Tamworth City Council Contributions Register and Plan
- Records of building certificates under the Environmental Planning and Assessment Act 1979
- Development Control Plan No 1 - Traffic and Parking Guidelines
- Development Control Plan No 2 - Guidelines for Commercial and Retail Development
- Development Control Plan No 3 - Outdoor Advertising Guidelines

- Development Control Plan No 4 - Guidelines for Industrial Development
- Development Control Plan No 5 - Medium Density Housing Guidelines
- Development Control Plan No 6 - Guidelines for Health Consulting Rooms/Medical Centres
- Development Control Plan No 7 - Subdivision Guidelines for Westdale
- Development Control Plan No 8 - Guidelines for Groveleigh Gardens Estate
- Development Control Plan No 10 - Guidelines for East Point Estate
- Development Control Plan No 11 - Guidelines for Calala Rural Residential Estate
- Development Control Plan No 13 - Regulation of Brothels
- Development Control Plan No 14 - Longyard Masterplan
- Development Control Plan No 18 - Interim Floodplain Guidelines
- Development Control Plan No 19 - Subdivision Guidelines
- Development Control Plan No. 20 - Advertising & Notification of Development Applications
- Parry Rural Lands Strategy
- Tamworth Section 94 Contributions Plan
- Hills Plain Section 94 Plan
- Parry Section 94 Plan
- Nundle Section 94 Plan
- Manilla Section 94 Plan
- Barraba Section 94 Plan
- Parry Local Environmental Plan
- Manilla Local Environment Plan
- Nundle Local Environmental Plan
- Barraba Local environmental Plan
- Parry Rural adjustment Allotments DCP
- Parry Rural Residential Development DCP
- Parry Village of Kootingal DCP
- Parry Poultry Development DCP
- Parry Landscaping Guidelines

Public Health

- Tamworth Regional Council Food Premises Code

Records Management

- Local Government Records - General Disposal Authority

Community Planning

- Tamworth Regional Council Community Plan

Water Supply

- Dungowan Dam Pipeline Customer Charter
- Dungowan Dam Pipeline Issues and Discussion Paper.

2 STATEMENT OF AFFAIRS

The Council is required by section 14 (1) (a) of the Freedom of Information Act 1989 to produce a Statement of Affairs every year by 30 June as a document to be held on the Council's premises and made available upon request to members of the public in accordance with section 12 (1) of the Local Government Act 1993.

The Council's current and most recent Statement of Affairs has been available upon request since 1 July 2004.

3 CONTACT ARRANGEMENTS

The Council's Statement of Affairs may be inspected and Policy Documents obtained by contacting the Council's principal officer under the Freedom of Information Act 1989 at the Council's Administration Building, "Ray Walsh House", Peel Street, Tamworth during normal office hours.

Public Officer: Stephen Bartlett
Acting Corporate Director Services
Tamworth Regional Council

Telephone: (02) 6755 4438
e-mail: s.bartlett@tamworth.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
TEMORA SHIRE COUNCIL
Agency No. 2216

SECTION 1 - POLICY DOCUMENTS

Temora Shire Council maintains the following documents available for public inspection:

- Annual Report;
- Annual Financial Statements including Auditor's Report;
- Management Plan including EEO Management Plan, Community Land Plan, and Social Plan
- Returns of the interests of Councillors, designated persons and delegates;
- Business Papers and Minutes for Council and Committee Meetings (excluding items deemed Confidential);
- Register of Delegations;
- Records of Building Certificates.

SECTION 2 - STATEMENT OF AFFAIRS

Policy Register containing the following policies:

- Amusement Devices - Pin Ball Machines
- Building and Building Lines
- Industrial Buildings
- Operation of Effluent Recycling Scheme
- Firebreaks
- Issue of Burning Off Permits
- Keeping of Horses
- Noxious Plant Control
- Construction and Use of Swimming Pools
- Town Hall Lettings
- Operation of Street Stalls
- Local Environment Plan (Currently Being Updated)
- Use of Caravan Park and Recreation Areas
- Nixon Park
- Lake Centenary
- Tree Pruning (Currently Being Updated)
- Staff Training and Appraisal
- Saleyard Truck Washing Bay
- Hire of Heavy Plant
- Development and Building Notification Approvals
- Payment of Expenses and Provision of Facilities
- Dwelling - Removal Code - Ariah Park and Springdale
- Code of Conduct
- Code of Meeting Practice
- State of the Environment
- Accreditation and Certification Protocol - Private Building Surveyors
- Use of Council Equipment by Employees Outside of Working Hours
- Local Approvals Policy
- Third Party Purchase
- Casual Use - Temora Saleyards
- Staff and Council Presentations
- Staff Uniforms
- Street Banners
- Plant Replacement

- Izumizaki Agricultural Bursary
- Recreation Centre Policy
- Tendering Policy
- Local Purchase Policy
- Employee Incentive Scheme
- Complaints Handling Procedure
- Policy for Discharge of Liquid Trade Waste into Council's Sewer
- Guidelines for Television and Film Production Shoots
- Managing Conflicts of Interest
- Provision of Information to and Interaction Between Councillors and Staff
- On-site Sewage Management Plan
- Debt Recovery Plan
- Code of Practice – Section 355 Committees
- Privacy and Personal Information Management Plan
- Amenity Tree Management Plan
- Model Privacy Management Plan
- Street Closure Policy
- Child Protection Policy
- Email and Internet Usage Policy
- Human Resources Policy (currently being updated)
- Housing
- Cemetery
- Sporting Fields
- Rating Policy
  Commercial Properties in Residential Areas
  Aged Care Facilities
- Vandalism
- Pre School
- Use & Hire of Mobile Stage
- Street Lighting
- Investment Policy
- Road & Footpath Inspections Policy
- First Aid Policy
- Risk Management Policy
- Policy for Grazing of Stock on Councils Roads
- Environmental Management Policy
- Manual Handling
- Procedures for Remote Supervision Signs at Councils Parks, Reserves, Sporting Fields
- Working at Heights Policy
- Protective Clothing and Protective Equipment Policy
- Volunteer Risk Management Policy
- Gathering Information Policy
- Critical Incident Response Policy
- Footpath Policy
- Records and Information Management Policy

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to documents held by Temora Shire Council must be made by written application. No immediate fee is payable.

Applications should be addressed to:

The Public Officer
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Enquiries may be directed to Mr Steve Firth by telephoning (02) 69771099 during the hours of 8.00 am and 4.30 pm, Monday to Friday

G C Lavelle
GENERAL MANAGER
9 December 2004

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
TENTERFIELD SHIRE COUNCIL
Agency No. 2217

SECTION 1 - POLICY DOCUMENTS

Tenterfield Shire Council maintains the following documents available for public inspection.
Annual Reports
Auditors Reports
Budget Review
Building Application/Approval Records
Building Certificate Records
Business Papers
Code of Conduct for Local Government
Code of Meeting Practice
Consultative Committee Policy
Contributions Plan – Section 94
Contributions Plan – Car Parking Tenterfield CBD
Delegation of Authority Register
Development Application/Consent Records
Development Control Plan for Development on land within Zone 2(v)(Village or urban in Tenterfield)
Disclosures Register
Employee Handbook
Equal Employment Opportunity Management Plan
Local Approvals Policy
Management Plan & Revenue Policy (including Financial Forecast for period)
Minutes of Committee Meetings
Minutes of Council Meetings
Occupational Health and Safety Committee Policy
Parks and Reserves Management Plan
Plant Replacement Program
Privacy Management Plan
Saleyards Management Plan
Social Plan
State of the Environment Report
Subdivision Code
Tenterfield Local Environmental Plan
Tenterfield Memorial Baths Management Plan
Tenterfield Shire Road Network Management Plan
Training Plan and Policy
Water & Sewerage Headworks Contribution Policy
Workplace Assessment Committee Policy

Council's Policy Register (which contains the following adopted policies of Council)

GENERAL

- Accounting Policy
- Acting General Manager
- Charitable Appeals
- Community Donations/Contributions
- Competitive Neutrality Complaints
- Debt Recovery
- Designated Persons
- Expenditure Authority for the Mayor and General Manager
- Fund Raising Stalls
- Insurance Claims
- Internet, Email & Computer Usage
- Investment
- Library – Borrowings
- Library – Family History Group
- Library – Internet Users
- Library - Library and Information Services
- Library – Collection Development Policy
- National Framework for Women in Local Government
- Payment of Expenses and Provision of Facilities to Councillors
- Policy Register Distribution
- Provision of Information to and interaction between Councillors and Staff
- Purchase of Goods Locally
- Rental of Council Residence – General Manager
- Rental of Council Residence – Other Staff
- Reserve Funds
- Resource Sharing
- School of Arts – Collections Acquisition & Deaccession Policy & Procedural Manual
- Special Exhibitions Collection Policy
- Sponsorship – Centenary of Federation
- Submissions
- Transfer of Land in Payment of Rates
- Writing Off of Debts

WORKS AND SERVICES

- Access to Properties
- Delegation for Purchases – Minor Plant Items
- Demand Management – Tenterfield Water Supply
- Demand Management – Urbenville Water Supply
- Footpaths – Paving
- Gutter Crossings
- Kerb and Gutter – Contributions (Corner Lots)
- Kerb and Gutter – Replacement of Granite Gutter Blocks
- Maintenance of Accesses
- Maintenance of Nature Strips and Road Verges
- Motor Vehicles – Council Transfers
- Motor Vehicles – Delegation for Purchase of Light Vehicles
- Plant Operations, Servicing and Maintenance
- Property – Disposal of Obsolete/Surplus Property
- Public Gates and By-Passes
- Roadside Memorials/Commemorative Markers
- Safe Operation, Maintenance & Servicing of Hired Plant
- Signage – Bed & Breakfast (B & B) Establishments
- State Emergency Service – Agreement with Kyogle Council
- Temporary Closure of Town Streets
- Tenterfield CBD Works Procedures
- Water – Rural Connections
- Water – Service Connections
- Workshop Access

PLANNING AND DEVELOPMENT

- Approvals – Sandwich Board
- Building Control – Building Lines
- Council Property – Pianos
- Excessive Vegetation Control in Residential Areas
- Impounding – Abandoned Motor Vehicles
- Memorial Hall Fees
- Noxious Weeds
- On-site Sewage Management
- Sewerage – Septic Tank Connections
- Street Vending
- Subdivision – Road Naming
- Water Supplies & Sewerage Services – Contributions to Water and Sewer Main Extensions

HUMAN RESOURCES

- Camping Out
- Conference, Seminar & Training Expenses
- Corporate Uniform
- Child Protection
- Education Expenses
- Emergency Preparedness
- Employment Screening
- Grievance and Dispute Procedure
- Interview Expenses
- Leave – Emergency Services Duty
- Leave - Picnic Day
- Leave – Rostered-Days-Off
- Motor Vehicles Private Use
- Occupational Health and Safety – Electrical Inspection of Construction Tools
- Occupational Health and Safety – Lifting Using Chains and Slings
- Occupational Health and Safety – Traffic Control at Work Sites
- Outdoor Staff Clothing and Personal Protective Equipment (PPE)
- On-Site Facilities
- Occupational Health and Safety - Chainsaws
- Occupational Health and Safety – First Aid
- Occupational Health and Safety
- Personnel Files
- Protected Disclosures
- Recognition of Services
- Re-evaluation of a Position Grade
- Removal Expenses
- Salary System
- Staff Appointments
- Staff Benefits
- Telephone Allowances
- Workplace Smoking

SECTION 2 - STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30th June, 2004 has been prepared and is available from Council's office for perusal.

SECTION 3 - ACCESS TO INFORMATION

Members of the public wanting access to Council's documents are asked to make contact with the Public Officer, who is able to arrange for copies of documents to be made available. This Officer will also advise the appropriate place and times should the documents be required for inspection.

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed above), are to be made in writing (an application form is available) accompanied by the appropriate fee. Applications are to be addressed to the Public Officer, Tenterfield Shire Council. The Public Officer is available during Council business hours of 9.00 a.m. to 4.30 p.m. Monday to Friday at the address below, and contact should be made prior to attending:

The Public Officer, Tenterfield Shire Council, PO Box 214, Tenterfield NSW 2372

Telephone (02) 6736 1744 Facsimile (02) 6736 2669

E-mail: council@tenterfield.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
TWEED SHIRE COUNCIL
Agency No. 2220

SECTION 1 - POLICY DOCUMENTS

The following Policy Documents are held by Council:

a) Annual Financial Reports
b) Annual Report
c) Auditor's Report
d) Building Applications - notification policy
e) Building Line Policy
f) Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
g) Codes/Policies/Manuals
   Tree Preservation Order
   Landscape Manual
   Terranora Strategic Planning Interim Statement
   Rural Planning Policy Review
   Other Planning Policies
h) Council's Code of Conduct
i) Council's Code of Meeting Practice
j) Council's Policy concerning the Payment of Expenses incurred by, and the Provision of Facilities to Councillors.
k) Council's Policies on Child Protection.
l) Development Control Plans
   No 1 - Terranora Village
   No 2 - Site and Access Parking Code
   No 3 - Tweed Heads South/Banora Point West
   No 5 - Development of Flood Liable Land
   No 6 - Multi-Dwelling Housing Version 2
   No 7 Development of Land Liable for Sewerage Levy (Repealed)
   No 8 - Coastal Erosion (Draft – not adopted)
   No 9 - West Kingscliff
   No 10 - Development of Land Liable for Water Levy (Repealed)
   No 11 - Kings Beach South Kingscliff
   No 14 - West Murwillumbah
   No 15 - Advertising Signs Code
   No 16 - Subdivisions Manual
   No 17 - Cobaki Lakes (under review)
   No 18 - Tweed Heads
   No 19 - Keith Compton Drive, Tweed Heads
   No 20 - Black Rocks (Draft – not adopted)
   No 21 - Sea Ranch
   No 22 - Dalton Street, Terranora
   No 23 - Martinelli & Bione Avenue, Banora Point (Draft – not adopted)
   No 24 - Fraser Drive, Banora Point
   No 25 - Biting Midge & Mosquito Control in Tweed
   No 26 - Child Care Centres
   No 27 - Density Controls for Schedule 7 Rural Subdivision TLEP 1987
   No 28 - Marana Park Estate Density Controls, Bilambil Heights
   No 29 Dual Occupancy Controls Black Rocks Estate, Banora Waters Stages 5-10, 12, 13 (Repealed)

No 30 Dual Occupancy Controls Cabarita Seaside Village Stage 3 (Repealed)
No 31 Brothels Policy
No 32 Peter Street (South) Residential Development Control
No 34 Notification of Certain Development Applications for the Erection of Buildings (Draft – not adopted)
No 35 Buffers (Draft – not adopted)
No 36 Telecommunications Infrastructure (Draft – not adopted)
No 37 Streetscape Policy (Building Lines, Fences) (Draft – not adopted)
No 38 Seeabreeze Estate, Pottsville
No 39 Energy Smart Homes Policy
No 40 Exempt and Comply Development
No 41 Stormwater Runoff and Drainage (Draft – not adopted)
No 42 Public Notification Policy
No 43 Kingscliff
No 44 Dual Occupancy Controls Tweed Shire (Amendment 1)
No 45 Socio-Economic Impact Assessment
No 46 South Kingscliff Gateway Plan of Management (Draft – not adopted)
No.47 Cut & Fill on Residential Land

m) Disaster Plan
n) Draft Section 94 Contribution Plans
o) EEO Management Plan
p) Emergency Management Plan
q) Fence Policy
r) General Policy Document
s) General Technical Reports on Water Supply and Sewerage, Planning, Design and Operations.
t) Guidelines for the Submission of Reports on Contaminated Land 1992
u) Heights of Building Map
v) Human Resources Management - Policy and Procedures Manual
w) Landuse Guidelines for Acid Sulphate Soils
x) Local Environmental Plan Amendments.
y) Lower Tweed River Management Plan.
z) Management Plan, including Financial Management Plan.
zz) Minutes of Council Meetings.
aa) Plans of Management for Community Land.
bb) Register of Delegations.
cc) Register of Investments.
dd) Residential Development Strategy.
ee) Residential Development Strategy (Amendments).
ff) Returns of the Interests of Councillors, Designated Persons and Delegates.
gg) Section 94 Contribution Plans

No 1 Banora Point West/Tweed Heads South - Open Space Contributions
No 2 Banora Point West Drainage Scheme
No 3 Banora Point West/Tweed Heads South - Community Facilities
No 4 Tweed Road Contribution Plan
No 5 Open Space Contribution
No 6 Street Planting in Residential Areas
No 7 West Kingscliff
No 10 Cobaki Lakes – Public Open Space & Community Facilities
No 11 Tweed Shire Library Facilities
No 12 Bus Shelters
No 13 Eviron Cemetery/Crematorium Facility
No 14 Rural Road Upgrading, Mebbin Springs Subdivision, Kyogle Road, Kunghur
No 15 Developer Contributions for Community Facilities
No 16 Emergency Services - Surf Life Saving
No 18 Council Administration Office and Technical Support Facilities
No. 19 Kings Beach/Kings Forest
No. 20 Public Open Space at Seabreeze Estate
No. 21 Terranora Village Estate – Open Space and Community Facilities
No. 22 Cycleways
No. 23 Offsite Parking
No. 24

No. 25 Kings Beach North
No. 26 Shirewide/Regional Open Space

hh) State of the Environment Report
ii) Tweed Local Environment Plan 2000
jj) Tweed Local Environment Plan No. 24
kk) Tweed Valley Flood Studies

SECTION 2 - STATEMENT OF AFFAIRS

Council has completed its Statement of Affairs and is available upon request.

SECTION 3 - ENQUIRIES AND APPLICATIONS

Enquiries, requests and formal Freedom of Information applications should be directed to:

Manager Administration Services/Public Officer
Tweed Shire Council
PO Box 816
MURWILLUMBAH NSW 2484.

It is suggested that initial contact be made with the Manager Administration Services prior to lodging a formal application to ascertain whether a formal application is needed and to ensure that the documents are available or can be made available when required.

SECTION 4 - FEES AND CHARGES

Nature of Application	Application fee	Processing Charge
Access to records by natural persons about their personal affairs	$30	$30 an hour after first 20 hours
All other requests	$30	$30 an hour
Internal review (all circumstances)	$40	Nil
Amendment of Records	Nil	Nil

All charges can be estimated to the nearest quarter hour.

(a) Such fees are subject to a 50% reduction for financial hardship and public interest reasons.
(b) Refund may apply as a result of a successful internal review and applications for amendment of records.
(c) No application fee is charged for internal reviews in relation to amendment of records.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
UPPER HUNTER SHIRE COUNCIL
December 2004

SECTION 1 – DOCUMENTS

POLICY & PROCEDURES MANUAL INDEX FOR 2004

Merriwa Office

ACCESS

Access And Equity

ACCOUNTS

Debt Recovery

ADVERTISING

Media

Structures

Temporary Structures

AGED UNITS

Rental

ANIMALS

Stock Impounding

APPEALS

Street Stalls

BATHS

Commercial Swimming Lessons

CEMETERY

Burials On Private Property

Lawn

COMMITTEES

Section 355

COMMONS

Riding Of Motorcycles

COMPLAINTS

Handling

CONFERENCES AND SEMINARS

Expenses

CONTRACTORS

Employment

CORRESPONDENCE

Formal Communication With The State Of NSW
Formal Communication With Commonwealth Of Australia

COUNCIL
Operations
COUNCIL MEETINGS
Closed Sessions Of Council
Distribution Of Minutes
Resolutions
Resolutions Outstanding
Notice Of Ordinary Meetings And Notices Of Business
Order Of Business
Outside Of Merriwa
COUNCILLORS
Elected Members' Fees And Facilities
Gifts, Bribes And Inducements
DEVELOPMENT
Advertising And Notification Of Development Applications
Bus Parking Areas
Inspections Where Council Is Appointed The Principal Certifying Authority
DISCO EQUIPMENT
Conditions Of Hire
DONATIONS
School Book Prizes
ELECTIONS
Mayor & Deputy Mayor
FINANCIAL MANAGEMENT
Investments
Merriwa Pre-School Kindergarten
FOOD PREMISES
National Code
GRAVEL
Royalties
HALLS
Conditions Of Hire
INSURANCE
Occupiers' Liability - Casual Hirers Of Council Facilities
Claims Against Council
KERBING, GUTTERING, FOOTPATH PAVING & VEHICULAR CROSSINGS
Contributions
Payment By Instalments
LOW INCOME HOUSING UNITS
Rental
MERRIWA ART PRIZE & PHOTOGRAPHY EXHIBITION
Purchase Of Exhibit
MERRIWA FESTIVAL OF THE FLEECES
Remuneration Of Co-Ordinator/Director

PLANNING
- Facilities In Rural Outbuildings

PLANT
- Replacement Under $40,000 Capital Value
- Replacement Of Leaseback Vehicles

PUBLIC FACILITIES
- Access For The Disabled

RAMPS
- Public Gates & Motor Bypasses

RECORDS
- Management

RECREATIONAL FACILITIES
- Sports Ovals
- Sports Ovals - Training/Wet Weather
- Merriwa Showground

RISK MANAGEMENT
- Footpaths/Cycleways
- Gathering Information
- Signs As Remote Supervision
- Trees And Tree Roots

ROADS
- Access
- Maintenance Of Shire Roads
- Maintenance

SEWAGE MANAGEMENT
- Biosolids Program
- Installation Of Septic Tanks Within Merriwa Township
- On-Site Strategy

SEWER AND WATER EXTENSIONS
- Capital Contributions

SHOWGROUND
- Hire Of Roach Pavilion For Accommodation Purposes

STAFF
- Occupational Health And Safety
- Drugs And Alcohol
- Passive Smoking & Smoke Free Workplace
- UV And Protective Clothing
- Working In Isolation

TENDERS
- Sale Of Council Property

THEFT & VANDALISM
- Reward

TREES
- In Streets
- Removal

WASTE MANAGEMENT

Discharge Of Liquid Trade Waste Into Council's Sewer
Extended Producer Responsibility
Recycling replacement/Repair Of Mobile Garbage Bins

WATER

Accounts
Local Rate
Pricing For Land Zoned 1(A) And 1(C)

YOUTH

Consultation
Child Protection

Murrurundi Office

Advertising Sign Code
Building Line Policy
Building Over Sewer Mains Policy
Bushfire and Emergency Manuals
Code of Conduct
Code of Meeting Practice
Community Services Policy
Delegations of Authority Register
Development Control Plan – Exempt and Complying Development
Development Incentive – Rate Moratorium
E.E.O. Management Plan
Emergency Management Plan
Erection of Fences, Screen Walls & Courtyard Walls
Expenses and Facilities Policy
Fees & Charges
Fence Roads, Motor By-Passes and Public Gates on Roads
Financial Management Plan
Hiring of Community Halls Policy
Keeping of Horses animals and birds
Legal Actions - Ability to Commence - Policy
Local Approvals Policy
Local Orders Policy
Local Roads Category System
Management Plan
Minutes of Committee Meetings
Minutes of Council Meetings
Murrurundi Local Environmental Plan, 1993
Nine day fortnight Scheme
Notification of Adjoining Owners Policy
Occupational Health and Safety Code
Parking in Council's Depot
Plans of Management for Community Land
Plant Replacement Policy
Private Use of Council Vehicles Policy
Risk Management Policy

Road Maintenance Priority Policy
Section 94 Contributions plans
Sewerage Mains Extension Policy
State of the Environment Report
Subdivision Code

Scone Office

01 COMMERCIAL ACTIVITIES

02 COMMUNITY RELATIONS

02.04 AWARDS (PRIZES)

Hunter McLoughlin Memorial Citizenship Award

02.24 SPONSORSHIPS

02.24.01 Approval Basis

03 COMMUNITY SERVICES

03.16 SERVICE PROVISION

Family Day Care joint Partnership

04 CORPORATE MANAGEMENT

04.15 PROCEDURES

04.15.01 Signing Forms and Correspondence
04.15.02 Delegations of Authority
04.15.03 Communication Devices
04.15.04 Acceptable Use of Internet and Email
Making of Public Announcements
Business Paper Presentation
Signing Section 603 Certificates
Armed Hold Up
Bomb Threat Procedure
Incident Report
Emergency Evacuation Office Premises

05 COUNCIL PROPERTIES

05.02 ACQUISITIONS & DISPOSALS

Replacement Programme

05.08 MAINTENANCE

Installation of Equipment

06 CUSTOMER SERVICE

06.10 REGISTRATION

Customer Service - Register of Complaints
Customer Service - Works Request
Competitive Neutrality Complaints

07 DEVELOPMENT & BUILDING CONTROLS

07.04 INSPECTIONS

Private Pool Inspections

07.11 POLICY

Erection of Fences, Screen Walls & Courtyard Walls
Fire Safety in Existing Buildings
Disposal Methods Asbestos Waste
Adjoining Owners Notification
Application to Erect Building
Alignments

Builders Hoardings
Building over Sewer Mains
Maintenance Fire Safety in Buildings
Occupation/Use of Moveable Dwellings
Resited Dwellings
Sanitary Services
Approvals
Advertising Signs - A Frame
Relocated Dwellings
Flood Control - Interim Policy
Restrictions as to user Aberdeen Valley View Estate
Erection of Hay Sheds
Code for Development of Land in Industrial Area
Code for the Erection of Residential Flat Buildings
Code for the Provision of Off Street Parking
Development Control Plan - Kelly St
One off Functions
Code for Construction & Operation Hair Dressing, Beauty & Skin Penetration Premises
Attached Dwellings
Fees for Dwelling Houses
Land Filling of
Cut & Fill Guidelines
Site Inspections & Deputations to Environmental Services Committee
Easement/Right of Way Access
Code for Display of Advertising Structures
Conduct of Bed & Breakfast Establishments
Access Policy
Development Control Satur IV Residential Subdivision

08 ECONOMIC DEVELOPMENT

08.14 SERVICE PROVISION

Permanency of Scone Aerodrome

09 EMERGENCY SERVICES

10 ENERGY SUPPLY & TELECOMMUNICATIONS

11 ENVIRONMENTAL MANAGEMENT

12 FINANCIAL MANAGEMENT

12.04 BANKING
12.04.02 Cash Books/Sheets
12.04.02.01 Scone Visitor Information Centre
12.04.04 Credit Cards
Access to Council Money/Keys
Cashiers Shortages/Overs
Receipt Book Register
Imprest Cash Handling

12.07 CREDITORS
Payment of Goods & Services
Warrant

12.08 DEBTORS
Billing Complaints
Deferred Payments
Debt Recovery - Outstanding Rates, Water & Sundry Debtor Charges
Kerb & Gutter Accounts
Recognition of Income Grant

12.09 FEES & CHARGES
Landing Fees
Charges and Fees - Exemptions

Responsibility for Payment of Fees
Casual Use Charge
Refund Fees

12.11 INVESTMENTS

Investments

12.17 PROCEDURES

12.17.01 Hire of Community Halls & Meeting Rooms

12.22 SPONSORSHIPS

12.22.01 Donations

13 GOVERNANCE

13.05 COUNCIL MEETINGS

Closed Meetings
Questions Without Notice

13.06 COUNCILLORS

13.06.01 Benefits
13.06.01.01 Payment of Expenses & Provision of Facilities
13.06.02 Code of Conduct
13.06.03 Code of Meeting Practice
Declaration of Interest
Payment of Councillors Fees

14 GOVERNMENT RELATIONS

15 GRANTS & SUBSIDIES

16 INFORMATION MANAGEMENT

16.03 FREEDOM OF INFORMATION

Freedom of Information
Legal Documents

16.12 PROCEDURES

16.12.01 Email Mailbox Storage
Inwards Mail
Anonymous Letters
Handling Correspondence
Personnel Records

16.14 RECORDS MANAGEMENT

16.14.03 Disposal of Records
Tax File Number Security

17 INFORMATION TECHNOLOGY

17.14 PLANNING

Information Services Use as a Strategic Resource

18 LAND USE & PLANNING

18.05 PLANNING

18.05.06 Management Plans
18.05.06.01 Scone Golf Course
18.05.06.02 Jefferson Park
18.05.06.03 Bill Rose Sports Complex
18.05.06.04 Youth Hostel, Segenhoe Rd, Scone

19 LAWS & ENFORCEMENT

19.06 INVESTIGATIONS

Investigation of Complaints by ICAC, DLG, ACCC, Ombudsman

19.07 LICENSING

Street Entertainment Approvals
Night Time Open Air Entertainment

19.08 LOCAL LAWS

Abandoned Shopping Trolleys
Alcohol Free Zone

19.12 POLICY

19.12.06 Fundraising in Kelly St and Environs

19.17 STANDARDS

19.17.01 Animal Code
Circus & Captive Animals
Animals where Tethered
Establishment of Pound
Reimbursement Fees & Charges
Keeping of Animals
Limit Number of Dogs

20 LEGAL SERVICES

20.01 ADVICE

Joint Transactions

20.12 TENDERING

Appointment of Solicitors

21 PARKS & RESERVES

21.15 SERVICE PROVISION

Jefferson Park St Andrews Street Reserve
Passive Recreation Parks Restrictions to Use

22 PERSONNEL

Training Courses - Reporting

Training & Development

Travel & Accommodation Expenses

22.07 EMPLOYMENT CONDITIONS

22.07.01 Allowances
22.07.01.04 Interest free loan for Information Technology Equipment
22.07.01.05 Issue of Materials to Employee
22.07.01.06 Motor Vehicle Private Use
22.07.01.07 Sole Staff and Interrupted Meal Breaks
22.07.03 Code of Conduct
22.07.03.01 Secondary Employment
Incidental Use of Council Equipment
22.07.08 Hours of Work
22.07.08.01 RDO Roster
22.07.08.02 RDO
22.07.08.03 Time in Lieu
22.07.14 Competency
22.07.14 Competency Assessment
Housing
Corporate Uniforms - Office Staff
Internet Access
Expenses
Payment of Bonus
Payroll Payments
Removal Expenses
Rental Subsidy & Council Residences

Salary Review
Use of Skills - Remuneration
Computers for Senior Staff

22.09 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Equal Employment Opportunity (EEO)

22.10 ESTABLISHMENT

Description Guidelines

22.13 LEAVE

22.13.01 Annual & Long Service Leave
22.13.07 Leave without Pay
Australian Defence Force
Civil Emergencies Leave

22.17 OCCUPATIONAL HEALTH & SAFETY

22.17.06 Health Promotion
22.17.06.01 Alcohol and other Drugs
Alcohol and Other Drugs
OH&S
Rehabilitation Policy
Smoke Free Areas
Smoking

22.19 PERFORMANCE APPRAISAL

22.19.01 Development and Performance Review

22.23 RECRUITMENT

22.23.07 Process Chart
22.23.07.01 Process Chart Casual Field Office Technical Services
Pre Employment Medical
Appointment on Merit
Type of Employment Contract
Staffing Request and Recommendation for Appointment
Appointment Resources

22.26 SEPARATIONS

Retirement
Clearance Final Pay

23 PLANT EQUIPMENT & STORES

23.01 ACQUISITION

Buy Local

23.07 FLEET MANAGEMENT

Motor Vehicle Private Use
Use of Motor Vehicles
Utilisation of Corporate Cards

23.16 STORES

Stock Discrepancies
Requisition, Ordering, Receipt, Issue & Return of all Goods & Services
Procedure: Requisition, Ordering, Receipt, Issue, Return and Payment of all Goods & Services
Materials Acquisition and Control Obsolete Slow Moving or Scrap Material
Sales Tax Exemption

23.17 TENDERING

Tender System Control
Competitive Tendering for Council Services

24 PUBLIC HEALTH

24.11 MONITORING

Food Recall

25 RATES & VALUATIONS

26 RECREATION & CULTURAL SERVICES

27 RISK MANAGEMENT

27.03 POLICY

7.03.01 Gathering Information

27.07 RISK ASSESSMENT

27.07.02 Corruption Prevention
27.07.02.01 Corruption, Maladministration, Serious & Substantial Waste
27.07.02.02 Bribes, Gifts and Benefits
27.07.06 Public Liability
27.07.06.01 Paths Roads Signs Maintenance and Inspection

28 ROADS

28.09 MAINTENANCE

Bridges – Weight Limits
Public Gates and Grids
Resumptions
Obstruction to Footpath & Roads
Dust Seal Criteria

28.12 NAMING

28.12.01 Road and Lanes

29 SEWERAGE & DRAINAGE

30 TRAFFIC & TRANSPORT

31 WASTE MANAGEMENT

32 WATER SUPPLY

32.13 MONITORING

Taking of Private Water Supply Samples

32.17 POLICY

Connection to Rural Properties
Single Service Connection

STATEMENT OF AFFAIRS

Copies of Council's Statement of Affairs prepared in June 2004 are available for inspection.

CONTACT ARRANGEMENTS

Documents may be inspected at Council's Administration Office Scone, during the hours of 8.30am to 4.30pm each day, excluding Public Holidays.

The public may be able to access documents by mail, telephone or in person, subject to the requirements relating to personal information contained in the PPIPA, Council's Privacy Management Plan and the relevant Privacy Codes of Practice.

Verbal enquires should be directed to either Mrs Katrina Kemp, Records Officer, or Mr Wayne Cossens, Director of Corporate Services, on (02) 6540 1100.

Written requests should be addressed to Mr Daryl Dutton, Acting General Manager, by

Mail	The Acting General Manager Upper Hunter Shire Council PO Box 208 SCONE NSW 2337
Facsimile	(02) 6545 2671
Email	council@upperhunter.nsw.gov.au

Council has a pre-printed application form to assist applicants in this process.

Before applications are considered, the appropriate fee must be paid.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
UPPER LACHLAN COUNCIL

SECTION 1 – POLICY DOCUMENTS

The Policy Documents held by Upper Lachlan Council are:

- Policy Register
- Management Plan 2004-2005
- Financial Plan 2004-2005
- Annual Report 2003 – 2004
- Financial Statements 2003-2004
- Delegations of Authority
- Local Environmental Plans
- Development Control Plans
- Section 94 plans
- Code of Conduct
- Code of Meeting Practice
- Minutes of all Committee and Council Meetings
- Pecuniary Interests Register
- Disclosures Register
- Declarations under Privacy Act for access to information

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council has been prepared as at 30th June 2004 pursuant to this Act.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public who wish to inspect the Statement of Affairs, Summary of Affairs or policy documents of the Upper Lachlan Council should contact the Director of Finance and Administration by telephoning (02) 4832 1022 or by writing to:

The General Manager
Upper Lachlan Council
PO Box 10
CROOKWELL NSW 2583

Email council@crookwell.nsw.gov.au

Please note that Upper Lachlan Council was formed on 11 February 2004 from Crookwell, Gunning, Yass and Mulwaree Councils (or part thereof). Each Council continued operations as the previous Councils until 30th June 2004.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
URANA COUNCIL
Agency No. 2223

SECTION 1 - POLICY DOCUMENTS

Council maintains the following Policy Documents:

Policy Manual

- Payment of Councillors and Mayoral Fees, Expenses and Facilities
- Protected Disclosures & Internal Reporting System
- Code of Conduct
- Local Approvals Policy 1996
- Building Control
- Bush Fire Service Policy & Standard Operating Procedures
- Urana Local Environment Plan 1990
- Development Control Plans
- Code of Meeting Practice
- Housing for Staff Members
- Equal Opportunity Management Plan
- Occupational Health & Safety Policy
- Rehabilitation Policy Statement
- Private Use of Council Vehicles by Staff
- Selection and Appointment of Staff Members
- Agreement Nine Day Working Fortnight
- Smoking in the Workplace
- Delegations of Authority
- Hire of Plant for Council works
- Access to crossings to private properties
- Floodplain Management Policy
- Light Vehicle, Truck & Light Plant Replacement
- Attendance at Annual Conferences
- Noxious Weeds Control
- Hire of Plant for Council Works
- Use of Council Roads by Agricultural Aircraft
- Road Openings
- Policy for Infringements under SEINS
- Tree Plantations
- Hiring of Community Halls
- Council Road Reserves

Management Plan -

- Management Plan 2004/2005 to 2006/2007
- Training Policy (See Management Plan)
- Pricing Policy (See Management Plan)
- Bush Fire & Emergency Manuals

Corporate Plan
Disaster Plan
Emergency Management Plan
Section 94 Contributions Plan
Minutes of Committee Meetings
Minutes of Council Meetings
Revenue Policy (See Management Plan)
State of the Environment Report (See Annual Report)
Annual Report
Auditors Report
Business Papers
Disclosures Register
Investment Register

SECTION 2 - STATEMENT OF AFFAIRS

The Urana Shire Council is a Local Government Authority under the Local Government Act, 1993. The Council consists of nine Councillors who are elected every four years by the electors of the area. The Mayor is elected by the Councillors annually.

The Council provides a Statement and Summary of Affairs in compliance with Section 14 (1) (b) and (3) of the Freedom of Information Act 1989 and Schedule 3, Clause 3 of the Local Government (Consequential Provisions) Act, 1993.

SECTION 3 - CONTACT ARRANGEMENTS

Applications and inquiries regarding Freedom of Information should be addressed to:

Mr. John Hunt
General Manager,
Urana Shire Council,
Box 55,
URANA. 2645.

Telephone: 0269 309100

Applications and inquiries can be made between 8.30 a.m. and 5 p.m., Monday to Friday at 30-32 William Street Urana.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
WALGETT SHIRE COUNCIL

The following information is published in accordance with Section 14 of the Freedom of Information Act, which came into operation on 1 July 1989. The information is correct as at 30 June 2004.

SECTION 1 – POLICY DOCUMENTS

The Walgett Shire Council is a Local Government organisation bound by the provisions of the Local Government Act, as amended 1993, and other related legislation.

The following policy documents, manuals and various plans are available for public inspection.

Council's Code of Conduct
Code of Meeting Practice
Concerns Policy
Corporate Plan (See Management Plan)
Delegations of Authority Register
Disaster Plan(s)
- Aerodrome Emergency Plan
- Local Flood Plan – Surplus to the Displan
- Disaster Plan (Displan)
- Emergency Plan
- Walgett Water Supply Emergency Plan
- Fire Fighting Manual

EEO Management Plan
Emergency Service Policy
Employment Related Policies
Energy Efficient Housing – DEP
Expenses and Facilities Policy
Fence Policy/Code – within Local Approvals Policy
Financial Management Plan
Interim Development Orders (see Local Environment Planning Instruments)
Internal Reporting Policy (For the purpose of the Protected Disclosures Act)
Local Approvals Policy
Local Environmental Planning Instruments – IDO #1
Local Orders Policy
Management Plan
Minutes of Committee Meetings
Minutes of Council Meetings
Policy Register
Pricing Policy (see Management Plan)
Surveillance Cameras Policy
Procedure Manuals -
- Operations Procedures Manual
- Aerodrome Manual
- Sewerage Procedures Manual
- Water supply Procedures Manual

Recycling Policy
Revenue Policy (see Management Plan)
State of the Environment Report
Subdivision Code
Tendering Policy
Adjoining Owners Notification – within Local Approvals Policy
Car parking Policy
Food Premises Code
Satellite Dishes Policy – see Local Approvals Policy
Swimming Pool Fencing Policy – see document "How the Swimming Pool Act 1992 Affects You"
Building Certificate Records
Construction Certificates
Development Application/Consent Records
Camps in the Opal Fields of Lightning Ridge – Guidelines
Pesticide and Environment Liaison Committee Guidelines

SECTION 2 – STATEMENT OF AFFAIRS

The Council's Statement of Affairs describes the functions and structure of Council, the decision making powers that may affect the public and how the community may participate in the decision making process.

SECTION 3 – CONTACT ARRANGEMENTS

Access to Policy Documents, or any Freedom of Information enquiries, concerning the Council's activities can be arranged by contacting:

The Public Officer
Walgett Shire Council
77 Fox Street
(P O Box 31)
WALGETT NSW 2832

Telephone:	(02) 6828 1399
Facsimile:	(02) 6828 1608
Office Hours:	Monday to Friday 9.00am to 4.30pm
Telephone Hours:	Monday to Friday 8.15am to 5.00pm
Email:	admin@walgettshire.com

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
WAGGA WAGGA CITY COUNCIL
DECEMBER 2004

A) POLICY DOCUMENTS

Wagga Wagga City Council is constituted under the Local Government Act 1993 and has the following policy documents available at the Council's office for inspection:

- Access to Private Property
- Auditors Report
- Building Application - Approval Records
- Building Certificate Records
- Development Application/Construction Certificate - Consent Records
- Code of Conduct
- Code of Meeting Practice
- Delegations of Authority Register
- Development Control Plans
  * Development Control Plan No. 1 - Amusement Machines & Amusement Centres
  * Development Control Plan No. 2 - Road Traffic & Arterial Road Network Strategy
  * Development Control Plan No. 3 - Flood Mitigation Strategy
  * Development Control Plan No. 4 - Drainage Strategy
  * Development Control Plan No. 5 - Sewer Strategy
  * Development Control Plan, 1986
  * Draft Rural Development Control Plan
- Development Control Plan Amendments
  * Development Control Plan, 1986 - Amendments Numbered 1 - 60 inclusive
- Disclosures Register
- Engineering Guidelines for Subdivisions
- Environmental Management System Manuals
  * Narrung Street Waste Water Treatment Plant
  * Kooringal Waste Water Treatment Plant
  * Forest Hill Waste Water Treatment Plant
  * Wagga Wagga City Council Pumping Stations
- Equal Employment Opportunity Management Plan
- Flood Operations Manual
- Garbage Rates and Services
- Internal Reporting Policy (for Protected Disclosures)
- Local Environmental Planning Instruments
  * Wagga Wagga Local Environmental Plan, 1985
  * Wagga Wagga Local Environmental Plan - Reclassification of Public Land
  * Wagga Wagga Rural Local Environmental Plan, 1991
- Local Environmental Planning Instruments Amendments
  * Wagga Wagga Local Environmental Plan - Reclassification of Public Land
  * Wagga Wagga Local Environmental Plan, 1985 - Amendments numbered 2 to 5 and 7 to 39 inclusive
  * Wagga Wagga LEP, 1985 & IDO No's 9 & 11 - (Amendment number 6)
  * Wagga Wagga Local Environmental Plan, 1991 - Amendments numbered 1 to 9 inclusive
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Practices Manual
- Operating Manuals

  - * Narrung Street Waste Water Treatment Plant
  - * Kooringal Waste Water Treatment Plant
  - * Forest Hill Waste Water Treatment Plant
  - * Uranquinty & Tarcutta Treatment Plant
- Payment of Expenses and Provision of Facilities to the Mayor and Councillors
- Plans of Management for Community Land
  - * Pomingalarna Park
  - * Willans Hill
  - * Duke of Kent Oval
  - * Norman Duck Oval
  - * Ashmont Oval
  - * Rawlings Park - Bushland Reserve
  - * Belling Park
  - * French's Field
  - * Humula Recreation Reserve, Playground and Village
  - * Parkland, Corner of Kooringal Road and Kulgoa Street
  - * Hopwood Park
  - * Wiradjuri Reserve
  - * Sherwood Avenue Park
  - * Surveyor Townsend Park
  - * Brunskill Avenue Park
  - * Fife Street Open Space
  - * Glen Murray Reserve
  - * Small Street Reserve
- Privacy Management Plan
- Privacy Code of Practice for Local Government
- Section 94 Contributions Plan
- Social Plan 1998
- State of the Environment Report
- Trade Waste Guidelines
- Tourism Wagga Wagga - Strategic Plan
- Tree Preservation Order

All internal policies of the Council are included in the policy register.

B) STATEMENT OF AFFAIRS

Council produced its first Statement of Affairs in June 1994 and has produced other Statements of Affairs as at June in each year following. These documents can be viewed at Council's office. The Statement of Affairs is included each year in Council's Annual Report.

C) CONTACT ARRANGEMENTS

Any enquiries under the Freedom of Information Act concerning Council's activities should be directed to:

Miss Nicole Marlow
Freedom of Information/Privacy Officer
Wagga Wagga City Council
PO Box 20
WAGGA WAGGA NSW 2650

Telephone (02) 69269291
Fax (02) 69269199
Email marlow.nicole@wagga.nsw.gov.au

Documents can be accessed and may be inspected at the Wagga Wagga Civic Centre during ordinary office hours. The Wagga Wagga Civic Centre is located on the corner of Baylis and Morrow Streets, Wagga Wagga and the normal hours of operation are 9.00am to 5.00pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
WALCHA COUNCIL

COUNCIL'S POLICY DOCUMENTS

The Walcha Council has developed policy documents in relation to:-

- Code of Conduct.
- Code of Meeting Practice.
- Corporate Plan.
- Delegations of Authority Register.
- Disaster Plan(s).
- EEO Management Plan.
- Debt Recovery Policy.
- Staff Training Code & Policy
- Occupational Health & Safety Policy
- Occupational Health & Safety Manual Handling Policy.
- Occupational Health & Safety Noise Policy.
- Occupational Health & Safety Injury Management Policy.
- Occupational Health & Safety Staff Consultation Policy.
- Occupational Health & Safety Sun Protection Policy.
- Aids and Local Government Policy.
- Smoke Free Working Environment Policy.
- Rehabilitation Policy and Procedures.
- Walcha Draft Development Control Plan.
- Interim Development Order No. - Shire of Walcha.
- Draft Walcha Local Environmental Plan.
- Section 94 Contribution Plan - Rural Roads.
- Expenses and Facilities Policy.
- Financial Management Plan.
- Local Approvals Policy.
- Management Plan.
- Minutes of Committee Meetings.
- Minutes of Council Meetings.
- Plan of Management - Community Land.
- Policy Register.
- Fees and Charges Policy.
- Recycling Policy.
- State of the Environment Report.
- Subdivision Code.
- Tree Preservation Orders.
- Adjoining Owners Notification Policy.
- Building Line Policy.
- Bush Fire and Emergency Manuals.
- Investments Policy.
- Private Use of Council Vehicles Policy.
- Privacy Plan of Management.

The following records or documents are available to the public:

- Annual Reports.
- Auditors' Reports.
- Business Papers.
- Disclosures Register.
- Building Application/Approval Records.
- Development Application/Consent Records.

STATEMENT OF AFFAIRS

The Walcha Council's Statement of Affairs may be inspected at the Council Chambers during normal business hours.

ACCESS TO COUNCIL DOCUMENTS

Requests for access to documents under the FOI Act should be made in accordance with that Act. FOI requests and requests for access to, and amendment of other records should be made to:-

The Public Officer
Walcha Council
Council Chambers
2W Hamilton Street
Walcha NSW 2354

Certain Council's documents may only be inspected under the supervision of Council Staff.

JACK O'HARA,
GENERAL MANAGER

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
WARREN SHIRE COUNCIL

SECTION 1 - POLICY DOCUMENTS

The following documents are available for inspection free of charge.

- Code of Conduct
- Code of Meeting Practice
- Management Plan
- Estimates
- Policy concerning payment of expenses incurred by, and provisions of facilities to Councilors
- Delegation manual
- Business papers and minutes of open Council and Committee meetings
- Council policies relating to:
  Advertising structures
  Building line
  Floor level of building
  River bank building
  Moveable dwellings
  Council publications
  Communication channels
  Conferences - attendance
  Conferences - reimbursement
  Dog control
  Abandonment of extra charges
  Fencing
  Development of flood prone land
  Commercial home catering
  Food vending vehicles
  Hawking and pending
  Temporary food premises
  Keeping of horses
  Light vehicles
  Utilisation of Council plant - charitable plans
  Vehicular footpath crossings
  Surrender of development consent
  Community awareness development policy
  Road access policy
  Local approvals and orders
  Ramps
  Trade waste discharge
  Use of motor vehicles
  Uniform
  Local preference buying
  Swimming pools
  Water connection
  Sewerage connection
- Council's land register
- Annual financial reporting
- Auditor's report
- Annual report
- Register of investments
- Returns of interests of Councilors, designated persons and delegates
- Community/Social Plan

SECTION 2 - STATEMENT OF AFFAIRS

A Statement of Affairs as at 31st December, 2002 has been prepared in accordance with Section 14 (1) and (2) of the Freedom of Information Act and is available for inspection during office hours at Council's office situated at 115 Dubbo Street, Warren.

SECTION 3 - CONTACT ARRANGEMENTS

The contact for all inquiries under the Freedom of Information Act is:

Mr Darren Arthur
Public Officer
Warren Shire Council
PO Box 6
WARREN NSW 2824
Phone: (02) 6847 4606
Fax: (02) 6847 4584

Office Hours 8.30 am - 4.30 pm (Monday to Friday)

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
WAVERLEY COUNCIL
December 2004
Policy Documents
About Waverley Council

Waverley Council is a Local Government Council. Council's mission is to play a significant role in making the community's vision of Waverley a reality by providing strong community leadership in policy, planning and the provision of services. Council has a policy of open government and participation by residents in decision making and policy development.

Waverley Council's Documents

The listed policy documents are held for public inspection free of charge at Waverley Council's Offices. If the document is also available for purchase, a price has been listed.

Council also maintains records relating to many subjects including properties, legal documents, personnel and minutes of Council meetings. These records are usually available for inspection for free except in cases where refusal of access is determined according to the Freedom of Information Act 1989, the Privacy and Information Personal Protection Act 1998 or in other cases which are sub judice or relating to property valuations/transactions or other matters specified as confidential by Council.

List of Policies

A

Access and Equity Policy - Aboriginal and Torres Strait Islanders	
Access – People with a Disability DCP No. 26 – June 1999	$30
Advertising Signs and Structures DCP No.8 - July 1991 (last amended June 1994)	$30
Advertising and Notification of Development Applications – DCP No. 29 – March 2002	$30
Affordable Housing Strategy - August 1996	
Aged Housing – Plan of Management	$30
Annual Financial Reports	
Annual Report 2003/2004	
Appeals to Council – Guidelines 2001	
Arnold Street – Guidelines for development on unmade portion - Draft (DCP 32)	$30
Audit of Accounts	

B

Birrell Street (197) Waverley, development guidelines - DCP 21	$30
Blood Borne Communicable Diseases Policy	
Boarding Houses/Backpacker Accommodation/Bed & Breakfast - DCP No.12 – May 1997 (last amended November 2001)	$30
Bondi Beach Urban Design Control DCP, October 1998	$30
Bondi Junction Commercial Centre Traffic and Transport Study - April 1994	$10
Bondi Junction Design Framework and Technical Manual	
Bondi Junction Exempt and Complying Development DCP – January 2001	$30
Bondi Junction Local Environmental Plan 1991 (with map)	$40
Bondi Junction Mall Market Policy	

Bondi Junction Urban Design Control Plan (last amended February 2002)	$30
Bondi Junction Strategic Plan (draft)	
Bondi Park - Carnivals for Charitable Organisations	
Bondi Park and Pavilion Plan of Management	$10
Bondi/Waverley School of Arts Plan of Management 2004	
Bondi to Bronte Coastal Walk Study	
Boundary Fences	
Bronte Residential Character Study (Draft 2002)	
Bronte Park Plan of Management 2004	$15
Bronte Road (27-33) and 80 Ebley Street Bondi Junction DCP No. 16 - April 1996	$30
Brothels draft (DCP 22)	$30
Building Applications Register	
Building Waste Containers	
Burial Rights to Grave Plots	
Bush Regeneration Project Guidelines	
Business Papers (Produced monthly for all Council and Committee Meetings)	$850 per annum

C

Character Study Bronte Beach, Dover Heights and Queens Park (Draft November 2000)	
Charing Cross Conservation Area DCP No.6 - October 1990 (last amended 1998)	$30
Child Care Centres DCP No.5 - December 1991 (revised 2004)	$30
Child Care Centres – Relief Staff Guidelines	
Child Care Centres, Operational Policies for	
Child Care Facilities - Plan of Management	
Children's Services Policy	
Clothing and Collection Bins	
Close Circuit Television Policy	
Coastal Reserves Plan of Management (Draft)	$10
Coastal Walk User Study	
Code of Practice – Amenities for Construction Work	
Code of Conduct (updated 2003)	
Code of Councillor Practice (updated 2003)	
Code of Meeting Practice (last amended September, 2000)	$10
Committees of the Council: Structure and Responsibilities	
Collection Management Policy (Waverley Library Service).	
Community Crime Prevention DCP No.9 - April 1992 (last amended July, 1998)	$30
Community Bus Policy	
Community Markets Policy	
Community Safety Plan	
Community Services for Older People - Planning and Provision Of	
Community Services Leasing Policy	
Community Services Policy	
Complaints Management Policy	
Conflict of Interest Policy	
Construction Work Code of Practice	
Consultation Policy and Guidelines	
Contaminated Land Policy DCP No. 28 – February, 2000	$30
Correspondence Policy Statement	
Corruption Prevention Plan	
Councillors - Declaration of Interests	

Councillors and Staff - Travelling and Sustenance Allowance
Council Property Register

D

Defence Forces - Reserve Training
Delegation of Authority - Register
Development Consent Register
Discrimination and Harassment Policy
Disability Action Plan and Access Policy
Dover Heights Bowling Club DCP No. 23 - June 1998
Dover Heights & Queens Park Residential Character (Draft 2001)
Drain Blockage Policy
Dual Occupancy Policy DCP No. 20- March, 1998 $30
Dwelling House and Dual Occupancy Development DCP No. 2 - May, 1999 (revised 2004) (draft) $30

E

Economic Development Policy & Guidelines
Energy Smart Homes Policy, DCP No. 13 – April, 1999 $30
Equal Employment Opportunity Management Plan and Grievance Procedures
Equal Employment Opportunity Grievance Procedures
Equal Employment Opportunity Management Plan and Policy
Exempt and Complying Development DCP No. 27, September, 1999 $30

F

Footpath Gardens
Footpath Seating for Restaurants DCP No. 15 - August 1997 (last amended July, 1999) $30

G

Garbage Receptacles - Approved
Genetically Engineered/Modified Foods
Grievance Procedures
Guidelines for Acquiring/Leasing Council Property

H

Hazardous Substances Policy
Heritage Conservation DCP No.18 - July 1997 $30
Heritage Study $125 for complete set
Higher Duties Policy
Hot Water Systems - Safety
Housing - Criteria for Selection of Tenants for Council Properties
Housing Policy – September, 1990 $10
Housing for Older People Policy

I

Imperial Avenue Bondi – DCP No 35, October 2004-11-17 $30
Injured Workers Reporting Procedures
In Line Skating - Bondi Beach Promenade
Integrated Stormwater Management Plan
Internal Reporting Policy - Protected Disclosures
Internet and Electronic Mail Guidelines
Investment Policy

L

Landscaping of Traffic Management Devices – Guidelines 2001
Land Use and Transport – DCP No 14 (draft) $30
Leasing of Community Facilities Policy
Leaseback of Council Vehicles
Leave Without Pay Guidelines
Library Policy and Objectives 1986, as amended 1989
Lifeguard Operations Manual
Local Approvals Policy: Activity Applications
Local Approvals Policy: Display of Goods on Footpath
Local Approvals Policy: Moveable Footway Signs
Local Orders Policy $30
Local Waste Management Plan – May, 1999.

M

Management Plan 2004-2007
Managing Conflict of Interest Policy
Meeting the Religious and Ceremonial Obligations of Staff
Mobile Phone Towers Policy (Draft) - May 1997
Moriah College, DCP No 31 (draft) $30
Motor Vehicle Users Manual
Multi Cultural Policy
Multi Unit Housing DCP No. 1 - April 1998 $35

N

No Smoking Policy

O

Occupational Health and Safety Constitution and Safety Policy
Occupational Health and Safety Handbook
Ocean Street (36-38) Bondi – DCP No. 25 $30
Offshore Sandmining
Ozone Protection Policy

P

Participative Work Design Guidelines
Part Time Work Guidelines
Pay Policy
Payment of Expenses and Provision of Facilities to Councillors
Pensioner Rates - Payment by Instalments
- Penalty for Late Payment
Performance Management Guidelines
Personnel and Staff Position File Procedures
Pesticides Policy
Power Boats - Control of
Privacy Management Plan (2002)
Precinct Policy
Probation and Management of New Employees: Procedures
Procurement of Goods and Services Policy
Protected Disclosures Policy
Protective Clothing and Equipment Code of Practice
Public Art Policy

R

Rates - Deferment of - Pensioners (see Pensioner Rates)
Records Management Policy
Recreation Needs Survey 1992
Recruitment Procedures Manual
Reducing Crime Through Design DCP No.9 $30
Reference under Seal
Register of Investments
Rehabilitation Procedures Policy
Renewable Timbers Policy
Report - Traffic Capacity Bronte Road & Ebley Street - March 1997
Residential Development Guidelines for 6-38 Blenheim Street and 167-171 Bronte Road, Waverley, - DCP No.7 - November 1990 $30
Residential Guidelines for 25-29 Hollywood Avenue, Bondi Junction DCP No.10 - March 1993 $30
Residential Guidelines for 6 Paul Street, Bondi Junction DCP No.11 - December 1992 $30
Residential Strategy - August 1996 $10
Responsible Dog Ownership Policy (Draft)
Retirement Age
Retirement/Resignation - Date of Termination
Returns of Interests of Councillors, Designated Persons and Delegates
Returns as to Candidates' Campaign Donations
Risk and Emergency Management Manual
Roller Shutters and Grills on Shopfronts in
Oxford Street Mall
Roscoe Street (west) Onslow Street and Wills Avenue, Bondi Beach. DCP No. 24 – November, 1998 (last amended October, 1999) $30
Roscoe Street (91) Bondi Beach, development guidelines DCP No. 17 – September, 1997 $30

S

Sale - Small Parcels of Land
Section 94 Contribution Plan – October 2003 $30
Sewerage/Stormwater Drain Blockage Policy
Shopping Trolleys - Abandoned
Sick Leave Absenteeism Management Policy
Significant Tree Register
Skills and Performance Assessment Procedures
Small Parks Plan of Management (Draft)
Social Plan Volume 1, 2000 & Volume 2
Solar Hot Water Systems
Sponsorship Policy and Guidelines
SSROC Greenhouse Strategy for Southern Sydney $15
Staff – Appointment
Staff - Christmas Leave
Staff Handbook
State of Environment Report 2003/2004
Statement of Affairs
Street Trading Policy
Stormwater Policy
Stormwater Management Plans (Waverley area) Draft
Studies Assistance Guidelines
Sun Protection Guidelines

T

Tamarama Park Plan of Management 2004 (draft)
Technical Manual – Landscape Design
Temporary and Casual Employment Guidelines
Thomas Hogan Reserve Plan of Management (draft)
Tourism Policy and Visitor Management Strategy (draft 2002)
Training Plan
Transportation Policy (2002)
Tree Management Plan – Planting Policy
Tree Preservation Order

V

Visitor and Tourism Strategy (November 2002)
Visitor & Tourism Strategy
Vital Records Protection and Disaster Recovery Plan

W

Waste Avoidance and Resource Recovery DCP No 19	$30
Waste Avoidance and Resource Recovery Plan	
Waste Collection – Rear loading Compactor vehicles – Guidelines	
Waste Reduction Strategy	
Waverley Affordable Housing Study - July 1996	
Waverley Affordable Housing Program – April 1999	
Waverley Aged Housing Plan of Management	
Waverley Bus Deport DCP No30 (draft)	$30
Waverley Child Care Plan of Management	
Waverley Community Living Project Policy and Procedures Manual	
Waverley Community Survey 2003	
Waverley Council Style Guide	$20
Waverley and Woollahra Joint LEP Bondi Junction Commercial Centre 1991	$30
Waverley and Woollahra Bondi Junction Commercial Centre Urban Design DCP	
Waverley and Woollahra Bondi Junction Commercial Centre DCP (Draft)	$30
Waverley and Woollahra Local Disaster Plan	
Waverley Local Environmental Plan 1996 with amendments	$30
Waverley Local Environmental Plan 1996 – LEP Zoning map	$35
Waverley Local Environmental Plan 1996 – LEP Heritage map	$25
Waverley in the Mid 90's `Profile and Forward Plan of Community Needs - 1994 (individual chapters available)	
Waverley Park Plan of Management	$10
Waverley Telecommunications and Radio Communications DCP No 37 (draft)	$30

Y

Youth Services Policy

STATEMENT OF AFFAIRS

The 2004 Statement of Affairs for Waverley Council is available from Waverley Council Chambers. Telephone (02) 9369 8129.

CONTACT ARRANGEMENTS

Request for information and access to documents can be directed to

Bronwyn Kelly
Director Corporate and Technical Services
Waverley Council
P O Box 9
BONDI JUNCTION 2022
Telephone 9369 8115

Formal requests under the Freedom of Information Act 1989 and Privacy and Personal Information Protection Act, 1998 must be made in writing and be accompanied by payment of an application fee.

Waverley Council's Offices are located on the Corner of Bondi Road and Paul Street, Bondi Junction, 2022. These offices are open to the public from 8.30a.m. to 5.00p.m. Monday to Friday. Waverley Library is at 32-48 Denison Street, Bondi Junction and is open Monday to Friday from 10.00a.m. to 9.00p.m., Saturdays from 9.30a.m. to 3.00p.m and on Sundays from 1.00p.m. to 5.00p.m.

Kim Anson
General Manager
25 November, 2004

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
WELLINGTON COUNCIL

In accordance with Section 14(1)(b) of the Freedom of Information Act, this Summary of the Statement of the Affairs of the Wellington Council is provided.

SECTION 14(3)(A) THE COUNCIL'S POLICY DOCUMENTS

The following policy documents are available at the Council's Office for inspection:

- Code of Conduct
- Code of Meeting Practice
- Contribution Plans
- Corporate Plans
- Delegations of Authority Register
- Development Control Plans
- Disaster Plans
- EEO Management Plan
- Emergency Management Plan
- Emergency Services Policy
- Environmental Planning Instruments
- Expenses and Facilities Policy
- Fence Policy/Code
- Financial Management Plan
- Interim Development Orders
- Internal Reporting Policy
- Local Approvals Policy
- Local Environmental Planning Instruments
- Local Orders Policy
- Management plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- Revenue Policy
- Section 94 Contributions Plans
- State of the Environment Report
- Tree Preservation Order
- Advertising Code
- Bush Fire and Emergency Manuals
- Fees and Charges Policy
- Occupational Health and Safety Code
- Private Use of Council Vehicles Policy
- Annual Report
- Auditors Report
- Business Papers
- Disclosures Register
- Investment Register
- Building Certificate Records
- Building Application/Approval Records
- Development Application/Consent Records
- Local Environmental Plan 1995
- Section 94 Contributions Plan
- Development Control Plan No 1

- Flat Code and Car Parking Code
- Draft Bed and Breakfast Accommodation 1997
- Footway Restaurants and Footpath Obstructions
- Draft Rural Lands Development Control Plan 1986
- Montefiores Development Control Plan No 2
- Wellington Development Control Plan No 1/1992 "Narroogal Park Estate"
- Draft Geurie Development Control Plan No 2
- Payment of Expenses and Provision of Facilities to Mayor and Councillors
- Competitive Neutrality Complaints Handling Procedure
- Code of Practice – Councillors Access to Information and their Interaction with Staff
- Model Privacy Management Plan

SECTION 14(3)(B) THE COUNCIL'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Council is that of 2003/2004 which was prepared as at 30 June 2004. Copies of the document are included as an attachment to the Wellington Council 2003/04 Annual Report, on Council's website www.wellington.nsw.gov.au or from Council's Administration Centre, Nanima Crescent, Wellington NSW.

SECTION 14(3)(C)(D) COUNCIL'S CONTACT ARRANGEMENTS

Any Freedom of Information inquiries concerning the Council's activities should be directed to:

Mr Allan Dive
Director, Corporate Services

Wellington Council
Nanima Crescent
PO Box 62

WELLINGTON NSW 2820
Telephone (02) 6845 2099
Fax (02) 6845 3354
Email; mail@wellington.nsw.gov.au
Internet; www.wellington.nsw.gov.au
Council's Office Hours are 9.00 am to 5.00 pm

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

WILLOUGHBY COUNCIL
Agency No. 2234

Council has the following policy documents, registers, reports, codes, Local Environmental Plans and Development Control Plans available for inspection:

POLICY DOCUMENTS

Administrative

- Advertising
  - * Amplification - election campaigning
  - * Council's ovals
  - * Litter Bins
  - * Public Telephone Boxes
- Anonymous Material
- Complaints Handling Procedures
- Contracts
- Corporate Image
- Council Flyers
- Council Agendas
- Council Seal
- Documents - Amending/Reviewing
- Exhibition of Items
- Files - Access To
- Freedom of Information Act - File access/tape recordings of Council meetings, etc
- Freedom of Information - Ombudsman Guidelines
- House/Property Numbering
- Interviews & Calls - Documenting of same
- Key to the City
- Management, Audit & Reporting Procedures in Relation to Out-sourced Projects
- Mobile Phones
- Personal Computers
- Petitions
- Plaques - history detail/corporate image
- Representations to Governments
- Surveillance Camera Tapes – Access
- Tenders

Building/Development/Planning

- Construction Certificate Accredited Certifier
- Building Certificates
  - * Refund of Fees No 1
  - * Refund of Fees No 2
- Building Setback Controls - Gibbes St/Eastern Valley Way - Light Industrial Area
- Buildings - Judgement of Height
- Council-owned land - Owner's Consent Building/Development Applications
- Development Applications
  - * Assessment when Council is applicant
  - * Assessment by Community Services
  - * Conditions of Consent - Artarmon Industrial Area
  - * Public Display

- Dividing Fences Act - Council Responsibilities
- Extended Trading Hours - Car dependent activities
- Fees - DAs - Heritage Controls
- Floor Space Bonus - Designation of Community Facilities
- Informal Planning Meetings
- Linen Plans - Release of
- Mediation in Approval Process (by an external Mediator)
- Neighbour Notification
  * Section 149A (Bldg Certs)
  * Policy for Building Works & Development Applications
  * Development Applications - on-site requirements
  * Copies to Councillors - DAs
  * Proposed Conservation Areas
- Rezoning - Exhibition of Documents
- Setbacks - Pacific Highway
- Site Excavation Work & Rock Removal
- Skateboard Ramps
- Stormwater Pollution Control
- Telecommunications Towers

Community

- Access Policy Statement
- Access and Equity Policy
- Child Care Facilities - Guidelines for Development
- Commission/Charities - Chatswood Town Centre
- Community Copying Service
- Community Grants & Subsidy Scheme - Cash Grants
- Council Crest - Use of by Community Organisations
- Display of Publicity Banners
- Endorsement of Local Community Organisations
- Floor Space Bonus - Designation of Community Facilities (go to Building)
- Internet Access
- Long Day Care Centres
- Meeting Venues - (for use by Progress Associations)
- Out of Schools Hours Policy & Procewdures
- On-going Concessional Hire of Council Facilities
- One-off Concessional Hire of Council Facilities
- Racists/Offensive Messages & Material in the Library
- Recycling Receptacles in Public Places
- S356 Donations to Charity Groups
- Sponsorship
- Sports Assistance Scheme
- Tennis Courts - Lighting of
- Waste Free Events

Council and Councillors

- Local Govt Assoc. Annual Conference Attendance
- Conferences – Reporting
  (For payment of expenses, etc. please refer to policy for payment of expenses/provision of facilities to Councillors)
- Code of Conduct
- Committees
  * Committee Meeting/Function Times
  * Council Committees
  * Recommendations of Committees involving expenditure
  * Non-S377 Committees - General Administration
  * S377 - Advertising of Vacancies
  * S377 Committees - General Administration
- Council Meetings

    * Addressing Meetings
    * Code of Meeting Practice
    * Delivery of Business Paper/Additional Items
    * Format of Meetings/General
    * Staff Matters - staff input
    * Tape Recordings
- Councillors
    * Access to Information & Interaction with Staff
    * Car Parking
    * Code of Conduct
    * Conflicts of Interest
    * Gifts & Benefits
    * Legal Assistance
    * Payment of Expenses & Provision of Facilities
    * Protected Disclosures Act 1994
    * Contacting Council's Legal Advisers
- Inspection Committee (Procedures)
- Ward Inspections - Delegation of Authority & Procedures

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- Cashier's Shortages
- Expenditure on Plant/Equipment
- Filming Fees
- Investments
- Petty Cash - Expenditure of
- Purchasing
- Rates – Brochures with notices
- Recycling Crates - Loss of
- Refunds - School Holiday Activity Centres
- S 356 Donations to Charitable & Community Groups
- Veterinary Costs - Seized Dogs

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- Children's Services Division - General hygiene & communicable diseases
- Code of Conduct
- Conferences - Attendance by employees
- Council Vehicles - Private use of
- Gratuities
- Higher Grade Pay
- Interest-Free Loans
- Local Govt Assoc. Annual Conference - Staff attendance
- Public Service Medal Nomination
- References for staff
- Rehabilitation Policy/Procedure
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    * Personal Protective Clothing & Equipment
- Service Awards
- Smoking in the Workplace
- Staff Matters - Senior staff input when Council deals with staff matters
- Staff - Pre-employment Medical Examination
- See also Human Resources Policies and Procedures Manual

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- Artarmon Industrial Area - Footpath paving/street tree planting
- Bushcare Program
- Horses - Grazing of on open land
- Mowing of nature strips

- Noxious Weed Bamboo
- Park Furniture (memorial plaques)
- Sporting Fields/Ovals
  * Line Marking
  * Sunday use for Competitions
  * Provision of Lighting
- Street Trees
  * Lopping
  * Tree Planting generally

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- Bicycle Parking Spaces – Administration building
- Bookings - Conditions of Hire - Civic Centre/Bailey Hall
- Footway Merchandise Display Policy
- Footway Restaurant Policy
- Property Maintenance - Leased Premises
- Civic Centre - Removal of Scenery by Musical Societies
- Trumper Pavilion - Chatswood Oval - Use of Kitchen
- Tennis Courts - Northbridge (hire of)
- Tennis Courts – Lease of
- Sale or Lease of Council Land

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- Damage to private sewer mains from roots growing in nature strips and public parks
- Drainage Contribution Plan
- Inter-allotment drainage
- Kerb ramps - wheelchairs
- Kerb crossings - construction/materials
- On-site stormwater detention
- Rainwater Tanks
- Street Signs - House Numbering

Traffic/Transport/Parking

- Bicycle Racks - Provision of
- Bus Shelters
- Carparking Facilities - Foreshore areas zoned Residential 2(a) from Forsyth Park to Clive Park

ENVIRONMENTAL PLANNING INSTRUMENTS

- Willoughby LEP 1995 (as amended)
- Regional Environmental Plan No 5, Chatswood City Centre, (as amended)

PARKS PLANS OF MANAGEMENT

- Bicentennial Reserve and Flat Rock Gully
- Forsyth Park (includes Northbridge Baths)
- Willoughby, Bales, OH Reid Memorial, Naremburn and Greville Street Parks
- Castlecove Park and Castlecove Golf Course
- Griffin Reserves Castlecrag
- West Ward Parks
- Sportsfields
- Chatswood CBD Parks
- Generic Bushland
- East Ward Parks
- Foreshore Cottages Castlecrag
- Naremburn Ward Parks
- Northbridge Ward Parks
- Middle Harbour Ward Parks
- Cortile Reserve, Castlecrag

SECTION 94 CONTRIBUTION PLANS

- Open Space, Recreation and Community Facilities
- Child Care
- Drainage
- Car Parking
- Road and Traffic/Transport Management
- St Leonards Roadworks
- Chatswood City Centre – Open Space & Recreation Facilities

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- 4 Chatswood Fringe Area
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- 23 Willoughby Local Housing Program
- 24 207 Pacific Highway
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- 31 63 Archer Street
- 32 Railway Street Site

MANAGEMENT PLAN AND BUDGET 2003 – 2008

Council has created a Management Plan and Budget that details Council's vision, goals and strategic planning for the period 2003 – 2008

STATEMENT OF AFFAIRS

In accordance with the Freedom of Information Act, a Statement of Affairs was prepared during December 2004..

CONTACT ARRANGEMENTS

Requests for access to documents held by Council should be directed to :

The Public Officer
Willoughby City Council
P O Box 57
CHATSWOOD 2057

Enquiries can be made via:

Phone 02 9777 1000
Fax 02 9411 8309 or
Email email@willoughby.nsw.gov.au

Information on Council services and activities and Council Minutes and Agendas can be obtained via Council's Internet Site:

www.willoughby.nsw.gov.au

Council's office hours are 8:30 am to 5:00 pm, Monday to Friday (except Public Holidays).

John C Owen
GENERAL MANAGER
December 2004

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
WOLLONGONG CITY COUNCIL

SECTION 1 - POLICY DOCUMENTS

The Council has the following policy documents available for public inspection and/or sale:

A LOCAL ENVIRONMENTAL PLANS

Illawarra Planning Scheme Ordinance
Wollongong Local Environmental Plan No 38 (as amended)
City of Wollongong Local Environmental Plan 1990 (as amended)

B DEVELOPMENT CONTROL PLANS (as amended)

DCP 1 Railway Street, Corrimal
DCP 3 Market Square Park
DCP 6 Commercial and Industrial Standards
DCP 7 Kirrang Avenue, Wollongong
DCP 9 Residential Standards Part 1 and Part 2
DCP 11 Baywood Avenue, Dapto
DCP 12 Surfside Drive, Port Kembla
DCP 15 Coledale
DCP 17 William James Drive, Cordeaux Heights
DCP 18 Surfside Drive, Port Kembla
DCP 19 Point Street, Bulli
DCP 20 Cordeaux Heights Estate
DCP 21 Fords Road, Thirroul
DCP 22 Otford Village
DCP 23 Small Rural Holdings, West Dapto
DCP 24 Porters Farm, Mount Keira
DCP 26 "The Byrn", Mount Keira
DCP 28 Cox's Avenue/Daniel Street, Corrimal
DCP 29 Mount Kembla Village
DCP 31 Cordeaux Road and William James Drive, Mount Kembla
DCP 32 Pioneer Beach Estate, Woonona
DCP 33 Princes Highway, Bulli Pass
DCP 34 Helensburgh Commercial Centre
DCP 35 Old Drive-in Site, Fairy Meadow
DCP 36 Hopman Crescent/Nolan Street, Berkeley
DCP 37 Paynes Road, West Dapto
DCP 38 Gloucester Boulevarde/Gallipoli Street, Port Kembla
DCP 39 Horsley, West Dapto
DCP 40 Kembla Grange Equestrian Estate
DCP 41 Springhill Road, Coniston
DCP 42 Heritage Development
DCP 43 For the Keeping of Pigeons
DCP 44 Cormack Avenue, Dapto

DCP 45 Reddalls Road, West Dapto
DCP 46 Fair Trading
DCP 47 Yallah Tourism Zone
DCP 48 Notification of Development and Building Applications
DCP 49 Multi Dwelling Development
DCP 50 O'Briens Road Figtree
DCP 00/6 Industrial Land at Berkeley

C CODES, POLICIES AND GUIDELINES

Shop Top Housing Policy
Dual Occupancy and Granny Flat Policy
Tree Preservation Order
Informal Planning Conference Policy
Guidelines for the Management of Stormwater from Developments in the City of Wollongong
Requirements for On-site Detention Storage
Manual of Requirements for the Subdivision of Private Lands
Guidelines for the Provision of Child Care Facilities
Local Ethnic Affairs Policy Statement
Policy for the Development of Land which is or is likely to be subjected to Subsidence or Slip
Policy for the Demolition of Buildings
Policy for the Erection of Fences
Waterproofing of Wet Area Code
Development of Sloping Sites Code
Code to reduce the Susceptibility of a Building to Termite Attack without the use of Chemicals
Code for Outdoor Advertising Signs
Code for Assessment of Potential Noise associated with Development
Control of Food Premises Code
Code for Construction and use of Food Vending Vehicles
Section 94 Contribution Plans
Policy for the Construction of Retaining Walls
Urban Consolidation Policy
Policy for Public Access to Information
Records Procedures
Staff Policy
Purchasing Policy
EEO Policy
Internal Reporting Policy
Code of Safety
Local Approvals Policy
Accounting Policies
Risk Management Policy
Code of Ethics for Contractors
Alcohol Free Zones Policy
Major Events Policy
Policy for Wollongong CBD Parking
Policy for Car Parking at North Beach
Siting of Telecommunications Facilities
Policy for Brothels, Escort Agencies, Therapeutic Massage Clinics, Sex Shops
Keeping of Animals or Birds
Disposal of Impounded Items

Illawarra Emergency Bush Fire Plan
Waste Collection and Disposal from Premises
Kerbside House Numbering
Bed and Breakfast Accommodation
Use of Fill at Construction Sites
Policy on Exempt Development
Policy on Complying Development
Notification Policy for Development Proposals
Development Application Referral Guidelines to Access Committee
Local Area Policy for Central City Urban Design Assessment

D GENERAL PUBLICATIONS

Code of Conduct
Code of Meeting Practice
Annual Report
Annual Financial Reports
Auditor's Report
Management Plan
Policy for Payment of Expenses incurred by and the provision of facilities to Councillors
Council's Land Register
Register of Investments
Returns of the Interests of Councillors and designated persons
Business Papers for Council and committee Meetings
Minutes of Council and Committee Meetings
Register of Delegations
Records of Approvals granted and decisions made on Appeals concerning Approvals
Records of Building Certificates
Plans of Land proposed to be compulsorily acquired by the Council
Leases and Licences for use of Public Land classified as Community Land
Plans of Management for Community Land
Register of Council Policies

SECTION 2 - STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30 June 2004 is available free of charge from the Public Officer.

SECTION 3 - CONTACT ARRANGEMENTS

Enquiries in relation to access to documents held by Council may be made to:

The Public Officer - Ms Lyn Kofod
Wollongong City Council Administration Building
41 Burelli Street
WOLLONGONG NSW 2500
Telephone 4227 7092
between 9.00 am and 5.00 pm weekdays

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

WOOLLAHRA COUNCIL
(FOI Agency No. 2239)
December 2004

SECTION 1 - POLICY DOCUMENTS

The Council has the following Policy documents available for public inspection and/or sale.

a. Local Environmental Plans

- Woollahra LEP 1995.
- Woollahra LEP No 27 – relevant to Strickland House, Vaucluse

b. Development Control Plans

- Residential Development Control Plan 1999.
- Woollahra Residential Development Control Plan 1998 (limited application)
- Residential Development Control Plan 1995.
- Development Control Plan for Off-Street Car Parking Provisions and Servicing Facilities.
- Bishopscourt Development Control Plan.
- The Edgecliff Commercial Centre Development Control Plan.
- Double Bay Centre Development Control Plan.
- Development Control Plan for School and College Development.
- Development Control Plan for No 9 Cooper Park Road, Bellevue Hill.
- Development Control Plan for Access to and Within Buildings.
- Hawthornden Development Control Plan.
- Development Control Plan for 188 Oxford Street Paddington [Royal Hospital for Women DCP].
- Babworth House Development Control Plan.
- Paddington Development Control Plan.
- Rose Bay Centre Development Control Plan.
- Development Control Plan for 118 Wallis St, Woollahra.
- Development Control Plan for part of 13 Albert Street, Edgecliff.
- Woollahra Development Control Plan – Exempt & Complying Development.
- Development Control Plan for Advertising and Notification of Development Applications and Applications to Modify Development Consents
- Watsons Bay Development Control Plan.
- Woollahra Heritage Conservation Area Development Control Plan.
- Residential Development Control Plan 2003.
- Kilmory Development Control Plan.
- Telecommunications and Radiocommunications DCP

c. Codes

- Landscape Code (11/7/88).
- Code for the Control of Fencing (25/6/84; amended 9/7/84/ re-affirmed 23/9/85).
- Code for Tennis Courts (27/3/89).
- Code for Siting of Swimming Pools (27/9/82).
- Code for Spa Pools, Hot Tubs and Similar Structures (13/6/89).
- Private Stormwater Code (1/2/90).
- Code for Television Antenna and Radio Transmitters/Aerials (13/3/89).
- Code for Satellite Communication Dishes and Similar Structures (13/3/89)
- Code for the Installation of Solar Hot Water Heating (9/5/88)
- Code for Building Sites (14/3/91)
- Code for the Control and Regulation of Noise on Building Sites (13/6/89).
- Food Premises Code (9/6/88).
- Facilities and Servicing Code - Shopping Centres and Groups of Shops (12/3/84).
- Footpath Restaurant Code (12/3/79; amended 26/5/86; 21/1/90).

- Code for Advertising Signs (1987).
- A Code relating to the Provision of Off-Street Car Parking Space and Servicing Facilities (12/7/78) (Applies to the Bondi Junction Commercial Centre only).
- Underground Cabling Code 1997
- Mobile Phone Towers & Public Health Code (1997)

d. Policies, Strategies, Guidelines

- Policy for the Application of State Environmental Planning Policy No 1 - Development Standards (20/1/86).
- Medical and Para-Medical Consulting Rooms (22/5/78).
- Development Control Guidelines for the Provision of Foreshore Open Space and Access (26/8/91).
- Urban Run-Off Management Strategy (27/5/91).
- Urban Tree Management Policy (Nov.97), which contains Tree Preservation Order (25/8/75; amended 16/1/96).
- Double Bay Strategic Plan (26/6/95)
- Amusement Centre Policy (1980)
- Heritage Report Information Requirements for development within conservation areas
- Heritage Report Information Requirements for development within conservation items
- Heritage Report Information Requirements for demolition of buildings within the Woollahra Municipality
- Unauthorised Uses, Buildings or Works (approved 12 July 1999)
- Playground Policy (11/3/2002)
- Playground Strategy (11/3/2002)
- Community Partnership Program (26/8/2002)

e. General Publications

- Code of Meeting Practice
- Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy
- Register of Disclosures by Councillors and Designated Persons
- Code of Conduct
- Register of Council Policies
- Annual Report
- Annual Financial Report and Estimates
- Auditors Report
- Management Plan
- State of Environment Report
- Statement of Affairs
- Register of Investments
- Register of Delegations
- Register of Building Certificates
- Minutes of Council and Committee Meetings
- Business Papers for Council and Committee Meetings
- Councillors Access to Information & Their Interaction with Staff Policy
- Soil & Water Management 1998
- Significant Trees Register – July 1991
- Tree Preservation Order
- Special Requirements for Structural Details for Earthquake Design (Nov 1995)
- Guidelines for Selection and Engagement of Consultants.
- Protected Disclosures Policy
- Workplace Change
- DA Register
- Development Consent Register
- Woollahra Social Plan 2002-2005
- Conflict of Interest Policy
- Privacy Management Plan
- Committee Policies and Procedures
- Application Assessment Panel Policy and Procedures

f. Section 94 Contribution Plans

- Woollahra Section 94 Contribution Plan (2002)
- Royal Hospital for Women Section 94 Contribution Plan (9/2/98)

g. Plans of Management

In accordance with the Local Government Amendment (Community Land Management) Act 1998, the Council is currently revising all Plans of Management. Until this process is finalised, the Plans of Management already adopted (below) will apply:

- Rushcutters Bay Park (1998)
- Yarranabbee Park (1998)
- Redleaf (1997)
- Woollahra Park (2001)
- Cooper Park (2001)
- Trumper Park (1996)
- Robertson Park (2004)
- Christison Park (1996)
- District Park (1996)
- Natural Area (Foreshore) (1996)
- Local Parks (1995)
- Regional Parks (1996)
- General Community Use (1996)
- McKell Park (1995)
- Drainage Reserves (1997)
- Harbourview Park (2001)
- Sir David Martin Reserve (2004)
- Lyne Park (2003)

SECTION 2 - STATEMENT OF AFFAIRS

Council has published a Statement of Affairs as at June 2004.

SECTION 3 - CONTACT DETAILS

Copies of these documents are available from the Customer Service Centre, Woollahra Council:

536 New South Head Road, Double Bay
Email: records@woollahra.nsw.gov.au
Telephone: (02) 9391-7000
Fax: (02) 9391-7044

or

PO Box 61
Double Bay NSW 1360

GOVERNMENT DEPARTMENTS

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

DEPARTMENT OF ENERGY, UTILITIES AND SUSTAINABILITY
December 2004

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CONTENTS

1. Foreword
2. Access arrangements, procedures and contact points
3. Statement of Affairs
4. Policy documents held

ASSOCIATED AGENCIES

1. FOREWORD

The Department currently has a staff of approximately 145 and assists the NSW Government in choosing and implementing the best strategies for promoting the sustainable, safe, reliable and affordable supply and use of energy and urban water services. It also develops and implements appropriate frameworks to improve the performance of energy industries and urban water utilities.

The Department's functional responsibilities include developing and implementing policies on greenhouse, energy and water, demand management programs, and energy networks safety and performance. It is also responsible for the provision of financial and technical assistance to local water utilities from the Country Towns Water Supply and Sewerage Program to upgrade water supply and sewerage schemes, implement integrated water cycle management planning, and ensure best practice management of these important assets.

The Department also delivers social programs for energy worth over $85 million per annum including pensioner rebates, life support rebates and the energy accounts payment assistance scheme.

2. ACCESS ARRANGEMENTS, PROCEDURES AND CONTACT POINTS

Locations

The Department is located at Level 17, 227 Elizabeth Street, Sydney NSW 2000. All policy documents held by the Department are available from this address or the Department's Internet site.

Times

Business hours in which the Department is open to the public are from 8.30 am to 4.30 pm, Monday to Friday.

Note: The Fish River Water Supply Scheme, administered by the Department to 31 December 2004, is to be transferred to the State Water Corporation effective 1 January 2005. For inquiries after 1 January 2005, please contact State Water on (02) 6841 2000.

Access to information about Department of Energy, Utilities and Sustainability

Enquiries about the Department may be made by telephone, fax, mail, email or on the Department's internet site. Some records, for example Registers, may only be examined in person within the Department.

- Telephone: (02) 8281-7777
- Fax: (02) 8281-7799
- Energy Information Line 1300 136 888
- Postal address: 227 Elizabeth Street, Sydney NSW 2000.
  GPO Box 3889, Sydney, NSW, 2001
- Email address: information@deus.nsw.gov.au
- Internet address: www.deus.nsw.gov.au

Access to personal files by members of staff

Staff have access to their own file at any time, and do not need to use FOI procedures or pay fees to do so. Staff also have the right to object to any information on their file or its use, and where information is inaccurate to have it amended. Members of the public who were previously staff members are also permitted to see their personal files.

Staff members and ex-employees wishing to inspect their personal files should apply directly to the Manager Human Resources, DEUS.

Access to material available under legislative requirements for inspection

Please direct all requests in the first instance to the Legal Project Officer on (02) 8281-7422.

Access to other material under Freedom of Information Act 1989

Please direct all requests in the first instance to the Freedom of Information Manager, Department of Energy, Utilities and Sustainability, at the above address. Freedom of Information applications should be submitted in writing and include a $30 application fee for both personal and non-personal information.

A processing charge of $30 per hour after the first 20 hours also applies to requests for personal information while all other requests attract a processing charge of $30 per hour.

A 50% reduction in fees and charges applies in some situations such as pensioners or non-profit organisations experiencing financial hardship (supporting documentation must be provided).

3. STATEMENT OF AFFAIRS

The latest Statement of Affairs for the Department of Energy, Utilities and Sustainability and associate bodies was made available in June 2004. Copies of the latest Statement of Affairs may be obtained from the Department at no cost.

4. POLICY DOCUMENTS HELD

Following are policy documents held by the Department which can be made available for inspection or purchase. Documents marked with an asterisk (*) are available from its website.

Corporate

- Annual Report 2000/2001*
- Annual Report 2001/2002*
- Annual Report 2002/2003*
- Annual Report 2003/2004*
- Privacy Management Plan

Energy Policy Documents

- NSW Statement of System Opportunities 2001*
- Coordination of Electricity Network Planning in NSW
- National Electricity Code (registered copy)
- Ministerial Council on Energy – communiqués – 2001 to date
- Electricity Retail Competition Information Sheets (various)*
- Way Forward on Underground Electricity – September 2002
- MEU Research Report on Undergrounding Electricity Cables – January 2002
- AGL Shareholding Limitations*
- Market Operations Rule (Arranged Connection Services) Rule No. 1 of 2001*
- Market Operations Rule (Network Use of System) Rule No. 2 of 2001*

- Market Operations Rule (NSW Rules for Electricity Metering) No. 3 of 2001*
- Market Operations Rule (NSW Transfer Rules for Retail Electricity Supply) No. 4 of 2001*
- Market Operations Rule (Retailer of Last Resort) No. 5 of 2001*
- Marketing Code of Conduct for Energy – June 2002*

Full Retail Competition

- Shopping Around for Electricity and Gas — Your Questions answered — December 2001*
- Full Retail Competition – Customers Exercising Choice - (updated monthly)
- Gas Retail Market Business Rules To Support Retail Competition in Gas – January 2002
- Gas Network Code for Full Retail Competition – Guidelines – December 2001*
- Minister Approves the Gas Market Company's Retail Market Scheme – October 2001*
- Buyers of Gas on the Wholesale Market - April 2001
- NSW Policy Framework to Support Full Retail Competition in Gas – December 2000*
- Shopping Around for the Best Deal on Gas*
- Gas Retailer (authorised supplier) Contacts*
- Demand Management Code for Electricity Distributors
- NSW Business to Business Arrangements
- Market Operation Rules (NSW Gas Retail Business Systems Interfaces) 2001*

Consumer Protection

- Marketing Code of Conduct – June 2002*
- Retailer of Last Resort Policy Paper – December 2001*
- Payment Difficulties*
- Gas Customers Can Now Take Their Complaints to the Ombudsman – October 2001

Concessions

Guidelines for Electricity Retailers on:

- Pensioner Energy Rebate Scheme – 1 July 2004
- Life Support Rebates Scheme – 1 January 2003
- Energy Account Payment Assistance Scheme – 1 July 2003
  (revised guidelines to be implemented 1 January 2005)

Guidelines for Community Welfare Organisations on:

- Energy Accounts Payment Assistance Scheme, January 2004

Greenhouse and Sustainable Development:

- Benchmarks Position Paper, Greenhouse – Related Licence Conditions for Electricity Retailers*
- Greenhouse Gas Emissions from Electricity Supplied in NSW: Emissions Workbook (October 2000)*
- Greenhouse Trading — An Operational Specification for the Phased Introduction of a Nation-Wide Greenhouse Emissions-Trading Framework for Australia*

Benchmark Rules and Sustainable Energy Research and Development Fund (SERDF) documentation:

- Greenhouse Gas Benchmarks Rule (Compliance) No. 1 of 2003*
- Greenhouse Gas Benchmark Rule (Generation) No. 2 of 2003*
- Greenhouse Gas Benchmark Rule (Demand Side Abatement) No. 3 of 2003*
- Greenhouse Gas Benchmark Rule (Large User Abatement Certificates) No. 4 of 2003*
- Greenhouse Gas Benchmark Rule (Carbon Sequestration) No. 5 of 2003*
- Sustainable Energy Research and Development Fund 2003 Public Call for Project Proposals*

Government Energy Management Policy:

- Energy Use in NSW Government Operations 1999/2000
- Government Energy Management Policy*
- Start-up Kit*
- Small Agency Model*
- NSW Energy Data Gathering and Reporting (EDGAR) System

Electricity, Gas and Pipeline Networks

- Electricity Network Performance Report 2000-2001*
- NSW Code of Practice - Demand Management for NSW Distributors — September 2004

- Scheme for the Accreditation of Service Providers to undertake contestable works Level1/Level 2/Level 3*
- Codes of Practice for:
  - Contestable Works
  - Service and Installation Rules
  - Installation Safety Management
  - Electricity Service Standards
- Annual Reporting Requirements for Gas Network Operators*
- Annual Reporting Requirements for Licensed Pipeline Operators*
- ISSC Codes of Practice and Guidelines* (Industry Safety Steering Committee)
- Guide for Measurement of Interference caused by Cathodic Protection and Railway Drainage Systems*
- Electricity Network Performance Report Network Operator Report Outline
- NSW Electrolysis Committee Constitution
- Electrolysis Technical committee of NSW Terms of Reference
- Gas Networks Annual Report 2001-2002
- Licensed Pipelines Annual Report 2001-2002

Water Systems

Policies:

Specific Natural Resource Policies

Assets:

- Conditions of Financial Assistance to Local Water Utilities for Provision of Capital Works, 2004

Operational:

Resource quality maintenance:

- Concurrence Guideline for Liquid Trade Waste Discharges to the Sewerage Systems, January 2002

Social Impacts:

- Drought Relief for Country Towns

Manuals:

Assets:

- Manual of Practice Flow Measurement within Existing Sewerage Systems
- Manual of Practice, Sewage Pumping Station Design
- Manual of Practice, Sewer Design
- Water Management – A Demand Management Manual for Water Utilities, 1998
- Handbook on Affordable Water Supply and Sewerage for Small Communities, 1999
- NSW Reference Rates Manual for Valuation of Water Supply, Sewerage and Stormwater Assets, 2003
- Water Supply Investigation Manual, Amended February 1990

Guidelines:

Administration:

- Water and Sewerage Infrastructure Delivery Options 1999 Resource supply and allocation:
- Water Management Act 2000, A Guide to Town Water Entitlements, August 2001

Assets:

- Syndicate Benchmarking for Water Supply and Sewerage, 1997
- NSW Financial Planning Model – User Manual & Financial Planning Guidelines 2000
- Planning for Community Involvement in Water and Sewerage Projects, 1995
- Strategic Business Plans for Water Supply and Sewerage Schemes: Guidelines for Preparation
- Environmental Guide to the Management of Local Government Water Supply, Sewerage and Drainage Services, 1997
- Asset Management Guidelines for Water Supply and Sewerage Schemes, 1992
- The Management of Giardia and Cryptosporidium in Town Water Supplies, Edition 2, 1999
- NSW Code of Practice - Plumbing and Drainage – Edition No 2 1999
- Plumbing & Drainage Circulars P&D01 to P&D19

- Water Supply and Sewerage Management Guidelines
- Biosolids Management for Country NSW (1997)
- Small Town Sewerage - Guidelines on Financial Assistance and Implementation of Affordable Systems 1997
- Town Water Entitlements – The Reasonable Entitlement Model, Feb. 2002
- Integrated Water Cycle Management for NSW Local Water Utilities, October 2004

Safety and health:

- NSW Guidelines for Urban and Residential Use of Reclaimed Water, May 1993

Service pricing and conditions:

- Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002
- Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, 2002
- Best-Practice Management Guidelines for Water Supply and Sewerage, 2004

Reports:

Resource quality and productivity:

- Sewerage Inflow & Infiltration Management Study (1996)
- Report on the Bathurst full scale Demonstration Plant (for Biological Enhanced Phosphorus Removal) April, 1997
- Reuse of Alum Sludge from Water Treatment Plants June 2000
- Tertiary Filtration in Sewerage Treatment – An Overview June 2000

Service pricing and conditions:

- Reuse of Alum Sludge from Water Treatment Plants, DLWC, July 2001
- A study of Algal Growth Inhibition Using Artificial Shading, DLWC, November 1998
- NSW Water Supply and Sewerage Performance Comparisons, 1998/99
- NSW Water Supply and Sewerage Performance Comparisons, 1999/00
- NSW Water Supply and Sewerage Performance Comparisons, 2000/01
- NSW Water Supply and Sewerage Performance Monitoring, 2001/02*
- NSW Water Supply and Sewerage Performance Monitoring, 2002/03*

Fish River Water Supply Scheme

- Annual Reports, 1989/9, 1999/2000, 2001/2, 2002/3, 2003/04

Sustainable Energy (formerly SEDA)

- SEDA Annual Report 2002-2003 *
- SEDA Annual Reports 2001-2002, 2000-2001
- SEDA Corporate Plan 2003-2005*
- National Green Power Accreditation Document Version 3 (on behalf of the National Green Power Accreditation Steering Group)

Associated Agencies

For the purposes of the Freedom of Information Act 1989, the Energy Corporation of New South Wales is also included by this Summary of Affairs. The Corporation does not have any nominated policy documents.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

COBAR WATER BOARD
December 2004

This Summary of Affairs document is published in July and December each year, as required under Section 14(1)(B) and (3) of the Freedom of Information Act, 1989.

This document is the eighteenth publication of the Boards Summary of Affairs. It contains information on the Policy and Procedure documents available at the Council Chambers and the contact name, address and times for obtaining access to the Board's documents.

Stephen Wall,
SECRETARY.

SECTION 1 - POLICY DOCUMENTS

The Cobar Water Board has the following policy documents available for inspection, distribution and purchase:

- Annual Financial Statements
- Annual Estimates
- Annual Report 2003/2004
- Auditors Reports
- Business Papers for Board Meetings
- Minutes of Board Meetings
- Correspondence
- Working Papers
- Administrative Memoranda
- Statement of Affairs
- Protected Disclosures Policy
- Disability Action Plan
- Y2K Compliancy Reports
- GST Compliancy Reports

SECTION 2 - STATEMENT OF AFFAIRS

The Statement of Affairs of the Cobar Water Board is available free of charge.

SECTION 3 - CONTACT ARRANGEMENTS

The principal officer of the Board under the Freedom of Information Act 1989 is:

Mr Stephen Wall
Secretary
Cobar Water Board
Po Box 8
COBAR NSW 2835

Telephone: (02) 6836 5888
Facsimile: (02) 6836 5889

Inspection of the Policy Documents may be arranged by contacting the above officer during normal office hours and at the address as set out below:

Cobar Water Board
C/- Cobar Shire Council Offices
Linsley Street
COBAR NSW 2835

Normal Office Hours:
8.00am-4.00pm
Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

NEWCASTLE PORT CORPORATION
December 2004

SECTION 1 - POLICY DOCUMENTS AND PUBLICATIONS

Newcastle Port Corporation's Policy Documents are:

- Corporate Business Plan
- 2004/2005 Statement of Corporate Intent
- Guarantee of Service
- Newcastle Port Corporation Incident Control System
- Environmental Management Manual and Environmental Plan
- Shiphanding Safety Guidelines
- Policy files in Records Section; and
- 2004-05 Total Asset Management System

Information Documents and Videos:

- 2003-04 Newcastle Port Corporation (NPC) Annual Report
- 2004 Tide Chart and Information Handbook
- Year in Review video
- Schedule of Port Charges
- Marketing/Staff Newsletters
- NPC Fact Sheets
- NPC Website www.newportcorp.com
- Multi Purpose Terminal (MPT) www.newcastlempt.com.au
- MPT Brochure; and
- South Arm Environmental Impact Statement

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Corporation was published in June 2004 and is available as a separate document by contacting the FOI co-ordinator.

SECTION 3 – CONTACT DETAILS

Contact arrangements for Newcastle Port Corporation are:

Michael Dowzer, FOI Co-ordinator
Ph. (02) 4985 8215
Cnr Scott & Newcomen Streets
NEWCASTLE NSW 2300

Email to mail@newportcorp.com

Inspection or purchase may be arranged during normal business hours. Most of the documents listed above are available for inspection or purchase upon application to the NPC FOI contact point. Requests under the Freedom of Information Act for access to documents held by the NPC must be made in writing with a $30 fee.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

THE PARLIAMENTARY COUNSEL'S OFFICE
December 2004

SECTION 1 POLICY DOCUMENTS

The following documents are available (price, if any, is in brackets):

- Annual Report ($8.45)
- Corporate Plan
- Code of Conduct
- EEO Management Plan
- Ethnic Affairs Priorities Statement
- Guarantee of Service
- Manual for the Preparation of Legislation ($15.00)
- Manual for the Drafting of Non-Government Legislation ($4.50)
- Privacy Management Plan
- Review and Redesign of NSW Legislation ($30.00)

Most of these documents are also accessible via the Office's website (www.pco.nsw.gov.au).

SECTION 2 STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Parliamentary Counsel's Office was published in the 2003–2004 Annual Report of the Office. Copies of the Statement can be obtained (free of charge) by contacting the FOI Co-ordinator.

SECTION 3 CONTACT ARRANGEMENTS

Written inquiries concerning the procedures for inspecting or obtaining the Parliamentary Counsel's Office policy documents should be made to:

The FOI Co-ordinator
Parliamentary Counsel's Office
GPO Box 4191
SYDNEY NSW 2001

Inquiries may also be made to the FOI Co-ordinator by telephone between the hours of 8.30am–5.30pm ((02) 9228 7235), facsimile ((02) 9232 4796), or e-mail (parliamentary.counsel@pco.nsw.gov.au).

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
PUBLIC TRUSTEE
Agency No 52

SECTION 1 – POLICY DOCUMENTS

General

- Corporate Plan
- Annual Reports
- Level of Authorities
- Guarantee of Service
- Fraud Control Strategy
- Code of Conduct & Ethics
- Training & Procedure Manuals
- Complaints Handling Procedures
- Protected Disclosure Procedures
- Waste Management Plan
- Ethnic Affairs Policy Statement
- Investment Policy Documents
- Privacy Plan
- Risk Management Policy and Plan
- Gifts & Benefits Policy

Promotional Brochures and Information Publications

- Will your assets end up in the right hands? - General
- The experience of 900,000 Wills can work for you - Wills
- Looking after your life's work is our work - Executor
- A helping hand with managing your financial affairs - Private Client Services
- Who can you trust with your Trusts? - Trusts
- Facts on Fees
- Privacy and Public Trustee NSW
- 2004 Annual Report
- PT Connect - external client newsletter
- ScriPT - internal staff newsletter
- Guide for Beneficiaries
- Guide for Wills
- Guide for Trust Clients
- Financial Services Guide
- Beneficiary Communication Plan
- The Public Trustee's Common Fund Portfolios 2003/04

Human Resources Policies

- Acceptable Use Policy
- Casuals Policy
- Code of Conduct Policy
- Disability Action Policy
- Equal Employment Opportunity
- Ethical Work Practices Policy
- Filling Substantive Vacancies
- Filling Temporary Positions
- Financial Assistance for Studying
- Flexible Work Practices

- Harassment Free Workplace Policy
- Human Resources Strategic Plans 1 & 2
- Living Away From Home Allowance
- Management of Recreation Leave
- Meals & Travel Allowances
- Mufti Day Dress Code
- Office Security
- OH&S Policy
- Options for Relief
- Procedures for Responding to Poor Performance
- Rehabilitation Policy
- Resolving Grievances in the Workplace
- Sick Leave
- Travel Allowances
- Use of Eligibility Lists
- Workforce Profile
- Working From Home Policy
- Workplace Injury Management

Other Languages

Public Trustee brochures on products and services are also printed in Arabic, Chinese, Croatian, Greek, Italian, Macedonian, Polish, Spanish and Vietnamese.

SECTION 2 – STATEMENT OF AFFAIRS

The Public Trustee's current Annual Report (describing the operation, functions, structure of the organisation and publications available) serves as the Public Trustee's latest Statement of Affairs.

SECTION 3 – CONTACT ARRANGEMENTS

Public access to documents held by the Public Trustee will be subject to the Freedom of Information Act Schedule 1 Part 2 and Schedule 2. The Public Trustee is an exempt body when exercising functions of executor, administrator or trustee.

Requests for information should be made in writing or by telephone between hours 8.30 am – 4.30 pm to:

General Counsel
Level 4
19 O'Connell Street
SYDNEY NSW 2000
Telephone: (02) 9252 0523

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
NEW SOUTH WALES TREASURY CORPORATION

SECTION 1 - POLICY DOCUMENTS

New South Wales Treasury Corporation has an integrated policy framework comprising Board governance and corporate policies.

The policy documents below can be inspected or obtained between the hours of 8:30 am and 5:30 pm Monday to Friday. Prior arrangements should be made with the FOI Coordinator. Documents are available free of charge.

Documents relating to the Corporation's borrowing, investment and asset and liability management functions are exempt (Schedule 2: Exempt Bodies and Offices).

Governance Policies

Conduct of Board business
Integrated policy framework
Internal audit
Risk management policy statement
Roles of Board and Chief Executive

Regulatory Compliance Policies

Code of Ethics - Corporate practices and conduct

Risk Management Policies

Business Risk
Advisory services policy
Awarding business
Balance sheet limits
Business continuity management policy
Corporate sponsorship
Investment Facilities guidelines
New products
Permitted instruments
Portfolio management as agent
Pricing
Proxy voting
Structured and tax effective financing

Business Strategic Risk

Capital
Lending to Local Government
Strategic planning

Credit Risk

Counterparty credit risk
Managed funds counterparty credit risk
Settlement risk

Market Risk

Foreign exchange exposure
Funding risk
Interest rate risk

Operational Risk

Administrative practices
Human resource management
Information management policy
Information technology
Operating authorities and delegations
Operational risk
Reporting

SECTION 2 - STATEMENT OF AFFAIRS

New South Wales Treasury Corporation's Statement of Affairs was updated in August 2004. The Statement is set out in Appendix A of the Corporation's Parliamentary Annual Report for the year ended 30 June 2004. The Report may be obtained, free of charge, from the Corporation between the hours of 8:30 am and 5:30 pm Monday to Friday.

SECTION 3 - CONTACT ARRANGEMENTS

Applications under the Freedom of Information Act for access to documents held by New South Wales Treasury Corporation are to be accompanied by a $30 application fee and directed to the FOI Coordinator.

Address: New South Wales Treasury Corporation
Level 22
Governor Phillip Tower
1 Farrer Place
SYDNEY NSW 2000

Telephone: (02) 9325 9325

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS

of the

UNIVERSITY OF WOLLONGONG
December 2004

THE UNIVERSITY'S POLICY DOCUMENTS

For the purpose of this summary, University's policy documents include all documents, which have a bearing on the affairs of the University and which

- contain interpretations, rules, guidelines, statements of policy, practices or precedents,
- particulars of any administrative scheme,
- manner of administration of any legislative instrument or administrative scheme,
- procedure for investigation of any contravention of any legislative instrument or administrative scheme,

that affect rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject. The four key University policy documents are the University Calendar, Annual Report, University Council Minutes and Codes of Practice.

The University of Wollongong website incorporates all policy documents for public access at http://www.uow.edu.au. Relevant policies are listed below.

The University has implemented a central electronic records management system in accordance with NSW State Records Act 1998. Documents held on this system are accessible to campus-wide users within University access delegations.

OTHER RELEVANT POLICY DOCUMENTS

Listed below are the policies relevant to this document. All documents can be found on the University's website or by contacting the University FOI and Privacy Officer.

University Organisation & Governance

University of Wollongong Act 1989 (as amended)
University of Wollongong By Law 1991
Equal Employment Opportunity and Affirmative Action
Children on Campus Policy
Policy for People with Disabilities
Sexual Harassment
Use of University Name
Guidelines on Conflicts of Interest in Close Personal Relationships
Copyright
Freedom of Information
Privacy
Management of University Records
Library Code of Conduct
University Archives Policy
Information Access Policy

Teaching & Learning

Academic Planning, Performance and Evaluation
Course and Subject Approval Procedures
Minimum Enrolment Guidelines

Subject Quota Guidelines
Scholarship and Prizes Approval Process
Admission to Undergraduate Courses
Advanced standing
Policy Guidelines for Double Degrees
Alternative Assessments for Examinations for Students with a Disability
Special Consideration Policy
Plagiarism
Policy and Guidelines on Non discriminatory Language Practice and Presentation policy
Rules for Student Discipline
Student Grievance Resolution
Policy on Ethical Objection by Students to the use of Animals and Animal Products in Coursework Subjects.
Tuition Fees Policy
Fees Discount, Waivers and Refunds Procedures

General Course Rules
General Rules for Bachelor, Graduate, Post Graduate, Masters (Coursework/Research), Doctoral
Admission
Enrolment
Variation of Course
Variation of Subjects
Time Limits for Course Completion
Leave of Absence
Exclusion Rule
Conferral of Awards
Advanced Standing
Information Literacy's Requirement
Minimum Mathematics Requirement
Assessment Rules eg: General Assessment Rules, Performance, Examines, Pass, Granting Awards
Ownership of Work and Intellectual Property
Thesis and Research Degree Rules
Refusal of Registration

Research
Animal Research Guidelines
Human Research Ethics Guidelines
Human Research Ethics Complaints Policy
Human Research Ethics Committee Telephone Interviewing Policy
Fees for Human Research Ethics Committee Review
Authorship Policy
Intellectual Property Policy

Health and Safety
Occupational Health and Safety Policy
Smoke Free Workplace Policy
Asbestos Policy
Manual Handling Guidelines

Contaminated/Hazardous Waste Disposal Guidelines
Emergency Management Plan
Contractor Safety Guidelines
Emergency Procedures for Contractors
First Aid Guidelines
Injury Management Policy
OH&S Performance Measurement and Reporting Guidelines

IT Policies
IT Acceptable Use Policy
Internet Access Policy
Email Access Policy
Telephone Policy
Music, Video and Software Privacy Policy
IT Server Security Policy
Web Proxy Policy
User Account Management Policy

Personnel Policies
Client Service and Complaints Handling
Close Personal Relationships
Code of Conduct (University Staff)
Conflict of Interest Policy
Corruption Prevention Policy
Advertising, Recruitment, Selection and Induction – Academic Staff
Appointment of Deans
Appointment of Associate Deans
Casual Employment – Pert Time Teaching
Early Start Lectureships
Fellows Appointment
Selection Process – General Staff
Casual/Limited Term Employment Policy

STATEMENT OF AFFAIRS / ANNUAL REPORT

The University's most recent Statement of Affairs / Annual Report was issued on 30 April 2004. The report is available on the web at http://www.uow.edu.au/about/uowannualreport2003.pdf. This document provides details of administrative and academic activities, affiliated organisations and financial accounts for the calendar year. Detailed contents include:

Letter to Minister

Introduction to UOW 2003

- Vision & Mission Statements
- Strategic Goals 2002-2005
- Guiding Principles
- History
- UOW in 2003
- UOW Organisational Structure

Vice-Chancellor's Review of 2003

Achievements 2003

- Governance, Planning & Review: including a guide to the University Council and Academic Senate; Strategic Planning & Quality; Reviews & Feedback; Corruption Prevention & Risk Management; Freedom of Information; Privacy;
- Student-Centred Learning & Teaching: including Ethnic Affairs Priority Statement; Student-Centred Learning and Teaching; 2003 in Review; Fostering the Attributes of the Wollongong Graduate; Supporting student learning; Providing quality teaching programs; Encouraging excellence and innovation in teaching;
- Research & Innovation: including Research Funding 2003; Review of Research Management and Planning; Research Strengths; Effective partnerships with international, national and regional organisations and industry; Specific examples of research collaborations and partnerships in 2003; UOW Existing Areas of Research Strength; Provide a quality research training experience for Higher Degree Research students; Increase UOW's capacity to capitalise on the outcomes of its research;
- International Perspectives: including Key international alliances; Programs for an international multicultural context; Cultural sensitivity and understanding among staff and students; Diversification of the student profile; Excellence in support services for international students; Positioning the University to compete in the international market
- Community Partnerships: including Applying UOW Research and Expertise for Community Benefit; Educational, cultural and social development of regional communities; Example and Leadership in Environmental Sustainability

Students 2003

- The Student Experience
- Residential Accommodation
- Student Advocacy
- Indigenous perspectives promoting reconciliation
- Student Profile: outlining enrolment statistics of students

Staff 2003

- Full-time and Fractional Full-time Staff 1994-2003
- University Code of Conduct
- Supporting Equal Opportunity and Social Justice
- Improvement of Staff Policies & Processes
- Career Development
- Managing Industrial & Employee Relations
- Best Practice in Occupational Health and Safety

Resources 2003

- University Library: including Contribution to Core Activities; Quality Assurance; Facilities
- Information Technology Services: including Planning & Communication; Core Server and Application Infrastructure
- Campus Facilities: including Sustainability; Safety; Projects and Management; Feedback; Land Holdings & Disposals
- Controlled Entities: including Illawarra Technology Corporation Limited; Wollongong UniCentre; University Recreation & Aquatic Centre

Fact and Figures 2003

- Appendix A: University Organisational Structure; Senior University Officers
- Appendix B: University Council; Academic Senate; Senior Advisory Committees
- Appendix C: FOI Statistics; EEO Statistics
- Appendix D: Academic Promotions
- Appendix E: Major Works

Finance 2003

- Financial Report: which includes University and Subsidiaries Financial Performance; Donors and Benefactors; Matters Raised by the Auditor-General

- University Council Statement
- Independent Audit Report
- Financial Statements

The Annual Report is available on the University of Wollongong web site http://www.uow.edu.au/about/uowannualreport2003.pdf.

UNIVERSITY COUNCIL MINUTES

Council Minutes are a record of the policy decisions taken by the University Council. These are available via the Council Secretary. Council meetings are open to members of the public on request.

University Council details are available from: http://www.uow.edu.au/governance/council.html.

CODE OF PRACTICE DOCUMENTS

- **Code of Practice - Students:**

  Defines the responsibilities of students who, with staff, share an active participation to ensure that teaching is conducted efficiently and effectively, enabling students to achieve their maximum potential. It contains guidelines with regard to plagiarism, subject information, reviewing of assessment marks and grades, and late submission of work.

- **Code of Practice - Teaching and Assessment:**

  Defines the responsibilities of staff in relation to the teaching and the assessment of student performance. It recognises the aim of University teaching as "to enable students to reach their highest possible level of learning during their time of enrolment and to prepare them for life-long learning". Further, staff collectively then "are responsible for ensuring that the design, management and teaching of their subjects facilitate effective learning". Also of importance is the equitable treatment of all students, hence the University is to ensure congruence between the stated student outcomes with content and assessment of subjects.

- **Code of Practice – Honours:**

  Similarly, the Code of Practice – Honours outlines the teaching and assessment process for honours students and supervisors. It outlines the responsibilities of the University and of the Academic Unit, assessment procedure, and the procedure to follow for grievances with assessment and supervision.

- **Code of Practice - Practical Placements:**

  The University acknowledges the importance of practical placements as a learning experience that enables students to develop their knowledge and skills. As such, the Code of Conduct outlines the expectations of students, supervisors and the University in the undertaking of practical placements.

- **Code of Practice - Supervision:**

  Research training at a University involves the active participation of both staff and students. The responsibility to ensure research is done in the most beneficial, effective and efficient manner rests on the University collectively. While the primary responsibility rests with the student the Code also defines the responsibilities of the University, of the Academic Unit, and the Supervisor, as well as the assessment and grievance procedures.

- **Code of Practice - Research:**

  The Code sets out guidelines for the undertaking of Responsible Practice of Research. It outlines the approval process for research, best practice with regard to research, and outlines penalties for research misconduct.

Codes of Practice are published in the University Calendar and are available from the University Handbook main-page http://www.uow.edu.au/handbook.

DESIGNATION OF FOI OFFICER

The designated officer of the University, to whom enquiries concerning the procedures for inspecting the Agency's policy documents can be directed, is the FOI and Privacy Officer. Any inquires concerning access to the University's policy documents and Statement of Affairs can be made during office hours (Monday to Friday, 9.00 am to 5.00 pm) to:

FOI & Privacy Officer
Legal & Commercial Unit
Administration Building (36)
University of Wollongong
Wollongong NSW 2522
Telephone: (02) 4221 3277

ACCESS TO THE UNIVERSITY'S POLICY DOCUMENTS

The University has developed a comprehensive website and has worked towards moving all appropriate documents to the University web address http://www.uow.edu.au. This approach facilitates open access to information and negates approaches to the University FOI Co-ordinator to gain access to copies of most documents.

Documents not currently available on the University website are available in hardcopy from relevant sections of the University.

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