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OF THE STATE OF
NEW SOUTH WALES

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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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

FOI

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 *Freedom of Information 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 Government Advertising and Information *two weeks* prior to these dates.

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

SUMMARY OF AFFAIRS

of the

ALBURY CITY
FOI Agency No. 2070

SECTION 1 – POLICY DOCUMENTS

The following is a list of the documents held by the Council and which are available for perusal by members of the public at Council's Customer Service Centre:

- Adjoining Owners Notifications
- Agendas for Council & Committee Meetings
- Annual Report
- Auditors Report
- Building Approval Records
- Building Certificate Records
- Council 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 Registers (includes the following policies):

Part A – Public Policies

- Access to the Built Environment
- ACPAC – Subsidised use of
- Audit Committee Charter
- Banners for Display Policy
- Camping on Lake Hume Foreshore
- Child Protection Policy
- Code of Conduct for Councillors, Staff & Delegates
- Code of Meeting Practice
- Community & Social Planning Policy
- Complaints Management Policy & Procedures
- Councillors – Payment of Expenses and Provision of Facilities for
- Cultural Plan 2004/05 – 2008/09
- Debt Recovery Policy
- Equal Employment Opportunity Policy (EEO)
- Fees & Charges Policy (Sports Grounds)
- Financial Assistance Policy
- Footpaths Policy
- General:
    - Albury Lawn & Monumental Cemeteries & Crematorium
    - Sewer Mains – Construction of Buildings adjacent to or over mains
    - Tree Preservation Order
- Investment Policy
- Local Environment Plan 2000 – Albury (DCP & LEP Policies Index)
- Media Liaison Policy
- No Smoking Policy
- OH&S & Rehabilitation Policy Statement
- Pigeon Policy (Keeping of Pigeons)
- Public Notification Policy
- Purchasing and Tendering Policy

- Recruitment and Selection Policy
- Revenue Policy
- Risk Management Policy
- Sheds in the Residential (Low Density) Zone and the Residential Areas of the Township Zone
- Signs as Remote Supervision Policy
- Sponsorship Policy
- Street and Outdoor Activities Policy *(incorporating Street Advertising Policy)*
- Street Parades, Marches, Rallies and other Public Assemblies Policy & Guidelines
- Trade Waste Policy
- Unsealed Roads in the Rural (living) Zone Policy
- Volunteer Policy
- Waiving of Fees for Development Applications/Construction Certificates
- Water supply in the living zone – local Policy
- Youth Policy

Part B – Internal Policies

- Absentee Policy
- Annual Leave in Non-Peak Periods Policy
- Appeals Policy
- Banked Rostered Days Off Policy
- Carparking – AlburyCity Administration Building
- Corporate Credit Card Policy
- Corporate Sponsorship Donations Policy
- Corporate Uniform Policy
- Disciplinary Policy
- Electronic (E-mail) Policy
- Emergency Service and Defence Force Reserve Leave
- Fleet Safe Policy
- Flexible Work Arrangements
- Gathering Information Policy
- Grievance and Dispute Policy
- Higher Duties Policy
- Internal Reporting Policy
- Internet Access Policy
- Investment Policy
- Leasing Council Property Procedure
- Loss of License Policy
- Motor Vehicle Policy
- Performance Management Action Plan Policy
- Problem Solving/Grievance/Dispute Procedures
- Purchasing and Tendering Policy
- Records Management
- Return to Work Program
- Salary Packaging Policy
- Salary System Policy
- Staff Recognition Policy
- Staff Exit Policy
- Training and Development Policy
- Plans of Management for Community Land
- Register of Committees & Working Parties
- Section 64 and 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 30 December 2005. This document is available for inspection at Councils Customer Service Centre, 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:

Customer Service Team Leader
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

SECTION 1 – COUNCIL POLICIES

Below is an index of Council's Policy Manual. The complete Policy Manual is stored electronically and the index can be accessed via the Web www.armidale.nsw.gov.au. Policies can be requested by contacting the Public Officer, refer contact details at the end of this report.

CORPORATE		**Date of Adoption**
POL001*-Corporate	Economic Development and Incentives Policy	July 2003
POL002*-Corporate	Environment Policy	September 2000
POL003*-Corporate	Complaints Management	July 2006
POL004*-Corporate	General Conditions for Sponsorship Arrangements	September 2000
POL005*-Corporate	Competitive Testing Policy	September 2000
POL007*-Corporate	Internal Reporting Policy	July 2006
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	October 2006
POL011-Corporate	Sister City and Overseas Friendship Policy	September 2000
POL110-Corporate	Rural Fire Service	February 2005
POL112-Corporate	Smoking in the Workplace Policy	October 2000
POL114*-Corporate	Disaster Recovery Plan (Revised Aug 2005)	October 2000
POL115-Corporate	Records Management Policy	October 2000
POL116-Corporate	Private Work Policy	October 2000
POL121*-Corporate	Disability Action Plan	September 2004
POL128-Corporate	Asset Sustainability	August 2001
POL137-Corporate	Library Collection Development Policy	July 2003
POL143*-Corporate	Community Social Plan	October 2004
POL144*-Corporate	Library Community Information Display	December 2004
POL145*-Corporate	Museum Collection Management	February 2005
POL146*-Corporate	Privacy Management Plan	April 2006
POL149-Corporate	Principles of Multiculturalism	March 2005
POL157-Corporate	Privacy Policy	February 2006
POL158-Corporate	Risk Management Policy	February 2006
POL159-Corporate	Procurement Policy	March 2006
POL160-Corporate	Recorded Tapes of Council Meetings	July 2006
POL164-Corporate	Gifts and Benefits	September 2006
POL165-Corporate	Library Use and User Code of Conduct	September 2006
POL167-Corporate	Interaction between Councillors and Staff	May 2007
DRAINAGE and TOTAL CATCHMENT MANAGEMENT		
POL037*-Drainage	Stormwater Drainage and Flooding	October 2000
POL038*-TCM	Floodplain Management Policy	December 2003
POL013*-Executive	Payment of Expenses and Provision of Facilities to Councillors	October 2006
ENGINEERING		
POL119*-Engineering	Engineering Code	September 2000
FINANCE		
POL020-Finance	Trust Fund	February 2006
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
POL152-Finance	Investment Policy	July 2005
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
POL147*-Parks	Sportsgrounds – Plan of Management	February 2005
POL148*-Parks	Parks – Plan of Management	February 2005
POL155-Parks	Cemeteries – Erection and Maintenance of Monuments	June 2006
POL156-Parks	Cemeteries – Placement of Flowers, Tributes and Ornaments	June 2006
POL161-Parks	Plan of Management for Parks – General Community Use	August 2006
POL162-Parks	Plan of Management for Bakers Creek Reserve	July 2004
POL163-Parks	Plan of Management for Drummond Park	July 2004
PERSONNEL		
POL014*-Personnel	Equal Employment Opportunity Policy	October 2000
POL015-Personnel	Motor Vehicle 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	June 2006
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
POL166-Personnel	Employee Dress Code – Indoor Staff	October 2006
REGULATORY		
POL048*-Regulatory Plan 1999	Armidale Local Approvals Policy and Development Control	September 2000
POL049*-Regulatory	Residential Development Code	September 2000
POL050*-Regulatory	Parking Code 2005	July 2005
POL051*-Regulatory	Industrial Development Code	September 2000
POL052*-Regulatory	Enterprise 10 Zone Development 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	January 2005
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	March 2005
POL072-Regulatory	Contaminated Land Policy	June 2005
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)	September 2006
POL135-Regulatory	Aquatic Centre Patron Code of Conduct	November 2004
POL139*-Regulatory	On Site Waste Disposal Policy	December 2003
POL167-Regulatory	Policy on Enforcement and Prosecutions	October 2006

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
POL168-RiskMgt	Fraud Policy	February, 2007

ROADS

POL032-Roads	Limit of Council's Road Maintenance Liability	February 2006
POL033-Roads	Policy for Location of Vehicular Footpath Crossings	February 2006
POL034-Roads	Kerb, Guttering and Footpaths	February 2006
POL035-Roads	Vehicular Driveway Construction	February 2006
POL086-Roads	Events on Public Roads	February 2006
POL087-Roads	Stock Grids on Public Roads	February 2006
POL092-Roads	Dedication and/or Maintenance of Public Roads	February 2006
POL093-Roads	Dust Laying Seals on Public Roads	February 2006
POL094-Roads	Grazing Permits on Public Roads	August 2002
POL097-Roads	Management of Road Reserves	October 2000
POL141-Transport	Rural Bus Stop Policy	February 2006

TRANSPORT

POL098-Transport	Armidale Regional Airport – Fees and Charges	October 2006
POL099-Transport	Armidale Regional Airport – Car Rental Concessions	June 2006

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
POL151-Utilities	Domestic Rainwater Tanks	June 2005
POL153-Utilities	Water Supply Demand Management Plan 2005	July 2005
POL154-Utilities	Water Supply Drought Management Plan 2005	July 2005

COMMSERV

POL168-CommServ	Aboriginal Action Plan	June 2007

SECTION 2 – STATEMENT OF AFFAIRS

The annual Statement of Affairs for Armidale Dumaresq Council was published on 30 June 2007 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 the
ASHFIELD MUNICIPAL COUNCIL

SECTION 1 – POLICIES, CODES AND PRACTICES

In accordance with the Freedom of Information Act 1989, Council holds the following documents, which may be accessed for information, inspection and/or purchase. Each document is available and copies of individual pages may be obtained, by contacting Council's Public Officer referred to in Section 3.

POLICIES, CODES AND PRACTICES

- Change of Property Numbers Policy
- Charity Street Stalls and Street Collection Policy
- Code of Conduct
- Code of Meeting Practice
- Collection Development Policy
- Competition Policy
- Complaints Handling Policy
- Council Corporate Name Policy
- Culturally Diverse Society Principles Policy
- Design Verification Policy – State Environmental Planning Policy No.65
- Development Control Plan 2007
- Donations Policy
- Eligibility for Pension Rebates on Rates and Charges Policy
- Filming on both Public and Private Property within the Ashfield Municipality
- Footpath Repair and Maintenance Policy
- Internal Reporting Policy – Protected Disclosures Act
- Investment Policy
- Joining Ashfield Library Policy
- Library Community Noticeboards Policy
- Local Ethnic Affairs Policy
- Media Relations Policy
- Mediation Policy
- Mobile Street Vending Policy
- Mowing of Verges Policy
- Naming of Public Reserves Policy
- Outdoor Dining and Footpath Trading Policy
- Payment of Expenses and Provision of Facilities to Councillors Policy
- Planting of Additional Trees and Shrubs in Parks and Reserves Policy
- Privacy and Personal Information Act
- Protect Our Ratepayer's Confidential Information Policy
- Provision of information to Councillors and interaction between Councillors and Staff
- 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
- Sponsorship Policy
- Stormwater Easements Policy
- Stormwater Management Code
- Street Furniture Policy
- Sustainable Ashfield: ESD Policy

- Telecommunications 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

Council's most recent 'Statement of Affairs' publication is produced under the provisions of section 14 (2) of the Freedom on Information Act 1989. Persons wishing to inspect or obtain a copy of this publication should contact Council's Public Officer referred to in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

All enquires regarding gaining access to the policy documents, access via Freedom of Information and/or the Privacy Information Protection Act, should be directed in to:

Helen Tola
Public Officer
Ashfield Municipal Council
260 Liverpool Road
Ashfield NSW 2131
or
PO Box 1145
Ashfield NSW 1800
Telephone: (02) 9716 1800
Facsimile: (02) 9716 1911
Email: ashcncl@ashfield.nsw.gov.au
Website: www.ashfield.nsw.gov.au
Office Hours: Monday to Friday (8.30am – 5.00pm)

It is strongly suggested that members of the public, telephone our Public Officer before attending Council or lodging applications to ensure that documents are available and/or can be made available when required. Some codes, policies and practices are available for downloading from Council's Website – www.ashfield.nsw.gov.au

KEN GAINGER,
General Manager

FREEDOM OF INFORMATION ACT 1989
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SUMMARY OF AFFAIRS
of the
AUBURN COUNCIL
(FOI Agency No. 2073)

SECTION 1 – POLICY DOCUMENTS

Auburn Council maintains the following Policy Documents:

- Access to Council Records
- Art Purchases
- Advertising – Public Notices
- Auburn Local Approvals Policy
- Bonding of Development Works and Deferment of Contributions
- Community Committees
- Child Protection
- Collection Development
- Community Language Aide
- Corporate Wardrobe
- Correspondence Acknowledgement
- Customer Response/Complaint Handling
- Disability Access
- Dealing with Difficult complainants
- Debt Recovery
- Dividing Fences – Shared Funding
- Donations
- Driveways, Footpaths and Kerb & Gutter Construction
- Emergency and Evacuation
- Erosion & Sediment Control from Building Sites
- Electronic Mail Policy
- Fact Finding Tours by Elected Members and Staff
- Filling of Land
- Flood Prone Land Development
- Food Shop Standards
- Golf Course – Pensioner Concessions
- Internet Policy
- Investment Policy Review
- Keeping of Animals
- Kerb Side Numbering
- Landscape
- Leasing or Hire of Council's Sporting and Recreational Facilities
- Mobile Garbage Bins
- Motor Vehicle
- Naming of Streets
- Ombudsman
- Operation of Civic Centre, Susan Street, Auburn
- Outdoor Eating Areas
- Activities in Public Places
- Public Access to Internet – Auburn Library
- Public Lighting
- Rate Reduction for Charitable and Religious Groups
- Rate Reduction for Pensioners
- Relatives Accommodation
- Reward for Reporting Vandalism
- Records Management
- Sporting Fields
- Strata Subdivisions
- Tape Recording of Council Meeting
- Use of Council Reserves
- Use and Disposal of Council Plant and Equipment
- Vehicle Access Crossing

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs has been prepared to 31 December, 2006. This is available for inspection at Council's Administration Building.

SECTION 3 – ACCESS TO INFORMATION

Requests for access to documents under the Freedom of Information Act should be made in writing and addressed to Council's Freedom of Information Officer as follows:-

Director, Business & Finance
Auburn Council
PO Box 118 TELEPHONE: (02) 9735 1222
AUBURN NSW 1835 FACSIMILE: (02) 9643 1120
Personal applications and enquiries can be made between the hours of 8.30am and 4.00pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989
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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

A01 Amphitheatre
B01 Busking
B02 Banner Poles
B03 Backyard Burning
C01 Caravan Parks – Holiday Vans
C02 Caravan Parks – Long Term Residents
C03 Child Protection
C04 Councillor Expenses and Facilities
C05 Corruption Prevention
C06 Code of Conduct
C07 Code of Meeting Practice
C08 Corporate Sponsorship
C09 Complaints Management
D01 Donations – Financial Assistance
D02 Donations – Community Halls – Capital Works Assistance
D03 Donations – Rates & Charges
D04 Donations – Assistance with Council Fees for Community Groups
D05 Donations – Australian Representation
D06 Donations – In-Kind Assistance for Sporting & Cultural Events & Community Works on Public Land
D07 Donations – Insurance for Environmental Volunteer Groups
D08 Development Applications Relying on Vehicular Access from Unsealed Rural Roads
E01 Erosion and Sedimentation Control
F01 Footpaths & Cycleways – Inspection, Evaluation & Maintenance
F02 Fundraising for Community Groups
F04 Filming
G01 Grazing of Stock on Rural Roads
H01 Hardship Assistance for Rates and Annual Fees
I01 Investments
I02 Interaction between Councillors and Staff
L01 Land Development Reserve – Management
L02 Liquid Trade Waste
M01 Markets
O01 On-Site Sewage Management Plan
P01 Protected Disclosures
P02 Privacy Management Plan
P03 Public Art
P04A Pesticide Use
P04B Pesticide Notification Plan
P05 Planning Agreements
P06 Private Use Fire Protection Zones (Use of Council Public Land)
P07 Property Investment & Development
R01 Richmond Room Hiring Conditions
R02 Risk Management

S01 Special Events
S01 Street Tree Inspection
U01 Unused Public Roads – Short Term Leases
V01 Vehicle Signs
W01 Website Direct Links
W02 Water Metering

Planning Documents

Ballina Local Environmental Plan
Ballina Shire Combined Development Control Plan
Ballina Shire Development Control Plan – Exempt and Complying Development
Cumbalum Structure Plan
Lennox Head Community Aspirations Strategic Plan
Lennox Head Structure Plan
Social & Community Plan
State of the Environment Report & Snapshot
Sustainability Plan – People, Place, Prosperity
Wardell Community Based Heritage Study
Wardell Strategic and Landuse Plan

Section 64 (EPA) – Developer Servicing Plans

Water Supply Infrastructure Development Servicing Plans
Sewerage Infrastructure Development Servicing Plans

Section 94 (EPA) – Developer Contribution Plans

Ballina Road
Ballina CBD Car Parking
Community Facilities & Open Space
Heavy Vehicle Traffic
Lennox Head Village Centre Car Parking
Parks & Reserves

Site Specific – Plans of Management

Ballina Coastal Reserve
Chickiba Lakes Acid Sulphate Soils & Wetland
Generic Plan of Management for Community Land
Lake Ainsworth
Maguires Creek Catchment
Northlakes & Lakeside Estates
Seven Mile Beach
Shaws Bay, East Ballina Estuary (Vol 1 & 2)
Single Coastal Reserve
Williams Reserve
Hampton Park

Environmental – Plans of Management

Urban Stormwater

Vegetation – Plans of Management

Seven Mile Beachfront
Seven Mile Beach
West Lake Ainsworth
Shaws Bay Escarpment
Angels Beach
Maguires Creek Catchment
Sharps Creek to Shag Rock
Shelly Beach to Lighthouse Beach
Patches Beach
Western Shelly Beach
Lennox Point

Inland Vegetation – Plans of Management

East Ballina Crown Reserve

Little Fisheries Creek Reserve
Duck Creek Reserve
Duck Creek High Conservation Value

Inland Vegetation – Plans of Management

Hutley Road Reserve
Lumley Park
Rainforest Way
Tintenbar Hall Reserve
Killen Falls
Willow Bank
Western Chilcotts Creek
Mercer Park
Dalwood Scrub Rainforest

Internal Policies

Advisory Committees – Guide to Operations
Carers Leave
Debt Recovery (Employee)
Drug & Alcohol Misuse
Education Assistance
Equal Employment Opportunity
Electronic Mail (Email) & Internet Access
Harassment Prevention
Immunisation (Staff)
Internal Audit
Leave
Loss of Licence
Maternity Leave
Motor Vehicle (Light)
Nineteen (19) Day Month
Occupational Health & Safety (Statement)
Personal Protective Equipment Allocation (PPE)
Purchase & Supply of Goods & Services
Records Management Plan
Recruitment
Remote Access
Safe Driving
Salary Sacrifice
Salary System
Smoke Free Workplace
Software Usage
Staff Support
Tendering
Training Plan
Travelling Allowance
Uniform
UV Protection

Other Documents

Alstonville Landscape/Streetscape Plan
Annual Management Plan
Annual Report
Ballina Aerodrome Emergency Procedures Manual
Ballina CBD Masterplan
Ballina District Bushfire Management Plan
Ballina Floodplain Management Study
Ballina Urban Land Release Strategy
Ballina Retail Strategy
Ballina Shire Coastline Hazard Definition Study
Ballina Shire Coastline Interim Measures & Action Plan

Cities for Climate Protection Local Action Plan
Lake Ainsworth Crown Reserve Master Plan
Local Disaster Plan
Recreational Boating Study
Wardell & Cabbage Tree Island Flood Study
Wardell Landscape/Streetscape Plan
Water & Sewerage Infrastructure Plan

SECTION TWO – STATEMENT OF AFFAIRS

Council's latest Statement of Affairs was produced in June 2007 and is available on Council's website www.ballina.nsw.gov.au

SECTION THREE – CONTACT ARRANGEMENTS

Requests for access to Council's documents are dealt with in accordance with **Section 12** of the **Local Government Act**, **Freedom of Information** (FOI) Act and Council's **Privacy Management Plan**. In addition, the **Privacy & Personal Information Protection Act** sets requirements in relation to disclosure of personal information.

To access information contained in Council's files and associated records; members of the public should contact Council's **Records Section**. Wherever possible, informal access will be arranged and if copies of documents are required, photocopying charges will apply. Where informal access is not possible (ie. the information relates to another person or not available under Section 12), formal FOI procedures and associated fees will apply.

The Records Officer is Council's **FOI Officer**. Applications for information under the FOI Act should be accompanied by a $30 application fee (reductions apply for pensioners). In addition to the application fee, a $30 per hour processing fee is charged for all requests to access documents that are not pertaining to the applicant's personal affairs and cannot be obtained under other legislation such as the Local Government Act.

The General Manager is Council's **Public Officer**. If you have difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Enquires should be addressed as follows:

Public Officer
Ballina Shire Council
Cnr Tamar & Cherry Streets
PO Box 450
BALLINA NSW 2478

Telephone 02 6686 4444
Facsimile 02 6686 7035
Email council@ballina.nsw.gov.au
Website www.ballina.nsw.gov.au

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

SUMMARY OF AFFAIRS
of the
BATHURST REGIONAL COUNCIL

SECTION 1 – POLICY DOCUMENTS

Bathurst Regional Council maintains the following documents:

- Adjoining owners notification (see Advertising and Notification of Development Applications DCP)
- Annual Report
- Auditor's Report
- Business papers
- Bathurst Aerodrome – Part 1, Manual
- Bathurst Aerodrome – Part 2, Emergency Plan
- Bathurst Aerodrome – Part 3, Emergency Procedures
- Bathurst CBD Beautification Scheme 1998
- Bathurst CBD Car Parking Strategy 2001
- Bathurst Community Needs Assessment 1999
- Bathurst Conservation Area Management Strategy Pilot Study 2001
- Bathurst City Council Cultural Plan 2000
- Bathurst Demographic Profile 1999
- Bathurst Economic Development Strategy 2003
- Bathurst/Evans Local Disaster Plan
- Bathurst Heritage Study 1990
- Bathurst Housing Strategy 2001
- Bathurst Housing Strategy 2003 Supplementary Report Medium Density Housing
- Bathurst Local Approvals Policy 2000
- Bathurst Local Area Bike Plan 1993
- Bathurst Open Space Study 1993
- Bathurst Pedestrian Access Mobility Plan 2001
- Bathurst Retail Strategy 1999
- Bathurst Signage Strategy 2003
- Bathurst Social and Community Facilities/Services 1999
- Bathurst Strategic Access Plan 2000
- Bathurst Structure Plan 1994
- Bathurst Traffic Study 1997
- Ben Chifley Dam – Dam Safety Emergency Plan
- Blue Green Algae Action Plan
- Building Certificate records
- Building and construction certificate application/approval records
- Car Parking Code
- Cemetery records
- Civil Engineering Construction Specification
- Code of Conduct
- Code of Meeting Practice
- Code for the installation of swimming pools
- Contributions Plans (see Policy Manual Section 94)
- Development Application/consent records
- Delegations Register
- Development Control Plans (see Policy Manual LEP's, DCP's Local Approval Policy)
- Developer Contributions Plans (water and sewerage)
- Disclosures Register
- Evans Heritage Study 1987
- Financial Management Plan
- Floodplain Management Plan

- Food Premises Code (see Bathurst Local Approvals Policy)
- Guidelines for Engineering Works
- Human Resources Management & Employment Relations Policy and Procedures Manual
- Investment Register
- Land Register
- Landscaping Code
- Local environmental planning instruments (Bathurst Local Environmental Plan 1997, as amended, and Bathurst LEP 1997 – Classification of Public Land, Evans Interim Development Order 1980, as amended)
- Local Orders Policy
- Mount Panorama Motor Racing Circuit – Emergency Plan
- Mount Panorama Policy
- Mount Panorama Regional Recreation Study 1984
- Minutes – Committee meetings
- Minutes – Council meetings
- Naming of Parks and Reserves Policy
- Payment of Expenses and Provision of Facilities for Councillors Policy
- Plans of management for community land (parklands, Macquarie River parklands, playgrounds, sportsgrounds, community access areas, drainage reserves)
- Policy Manual
- Private works (see Policy Register)
- Property rate book
- Protection of the Environment Operations Act Register
- Public liability insurance policy
- Purchasing manual
- Revenue Policy (see Financial Management Plan)
- Section 94 Contributions Plan (see Contributions Plans)
- Section 356 Donations Policy
- State of the Environment Report
- Smoke Free Work Environment Policy (see Policy Register)
- Tree Preservation Orders
- Water Supply and Sewage Strategic Business Plan
- Winburndale Dam – Dam Safety Emergency Plan

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent statement of affairs (as at 30 June 2007) is available from Council. Contact arrangements are outlined in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to information under the Freedom of Information Act 1989 should be made in writing and addressed to:

The General Manager
Bathurst Regional Council
Private Mail Bag 17
BATHURST NSW 2795

Enquiries concerning the procedure for inspecting or purchasing Council's policy documents or Statement of Affairs can be made to Council's Manager Corporate Governance on telephone number (02) 6333 6111.

Policy documents and the Council's most recent Statement of Affairs may be inspected and/or purchased at Council's Civic Centre located at 158 Russell Street, Bathurst, during ordinary office hours (8.30 am to 4.45 pm) Monday to Friday (excluding public holidays).

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

SUMMARY OF AFFAIRS
of the
BAULKHAM HILLS COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

(i)

- 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 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 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)

(ii) Council Policy Register which contains the following adopted policies of Council

1. CORPORATE DEVELOPMENT

1.1 Councillors/General Management & Group Managers

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 Complaints Management – Councillors
1.1.11 Provision of Legal Brief in Conjunction with Legal Advice
1.1.12 Councillor Attendance at Conferences and/or Seminars
1.1.13 Fraud and Corruption Prevention

1.2 Corporate Communications & Marketing

1.2.1 Corporate Sponsorship
1.2.2 Council Conducted Competitions
1.2.3 Corporate Communications – External
1.2.4 Corporate Gifts – Distribution

2. CORPORATE & FINANCIAL 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 There are no items in 2.2

2.3 Human Resources/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 Land Information

2.4.1 House Numbering
2.5 Fleet Management
2.5.1 Council Fleet Policy
2.5.2 Financing of Plant and Equipment
2.5.3 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
3.2.5 Tree Management Policy

3.3 Roads Operations

3.3.1 Clothing Recycling Bins – Regulation
3.3.2 Directional Signposting Policy on Public Roads

3.4 Technical Services

3.4.1 Consultation Policy for Infrastructure Projects

4. ENVIRONMENT & 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

5. COMMUNITY DEVELOPMENT GROUP

5.1 Community

5.1.1 Community Development Policy
5.1.2. Policy for Supporting the Volunteer Network of the Shire
5.1.3 Volunteer Program Policy
5.1.4 School and Community Education Policy
5.1.5 Section 356 Donations (General)
5.1.6 Permanent Hall Hirers

5.2 Library Services

5.2.1 Library Services Strategic Direction
5.2.2 Free Public Library Services and Conditions of Membership
5.2.3 Castle Hill Community Centre Booking Policy

5.3 Children's Services

5.3.1 Vacation Care
5.3.2 Placement of Children with Disabilities at Long Day Care Centres

5.4 Youth Services

5.4.1 Youth 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:

Manager – Executive Services (Public Officer)
Council Chambers
129 Showground Road
PO Box 75
CASTLE HILL NSW 2154

Telephone: (02) 9843 0122
Fax: (02) 9843 0409

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

SECTION 1 – POLICY DOCUMENTS

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

Access and Equity Policy
Adopted Income and Expenditure Estimates
Annual Financial Statements
Auditors Reports
Building Certificate Register
Business Papers & Reports to Committee Meetings
Business Papers & Reports to Council Meetings
Code of Conduct
Code of Meeting Practice
Community Groups Funding
Community Profile
Community Safety Plan
Cultural Plan
Delegations of Authority Register
Department of Local Government Review (2006)
Development consent register
Development Control Plans
Disaster Plan(s)
Disclosures Register
E.E.O. Management Plan
Freedom of Information Policy
Investment Register
Operational Examination Report (2006)
Library Services Collection Development Policy
Local Approvals Policy
Local Environmental Plans
Management Plans – 1994 to date (including annual operational plans)
Media Policy
Minutes of Committee Meetings
Minutes of Council Meetings
Pecuniary Interest Register
Plans of Management for Community Land

Policy Manual adopted on 23 October 2001 and updated thereafter classified as follows :

Community Services Policies
Finance Policies
General Purpose policies
Planning and Environment Policies
Staff Policies
Works Policies
Policy Development and Control Policy
Public Land Policy
Privacy Policy
Public Land Register
Published Annual Reports

Quarterly Revised Income & Expenditure Estimates

Regional Environmental Plans
Regional Gallery Strategic Plan and Exhibitions Policy
Revenue Policy-1994 to date
Social Plan 2005
State Environmental Planning Policies
State of Environment Report
Statement of Affairs under F.O.I. Act
Subdivision Code
Tree Preservation Code
Tree Management Local Development Plan
Twenty Year Plan for the Bega Valley Shire
Waste Management & Minimisation Strategy

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

The next update of Council's Statement of Affairs is to be published as an appendix to Council's 2007/2008 Operational Plan. This will be published in June 2007.

SECTION 3 – CONTACT ARRANGEMENTS

Some documents are accessible on Council website www.begavalley.nsw.gov.au

Mail requests for access to documents held by the Council can be directed to:

Ms. Leanne Barnes
Acting 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 6499 2277.

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 – POLICY DOCUMENTS

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

- 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)
- Annual financial reports
- Annual Report
- Annual reports of bodies exercising delegated council functions
- Any codes referred to in the Local Government Act 1993
- Applications under Part 1 of Chapter 7 for approval to erect a building, and associated documents
- Auditor's report
- Departmental representatives' reports presented at a meeting of the council in accordance with section 433.
- Development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents
- EEO Management 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 Council's area.
- Gift Register
- Leases and licences for use of public land classified as community land.
- Local Emergency Management Plan (Displan)
- Local policies adopted by the council concerning approvals and orders
- Management plan
- 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 the resolutions and recommendations of the meeting
- Plans of land proposed to be compulsorily acquired by the Council.
- Plans of management for community land.
- 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.
- Register of delegations
- Register of investments
- Returns as to candidates' campaign donations
- Returns of the interests of Councillors, designated persons and delegates
- The Council's land Register
- The council's Policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- The model code prescribed under section 440(1) and the code of conduct adopted by the council under section 440(3)
- The register of graffiti removal work kept in accordance with section 67C
- The Statement of Affairs, the Summary of Affairs and the register of policy documents required under the Freedom of Information Act 1989.
- Policy Manual, including the following policies:
  1. Council Name Badges
  2 Unauthorised Advertising Structure – Removal of
  3. Request for Donations
  4. Street Stalls
  6. Hire of Plant for Council Works
  7. Berrigan Airstrip
  8. Tocumwal Aerodrome
  9. Murray River Water Policy Statement on Water Quality

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
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
23 Hire of Council Plant for Private Works
24. Selection of Staff Members
26 Insurance – Risk Management
28. Access to Council's Refuse Depot – Special Events
29. Council Clothing Policy
30. Application for Water Service
31. Application for Sewerage Service
33. Salary Policy
34. Dog and Dog Impounding Policy
35. Public Liability Claims Procedure
36 Occupational Health and Safety and Objectives Policy
37 Policy for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors
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)
54. Internal Reporting Policy
57. Drivewayconstruction
58 Equal Employment Opportunity Policy Statement
59. Training 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
71 Heat Stress Policy
72 Annual and Other Leave Policy
73 Reimbursement of Relocation Expenses Policy
75 Child Protection Policy
76 Capital Grants and Contributions Policy
77 Drainage Corridors Fire Reduction 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
84 Drug and Alcohol Free Workplace Policy
86 Public Internet Usage

87 Attendance of Councillors 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
96 Investment Strategy
98 Communication Devices Policy
101 Library Collection Policy
102 Fraud Control Policy
103 Local Policy for Relocation of Previously Used Residences
104 Requests for Donations and Financial Assistance
105 Development Assessment and Control Community Consultation Policy
106 Private Use of Council Vehicles – Fuel Charge
107 Early Issue of Subdivision Certificates
108 Permanent Water Savings Policy
109 Signs As Remote Supervision
110 Playground Management
111 Legislative Compliance Policy

The following Codes and Plans are also available for viewing:

- Apex Park Plan of Management
- Berrigan Local Environmental Plan 1992
- Code of Conduct
- Code for Erection of Swimming Pools and Safety Fences
- Cultural Plan 2005-2006
- Detached Dwellings Code
- Development Control Plan No. 1 – "Village"
- Development Control Plan No. 2 – "Exempt and Complying Development"
- Development Control Plan No. 3 – "Parking"
- Development Control Plan No. 4 for the Tocumwal Aerodrome
- Development Control Plan for Residential Building Lines
- Development Servicing Plan – Water
- Development Servicing Plan – Sewer
- Drought Management Plan
- Ecologically Sustainable Development Statement
- Guarantee of Service
- Library Management Plan 2006-2010
- Local and Neighbourhood Parks Plan of Management
- Local Companion Animal Management Plan
- Local Government Code of Accounting Practice and Financial Reporting
- Murray Regional Environmental Plan No. 2 – Riverine Land
- On Site Sewerage Management Plan
- Operational Environmental Management Plan (OEMP) For Effluent Reuse On Finley Golf Course
- Pedestrian Access and Mobility Plan
- Plan for the Management of the Corella Population at Tocumwal
- Privacy Management Plan
- Residential Flat Code
- Risk Management Strategic Plan
- Roadside Vegetation Management Plan
- Section 94 Development Contributions Plan
- Social/Community Plan July 2005 to June 2008
- State of the Environment Report
- Statement of Business Ethics
- Strategic Business Plan – Road Assets
- Strategic Business Plan – Water
- Strategic Business Plan – Sewer
- Stormwater Management Plan & SBP

- Strategic Economic Development Plan
- Subdivision Code
- Tocumwal Foreshore & Recreation Reserve Plan of Management
- Water Demand Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

Copies of the Statement of Affairs of the Council, which was prepared as at 30 June 2007, may be purchased from the Council.

SECTION 3 – COUNCIL'S CONTACT ARRANGEMENTS

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

Mr Matthew Hansen
Public Officer
Berrigan Shire Council
PO Box 137
BERRIGAN 2712

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

The Council's office hours are 8.30 am to 5.00 pm 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 Protocols
Aboriginal Reconciliation
Aboriginal Signage
Access and Equity
Animals
Aquatic Centres
Art – Collections
Art – Public Art
Awards – Building

Brick Veneering Code
Bus Routes

Carports, Awnings, Pergolas, Garages and Small Extensions to Dwellings
Children's Services
Christmas Promotions
Community Buses
Community Communication, Consultation and Participation
Complaints and Compliments
Construction Zones
Contaminated Lands
Council Buildings and Properties
Council Plant
Cultural

Defective Privately Certified Developments
Disabled Persons Parking
Disposal of Furniture, Office and Computer Equipment
Dogs
Drugs

Electricity and Street Lighting
Emeritus Mayor
Energy Smart Homes
Email and Internet
Equal Employment Opportunity
Execution of Documents – Power of Attorney

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
Firearms in Council Buildings
Flags
Flood Level Information (major creeks)
Food Premises
Flooding Overland

Footpaths
Fraud Prevention
Fringe Benefits Tax

Garbage and Waste Services
Geographical Names
Graffiti Removal
Grants
Guidelines for the Operation of Slow Combustion Heaters

Halls and Community Neighbourhood Centres
Hardship – Pensioners
Health Plan
Heritage Register
Historical Sites
House Numbering

Information
Insurance
Internal Reporting

Keys of the City and Honorary Citizenship

Land Acquisition, Disposal & Dedication
Laneway Closure Procedure
Leases and licences for use of public land classified as community land
Leases, Licenses
Legal Matters
Library
Livestock and Large Animals
Local Air Quality Management Plan
Local Approvals
Local Orders – Keeping of animals on private property
Local Policies concerning building and development approvals

Management Committees – Parks & Community Facilities
Management of Feral and Infant Companion Animals
Naming and Renaming of Roads
Naming of Shopping Centres

Noise Nuisance

Obstructions by Advertising Signs, Vehicles
Occupational Health & Safety
On-site Sewage Management
Outdoor Dining

Parks, Reserves and Playing Fields
Parklea Release Area Contribution Plan
Path Paving
Payment of Expenses and Provision of Facilities to Councillors
Pollution Control – Stormwater Quality Control
Privacy Management Plan
Protected Disclosures
Procurement Procedure

Quarries

Rates and Debt Recovery
Records Management
Recycling
Roads
Roadside Memorials

Sewage
Soil Erosion and Sedimentation Control
Sporting Activities

Staff
State Environmental Planning Policies
Stormwater
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

The Statement of Affairs 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 & Personal Information Protection Act and 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 small charge.

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 2148

Telephone: 9839 6000
Fax: 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 Disaster Plan
- District Fire Plan of Operations
- Policy Register
- Community Directory
- Section 94 Plan
- Tree Preservation Order
- Safe Operating Procedures
- Human Resources Policy Register
- Management Plan 2007/2012
- Audited Annual Financial Reports 2005/2006
- Auditors Reports
- Statement of Affairs
- Register of Investments
- Local Environmental Plan 1993
- Development Control Plan 1999
- Annual Report – 2005/06
- Register of Disclosures & Gifts
- 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 2007) is available for inspection or purchase from Council.

SECTION 3 – ENQUIRIES

PHIL MARSHALL,
General Manager
Bland Shire Council
PO Box 21
WEST WYALONG NSW 2671

Council Chambers
Shire Street
WEST WYALONG NSW 2671
8.30 am – 4.30 pm

Email: council@blandshire.nsw.gov.au
Website: www.blandshire.nsw.gov.au
Ph: 02 69 722266
Fax: 02 69 722145

PHIL MARSHALL
General Manager

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

SUMMARY OF AFFAIRS
of the
BOGAN SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

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

- Council's Code of Conduct
- Code of Meeting Practice
- Delegations of Authority
- Disaster Plan
- EEO Management Plan
- Expenses and Facilities Policy
- Fencing Policy
- Internal Reporting Policy
- Local Approvals Policy
- Local Environmental Planning Instruments
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Revenue Policy
- Recruitment Policy
- State of the Environment Report
- Tree Preservation Order
- Adjoining Owners Notification
- Building Line Policy
- Fees and Charges
- Legal Action – Ability to Commence – Policy – Debt Collection
- Motor Vehicle Policy
- Occupation Health and Safety Constitution
- Smokes Free Work Environment Policy
- Annual Report
- Business Papers
- Auditors Report
- Building Certificate Records
- Building Applications / Approval Records
- Development Applications / Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

The Council's Statement of Affairs describes the functions and structure of Council, the decision making powers that may effect 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 Council's Public Officer, Mr Michael Brady, 81 Cobar Street, Nyngan between the hours of 8.00am and 4.30pm on weekdays, holidays excepted.

Mr Brady may be contracted by telephone on (02) 68 311 100, or by facsimile on (02) 68 311 111, or by e-mail on admin@boganshire.com or by mail at PO Box 221, Nyngan NSW 2825. There will be a charge for the supply of copies of policy documents, depending on the cost of productions.

MICHAEL J BRADY, Acting 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
Gifts and Benefits 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

Statement of Business Ethics
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

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

SUMMARY OF AFFAIRS
of the
BOTANY BAY CITY COUNCIL

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
  - Mascot Station Precinct – 94 Contributions Plan
  - City of Botany Bay Section 94 Contributions Plan 2005 to 2010
- Development Control Plans
  - Access DCP
  - Off•Street Parking DCP
  - Mascot Station Precinct DCP
  - DCP No. 29 – Waste Management and Minimisation Guidelines
  - Aircraft Noise DCP
  - Extended Public House Trading Hours DCP
  - Container Terminals DCP and 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
  - DCP No. 24 – Notification of Development Applications
  - DCP – Exempt and Complying Development
  - DCP No. 25 – Moore and Baker Street, Banksmeadow
  - 26A Bunnerong Road, Daceyville DCP
  - 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

  - DCP No. 36 – Daceyville Conservation Area
  - 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
  - DCP No. 40 – Environmental Protection of Wetlands
  - Draft DCP No. 42 – Waste and Recycling Industrial Development
  - DCP No. 44 – Swimming Pools
  - DCP No. 45 – Residential Development on two former nursery sites at Mascot
  - DCP No. 31 – Pemberton and Wilson Street Precinct
  - DCP No. 35 – Multi unit housing and residential flat building
  - DCP 48 – Gardens R Us site
  - Amusement Centres DCP
- Emergency Management Plan
- Financial Management Plan
- Internal Reporting Policy
- Local Environmental Planning Instruments and Amendments – 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 2007) may be obtained by contacting the Administration Office, 141-143 Coward Street, Mascot NSW 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:

(i)
- 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.
  Strategic Plan.
- Social Plan.
- 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
  - Amendment No. 6
- Management Plan – Community Land.
- State of the Environment Report.
- Willyama Common – Plan of Management.
- Living Desert Flora and Fauna Sanctuary Animal Management Plan
- Development Application Register.
- S149 Planning Certificate Register.
- Subdivision Certificate Register.
- Potentially Contaminated Land Register.
- S121ZP Certificate Register
- Development Control Plans:
  1 – Residential Development
  2 – Commercial Development

3 – Heritage Development
4 – Industrial Development
5 – 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

(ii) POLICY DOCUMENTS

Access and Equity
Access to Library Services
Access to Information
Acquisition and Loan of Objects Relating to Cultural Heritage
Approved Students – Education/Training Institutions
Asset Management
Broken Hill Regional Art Gallery – Acquisitions
Broken Hill Regional Art Gallery – Appraisals
Broken Hill Regional Art Gallery Loan of Art Works to Council
Broken Hill Regional Art Gallery Loan of Works to External Locations
Broken Hill Regional Art Gallery Reporting Procedures
Broken Hill Entertainment Centre Conditions of Hire
Business Development
Broken Hill Filming Policy
Child Protection – Employment Screening
Child Protection – Mandatory Reporting
Claims Information
Code of Business Practice
Code of Dress
Code of Meeting Practice
Community Assistance Policy
Community Consultation
Community Markets Policy
Compliance
Compliance and Enforcement Policy
Computer Equipment & Software
Complaints Management
Conduct of Government Instrumentality Functions
Conflicts of Interest
Construction of Paving on Public Footways
Councillor Support Policy
Cultural Policy
Damage, Loss/Theft of personal property or personal effects
Debt Collection Policy
Directional Signs
Disciplinary Policy and Procedures
Disposal of Assets
Disposal of Council Real Estate
Dispute Resolution
Donations and Gifts (Broken Hill Regional 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
Event Sponsorship
Fire Safety in Existing Buildings
Food Hawker and Vendor Regulations
Footway Restaurants Settings
Format of Business Paper
Fraud Control
Freedom of Information
Gifts, Benefits and Bribes
Grievance 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
Local Orders
Management Policy – GeoCentre
Media Relations Policy
Mobile Phone Policy
Model Code of Conduct for Local Councils in NSW
Motor Vehicle Pool System and Private Lease
Motor Vehicle Usage Policy
Nuclear Waste Policy
Occupational Health and Safety
Occupational Rehabilitation
Places of Public Entertainment
Privacy Policy
Protected Disclosures
Provision of Reserves for Employees' Leave Entitlement
Public Art Policy
Purchasing
Rates Hardship Policy
Records Management Policy
Removal of Oleander Bushes
Residential Buildings – Conservation
Risk Management Policy
Secondary Employment
Security of Taxation File Numbers
Shop Front Displays and Moveable Signs
Signage of Major Tourist Attractions
Social Policy
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
Waste Services
Workers' Compensation Claims Management
Working in Hot Conditions, Skin Cancer and Employee Clothing
Workplace Smoking Policy
Youth Policy

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs comprises three documents, Council's current Annual Report, Summary of Affairs and 2007/2008 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 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
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
- Community Safety & Crime Prevention Plan 2004-2009
- Conferences & Seminars
- Contracts & Leases Execution of
- Crisis Communication Plan
- Delegations of Authority – Position Statement
- Distribution of Political Material by a Political Organisation or Individual at Burwood Council Events
- Execution of Contracts by the General Manager
- Mobile Phones Use of Council Mobiles
- Pecuniary Interest Guidelines
- Protected Disclosures Act 1994- Internal Reporting Policy
- Setting Up Council Committees
- Social Plan 2004-2009
- 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
- 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
- Terms of Reference – Committees
- 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
- Companion Animals Management Plan
- Collection of discarded needles and syringes
- Collection of money on roadways
- Community Consultation Protocol
- Control of Traffic – Large Building Operations

- Outdoor Eating Policy
- Parking on footpaths
- Pesticide Use Notification Plan
- 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

EXECUTIVE SERVICES

- 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
- Involvement of Council in joint projects with Government Departments
- Land Register
- One & Two Cents Coins
- Pensioner Rebates for Rates
- Petty Cash Handling Procedures
- Plans of Management for Community Land
- Road Closures Guidelines

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 (Railway Pde/Conder St/Nicholson St/Wentworth Rd)
- Burwood Consolidated Development Control Plan (draft)
- Burwood Section 94 Contributions Plan 2005 (draft)
- Burwood Planning Scheme Ordinance (BPSO) (as amended by various Local Environmental Plans)
- 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
- Commercial Buildings Locality/Streetscape Analysis
- Contamination – Dealing with Rezoning, Development & Building Applications on known or Potentially Contaminated Sites
- 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
- Number of Dogs permitted on any premises
- Post Supported Street Verandahs Burwood Town Centre – Development Control Plan No. 7
- 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 34
- Subdivisions Guidelines for Single Dwelling Residential Development
- Tangarra Street, Croydon Park No.s 1-3 Local Environmental Plan No. 59
- 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 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
- Gift Register
- Management Plan
- Minutes of Council and Committee Meetings
- 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 30 June 2006 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

Title	
Appropriate Dispute Resolution of Development Proposals	5.53
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 – Separate Occupancy	5.15
Building Certificates	5.11
Building over Pipelines and Other Underground Structures	4.2
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
Children's Services	3.44
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 and Riparian Crown Reserves	5.52
Commercial and Other Activities on Public Land and Roads	5.37
Commercial Operations at Tyagarah Airfield	3.45
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
Construction of Civil Works	4.2
Construction of Garages and Outbuildings on Vacant Land	5.22
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
Development	3.23
Donations to Community Organisations, Other Groups and Persons	3.13
Engagement of Consultants	3.2
Engagement of Contractors other than Hired Plant and Haulage	3.3
Engagement of Hired Plant and Haulage Contractor	3.29
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
Footpath Dining	5.54
Freedom of Information	3.24
Fund Raising – Community Organisations	5.36
Inspection, Evaluation and Maintenance of Public Infrastructure	4.24
Interactions between Councillors and Council Staff	1.15
Interactive Management and Supervisory Training	6.3
Interim Policy on Genetically Modified Agriculture in Byron Shire	5.56

Investment Policy	2.5
Itinerant Food Vendors	5.4
Leave for Reserve Military Service	3.27
Legal Costs – Assistance to Councillors, Committee Members, Officers and Council Employees	1.1
Liquid Trade Waste Approvals	4.23
Local Orders for the Keeping of Animals	5.3
Maintenance and Improvement of Council Owned Community Buildings	7.4
Maintenance of Parks by Private Individuals and Community Groups	7.2
Markets within Byron Shire	5.51
Mayor and Councillors' – Payment of Expenses and Provision of Facilities	1.1
Occupational Health and Safety	3.6
On-site Sewage Management Systems in Urban Areas	5.59
Outdoor Staff Corporate Attire	4.1
Oversight of Legal Matters	3.43
Planting and Landscaping on Footpaths and Nature Strips within Road Reserves and Drainage Easements	4.16
Procedures for Cases of Financial Hardship to undertake repair works to prevent adverse Environmental or Public Health Impacts	5.58
Procurement Policy	2.6
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
Rainwater Tanks in Urban Areas	5.48
Rates and Charges – Writing-Off	3.26
Register of Roads Maintained by Council	4.6
Release or Sale of Dogs	5.35
Resiting of Dwellings	5.23
Role and Protocol of the Dispute Resolution 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	3.4
Sewerage Charges – Charitable Nursing/Aged Care Homes	2.2
Signs as Remote Supervision	4.25
Smoke Free Environment	3.2
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
Unauthorised Development and Activities	5.6
Unemployment Schemes	6.1
Unwanted Dogs and Cats	5.34
Use and Occupation of Caravans	5.20
Waiving of Fees for Building and Development Applications	5.2
Water and Sewer Charges – Religious Properties	3.5
Water and Sewer Equivalent Tenement Policy	07/100
Water Conservation	4.1
Water Meters and Charges on Strata Units	3.4

Procedure Manuals

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

General

Annual Report
Auditors Report
Management plan 2007/2010
Financial Plan (see Management plan)
Register of Investment
Register of Delegation
Council's land register
Development Control Plan
Local Environmental Plans
Register of consents for various applications for property development
Records of building certificates
Business papers for council and committee meetings

Records Plans of management for Community land
Privacy Management Plan

Minutes of council and committee meetings as per LG Act section 10E

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council is produced in Council's 2006/2007 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 (Tracey Dousling) 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 NSW 2482

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

SUMMARY OF AFFAIRS
of the
CANADA BAY CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Council has available for inspection the following:

a) Accessibility Action Plan
b) Annual Financial Reports
c) Annual Report
d) Auditor's Report
e) Business use of Footpaths
f) Child Protection Policy
g) Code of Conduct
h) Code of Meeting Practice
i) Community Hire Bus Policy
j) Community Grants Program Guidelines
k) Contaminated Land Policy
l) Council's 2007/08 to 2009/10 Management Plan
m) Council's Code of Conduct
n) Delegations of Authority Register
o) EEO Management Plan
p) Councillor's Expenses and Facilities Policy
q) 2007/08 Fees & Charges Pricing/Revenue Policy
r) Heritage & Conservation Controls (March 2000)
s) Human Resources Policy Manual & Employment Related Codes
t) Industrial Development Code (Concord Area)
u) Internal Reporting Policy in reference to the Protected Disclosures Act
v) Investments Register
w) Landscaping Manual (Concord Area)
x) Local Approvals Policy, 1996
y) Local Ethnic Affairs Policy Statement (L.E.A.P.S.)
z) Minutes of Council & Committee Meetings
aa) Open Space Hire Policy
bb) Parking Permit Policy
cc) Parks – Plans of Management
dd) Policy Register
ee) Privacy Management Plan
ff) Procedures Manual
gg) Procurement Policy
hh) Provision of Information to and Interaction between Councillors and Staff
ii) Rainwater Reuse Policy
jj) Records of Building Certificates
kk) Records Policies
ll) Recycling Policy
mm) Small Grants for Individual Program Guidelines

nn) Social Plan
oo) State of the Environment Report
pp) Specifications for the Management of Stormwater
qq) Specification for Driveway Construction
rr) Sponsorship Policy
ss) Tree Preservation Order Policy – City of Canada Bay
tt) City of Canada Bay Planning Controls:

Statutory Planning Instruments including Planning Scheme Ordinance, Local Environmental Plans and Section 94.
Development Control Plans, Codes and Policies.

(details in this regard can be accessed on Council's Website www.canadabay.nsw.gov.au or by telephoning Council).

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs published in June 2007 is available for inspection.

SECTION 3 – CONTACT ARRANGEMENTS

Applications regarding Freedom of Information should be addressed to:

Public Officer
City of Canada Bay Council
Locked Bag 1470
DRUMMOYNE NSW 1470

Or

1a Marlborough Street,
DRUMMOYNE NSW 2047

Telephone:	9911 6555
DX	DX 21021 Drummoyne
Facsimile:	(02) 9911 6550
Emergency After Hours:	(02) 9911 6555
E-mail	council@canadabay.nsw.gov.au

Council's office hours are 8.30am to 4.30pm, Monday to Friday.

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

SUMMARY OF AFFAIRS

of the

CANTERBURY CITY COUNCIL
(F.O.I. Agency No. 2100)

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
- Advisory Committees
- Aerial Bundled Cables
- AIDS and HIV
- Apprenticeships
- Audio Recording of Meetings
- Australian Made Goods and Products
- Bad/Doubtful Debts
- Banner
- Building – Unauthorised Works
- Canterbury and District Historical Society
- Carparking – Free Areas
- Charges – Crossing Places
- Childrens Services
- Circuses – Use of Wild Animals
- Citizenship Ceremonies
- Clothing Bins
- Code of Conduct
- Code of Meeting Practice
- Codes and Development Control Plans – Revision
- Community Development
- Community Events
- Community Information Volunteers
- Competitive Squad
- Complaints Management
- Construction of Pre Paid Works – Allow Private Contractors
- Contaminated Lands
- Council Buildings – Flags
- Council Land
- Council Meetings – Public Addresses
- Council Meetings – Refreshments
- Council Meetings – Transcripts
- Councillors – Notification of Rezoning and Development Proposals
- Councillors – Payment of Expenses and Provision of Facilities
- Councillors – Presentation to Retiring
- Development Control Plans (Various)
- Disability Access Committee – Voting
- Disasters – Council Resources for Others
- Dog Exercise Areas
- Donations to Appeals for Emergency Relief
- Drainage Reserves – Disposal
- Dual Occupancies – Torrens Title Subdivision
- Filming on Public Land

- Financial Assistance (Commonwealth) – Road Grant Use
- Financial Assistance Grants
- Financial Assistance to Sporting Ambassadors
- Flagpoles – Sports Parks
- Flood Management
- Flood Management – Cooks River
- Flood Management – Wolli and Salt Pan Creeks
- Flood Proofing Code
- Footpath Maintenance and Inspection
- Footpaths – Canterbury Road
- Function Room Use
- Helicopters on Council Land
- Hepatitis B – Immunisation for Garbage Staff
- Hepatitis B – Immunisation for Staff
- Heritage Issues
- Leases – Council Houses and Units
- Leases – Renewal
- Library Services – Code of Conduct
- Library Services – Collection Development
- Library Services – Service Charter
- Library Services – Theatrette Use
- Local Businesses Support
- Local Environmental Plans (Various)
- Logo
- Major Events
- Massage Centres
- Mobile Garbage Bins – Replacement
- Naming of Buildings
- Naming of Public Places
- Naming of Reserves
- Naming of Suburbs
- Neighbourhood Watch – Waiving Fees
- Overhead Cabling
- Petitions in Council Buildings
- Places of Worship
- Playground Equipment
- Policy Management
- 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
- Refund of Deposits
- Reporting Requirements – Capital Expenditure
- Rezoning Land – Industrial Development
- Risk Management
- Seasonal Allocation of Sporting Fields
- Senior Citizens Centres
- Shop Premises
- Smoke Fee Workplace
- Sponsorship and Receiving Money
- Staff – Advertising
- Staff – Bullying and Occupational Violence Management
- Staff – Code of Conduct (Guide)
- Staff – Correspondence to Members of Parliament and Local Government General Managers
- Staff – Credit Card
- Staff – Defence Forces
- Staff – Delegations of Authority

- Staff – Designated Persons
- Staff – Drug and Alcohol
- Staff – Equal Employment Opportunity
- Staff – Email
- Staff – Fleetsafe Driver and Fleet Safety
- Staff – Flexible Working Hours
- Staff – Fund Raising
- Staff – Learning and Development
- Staff – Mobile Phones
- Staff – Occupational Health and Safety
- Staff – Occupational Health and Safety Consultation
- Staff – Other business or employment
- Staff – Payment of Gratuities
- Staff – Payment of Gratuities Cut Off Age
- Staff – Plaque and Reference Under Seal
- Staff – Recruitment and Selection
- Staff – Small technology assets
- Staff – Study Assistance
- Staff – Ultra Violet Radiation
- Staff – Uniform
- Street Lighting
- Street Numbering
- Street Tree Management Plan
- Street Trees – Removal and Notification
- Telephones in Reserves
- Third Party Motor Vehicle Insurance
- Trade Practices Act Compliance
- Tree Preservation Order
- Tree Preservation Order – Prosecutions
- Velodrome and Touch Stadium
- Waste Reduction and Procurement
- Waste Service (Domestic) – Access and Equity
- Waste Service (Domestic) – Additional Services
- Waste Storage Containers Placement in public places
- Website Management

SECTION 2 – STATEMENT OF AFFAIRS DETAILS

Our latest Statement of Affairs was published on 30 June 2007 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 Governance Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

People seeking access to policy documents are asked to make contact with our Governance Coordinator 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 Governance Coordinator 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 9634
Facsimile: (02) 9787 3064
E-mail: debrab@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
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 & Cultural 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 2006/2007 incorporating:
        - Budget to 30 June 2007
        - Five Year Financial Plan
        - Fees and Charges
        - Rating Summary
        - Strategic Plan
        - 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. 10 – Molong Flood Prone Land
        - Cabonne DCP No. 12 – Weemelah Rural Small Holdings
        - Cabonne DCP No. 13 – Advertising Signage in Conservation Areas
        - Cabonne DCP No. 15 – Relocatable Homes
    - Contributions Plans
        - Road Contributions Plan (s94) – General Rural Zones
        - Road Contributions Plan – Rural Small Holdings Zone
        - Bushfire Services Contributions Plan
    - Guidelines
        - Guidelines for Rural Subdivisions – Concessional Lots

SECTION 2 – STATEMENT OF AFFAIRS

Cabonne Councils' Statement of Affairs as at the 31 December 2006 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:

Mr Gerard Aguila
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 (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 (including Conflict of Interest)
- Code of Meeting Practice
- Companion Animals Plan
- Community Land Management Plans
- Corporate Plan (see Management Plan)
- Delegations of Authority Register
- Development Application Records
- Disclosures Register
- EEO Management Plan
- Emergency Management Plan
- 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
- Rainwater Tanks

Financial Management

- Corporate Credit Cards
- Staff Leave Entitlement Reserve
- Accounts Payment of
- Cheques – Post dated
- Investment of Surplus Funds
- Use of Debt
- Procurement
- Writing off Debts

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
- Pool Lifeguard Training
- Reimbursement Property
- Return to Work
- Safety Footwear
- Salary System Progressional Rules
- 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
- Development Applications
- Exhibition and Notification of Development Applications

- 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
- Sale and Disposal of Land and Other Assets

Parks & Reserves

- Cemeteries: Merriwagga, Gunbar & Rankins Springs
- Cemeteries: Hillston & Goolgowi Lawn
- Caravan Parks: Long Term Residents
- Tree Planting on Council Controlled Land

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
- Incidents and Issues Gathering Information
- Issue of Certificates
- Occupational Health & Safety
- Risk Management
- Senior Staff Insurance
- Signs as Remote Supervision

Roads & Transport

- Depreciation Roads Infrastructure Assets
- Footpath
- Footpath – Opening
- Use of Footpaths
- 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 20 June 2007 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:

Freedom of Information 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) and (3)

SUMMARY OF AFFAIRS
of the
CAMDEN COUNCIL

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

Managing Urban Growth

1.1 Buildings Construction, of – Stables & Keeping of Horses
1.2 Erection of Igloo Type Greenhouses
1.3 Erection of Fences – In 2,000sq metres Rural/Village Area
1.4 Erection of Fences in 4,000sq metres – Rural/Residential Area
1.5 Outbuildings in 2,000sq metres – Rural/Village Areas
1.6 Erection of Large Outbuildings – Rural Areas 4,000sq metres
1.7 Resiting of Dwellings
1.8 Hailnet Protective Structures in Rural Areas
1.9 Footpath Crossings & Driveways – Design & Construction Specifications
1.10 Spot Rezoning Requirements
1.11 Lapsing of Development Consents
1.12 Development of Flood Affected Land Within the Camden Town Centre
1.13 'Safer By Design' Guidelines
1.14 Refusal of Development Application – Delegation of Authority
1.15 Building in Salinity Prone Environments
1.16 Construction of Facilities on Council Land

Accessibility

2.1 Customer Service Policy
2.2 Community Well Being Policy
2.3 Clothing Collection Bins
2.4 Council Owned Passenger Shelters
2.5 Street Name, Community and Tourist Facility Name Signage
2.6 Footpath Construction
2.7 Road Infrastructure Asset Management Policy
2.8 Banners & Signs on Road Reserves
2.9 Local Policy No 6 – Design for Accessibility

Environmental Systems

3.1 Onslow Park – Use by Circuses
3.2 Noxious Plants
3.3 South Creek Flood Levels
3.4 Landing of Balloons
3.5 Feral Animals
3.6 Bush Fire System – Exemption from MAT

3.7 Roadside Trading
3.8 Footpath Trading – Camden/Narellan CBD
3.9 Food Premises Code
3.10 Keeping of Pigs
3.11 Erosion & Sediment Control
3.12 Management of Contaminated Lands
3.13 Trucks in Residential Areas
3.14 Trucks (Heavy) in a Five Acre Area
3.15 Cut & Fill on Residential Land – Local Policy No 7
3.16 Environmental Policy
3.17 Natural Assets Policy
3.18 Mobile Food Vending Vehicles and Temporary Food Stalls in a Public Place
3.19 Flood Risk Management Policy

Economic & Community Development

4.1 Section 355 Committees – Expenditure of Funds
4.2 Community Support Policy – Donations to Gifted Persons
4.3 Community Financial Assistance Policy
4.4 Emergency Services – Reimbursement of Out of Pocket Expenses
4.5 Control of Amusement Centre
4.6 Familiy Day Care Behaviour Guidance
4.7 Family Day Care Carer De-Registration
4.8 Naming of Reserves & Parks
4.9 Family Day Care Carers Health Policy
4.10 Family Day Care Child Protection Policy
4.11 Family Day Care Confidentiality Policy
4.12 Family Day Care Emergency Procedure Policy
4.13 Family Day Care Exclusion Policy
4.14 Family Day Care Excursion Policy
4.15 Family Day Care Grievance Procedure
4.16 Family Day Care Health & Hygiene
4.17 Family Day Care Household Pets Policy
4.18 Family Day Care Inclusion Guidelines Policy
4.19 Family Day Care Medication Procedure Policy
4.20 Family Day Care Nutrition Policy
4.22 Family Day Care Sun Care
4.23 Family Day Care Supervision
4.24 Family Day Care Tobacco Smoking
4.25 Family Day Care Water Activities
4.26 Unattended Children in Library Policy
4.27 Code of Conduct in Camden Council Libraries Policy
4.28 Collection Management Policy – Libraries
4.29 Civic Centre Fee Relief for Musical Performances
4.30 Community Consultation Policy & Resource Kit
4.31 Donation Policy

Governance

5.1 Petitions
5.3 Code of Conduct
5.4 Advice to Persons with Matters before Council

5.5 Public Addresses – Council Meetings
5.7 Delegation of Authority, Mayor – Report to Council
5.8 Local Government (Meetings) Regulation 1993
5.9 Local Government Conference Attendance
5.12 Legal Action – Cost Inclusion in Report
5.13 Internet & E-Mail Access
5.14 Flexible Work Hours
5.15 Councillor & Staff Contact
5.16 Recognition of Service
5.17 Long Service Leave Payments – Under 10 years Service
5.18 Release of Employees-Emergency Services Duty
5.19 Vehicles
5.20 Staff Development Assistance Policy
5.21 Sun Protection Policy
5.22 Dealing with Media
5.23 Grievance Procedure
5.24 Disciplinary Procedure
5.25 Protected Disclosures Act Internal Procedures Policy
5.26 Disciplinary Procedure – Enterprise Agreement For Not Wearing Safety Gear
5.27 Equal Employment Opportunity Policy
5.28 Gifts & Benefits Policy
5.29 Drug & Alcohol
5.30 Performance Appraisal and Salary System
5.31 Protecting Children in the Workplace Policy
5.32 Purchasing & Procurement Policy
5.33 Investment of Surplus Liquid Funds
5.34 Rebate of Pensioner's Rates
5.35 Recovery of Outstanding Rates
5.36 Rate Collections
5.37 General Accounting Policies
5.38 Consolidation of Section 355 Community Committees & other Appropriate Instrumentalities
5.39 Loan Funding & Debt Servicing
5.40 Capital Improvement & Funding Thereof
5.41 Asset Threshold Values
5.42 Depreciation
5.43 Leasing Options for Acquisition of Assets
5.44 Budget Review Process
5.45 Recovery of Bank Charges
5.46 Adjustment to Interest Charged on Rates of Pensioners
5.47 Prompt Payment Discounts
5.48 Reimbursement of Bank Charges to Employees
5.49 Measurement of Assets – Revaluations
5.50 Expenditure Revotes Policy
5.51 Guidelines for Street Stalls
5.52 Resumption of Land – Easements
5.53 Plant Management Procedures
5.54 Traffic Control at Work Sites
5.55 Dignity & Respect in the Workplace Policy
5.56 Notification of Development Applications Over the Christmas Period

5.57 Payment of Expenses and Facilities Policy (for Mayor and Councillors)

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

- Sustainable Report incorporating Annual Report, State of the Environment and Community Plan (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
- 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, has been issued each year as required with the last statement issued in June 2007. 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 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
- Child Protection
- Closed Roads – Travel
- Code of Conduct
- Code of Meeting Practice
- Condolences
- Corporate Credit Cards
- Council Minutes of Confidential Meetings
- 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
- Economic Hardship
- EEO Management Plan
- Electronic Mail Policy
- Emergency Funds
- Employment – secondary
- Equal Employment Opportunity Program
- 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 Policy
- 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
- Protected Disclosures Policy
- Purchase Preferences
- Receipt of gifts, Donations
- Recycling
- References for Staff
- Removal Expenses
- Rental Council Properties
- Risk Management Policy
- 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 30 June 2006.

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
Tel: (08) 8083 8900
Fax: (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 2006-2009
- 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 2005-2006
- 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
- Cessnock Development Control Plan 2006

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 30 June 2006.

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

Or by viewing Council's website at www.cessnock.nsw.gov.au

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

SUMMARY OF AFFAIRS
of the
CLARENCE VALLEY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Annual Report 2005/6
Financial Statements 2005/6
Plans of land proposed to be compulsorily acquired by Council
Plans of Management for public reserves
Plans of Management for Community Land
Local Environment Plans
Development Control Plans
Section 94 Plans
Engineering Specifications for development
State of the Environment Reports
Tree Preservation Orders
Business papers and Minutes of Council and Committee meetings (other than those for closed meetings)
Code of Meeting Practice
Code of Conduct
2007/8 Management Plan
Schedule of Fees and Charges for 2007/8
2007/8 Budget
Privacy Management Plan
Policy on Councillors Expenses
Policy on Councillor Access to Staff and Records
Policy on Councillor Attendance at Conferences
Policy on Access to Council Documents
Internal Reporting Policy
Complaints Management Policy
Contaminated Land Policy
Donations Policy
Mediation Policy

Any of these documents may be inspected free of charge. Copies of them may be obtained subject to a photocopying fee. Many of these documents are also available on Council's website www.clarence.nsw.gov.au

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs was published in June 2007. 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:

Manager Corporate Governance,
Clarence Valley Council,
Locked Bag 23
Grafton 2460.

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

SUMMARY OF AFFAIRS

of the

COFFS HARBOUR CITY COUNCIL
(FOI Agency No 2106)

SECTION 1 – POLICY DOCUMENTS

The following Policy Documents are held by Council:

Administration

Access to Information held by Council
Committees – Section 355/377 – Disclosure of Interest
Competitive Neutrality Complaints Management
Complaints Management – Policy and Procedure
Council – Committees (Standing) Structure, Functions and Delegations
Privacy Management Plan – PIPP Act
Roads, Bridges and Public Places
Records Management Policy

Building & Development Services

Asbestos Building Products – Use of
Awnings – Height
Caravans – Occupied and Connected to an Existing Dwelling
Development Applications – Consideration by Council
Development Approval – More than One (1) Allotment – Consolidation Required
Development Consent/Building Approval – Separate Water Meters – New Flats, Units, Cabins, Villas, Etc/Dual Occupancy Dwellings, Charging Methodology
Dwellings – Relocations
Motor Vehicles – Sale of – From Private Residences
Open Air Burning
Septic Tank Installations – Development Approvals
Subdivision – Electricity Supply – Urban Areas
Additional Policy Documents

Caravan Parks & State Park

Caravan Parks – Disabled Persons Accommodation
Additional Policy Documents

City Parks & Reserves Services

Cemeteries – Council
Commercial Activities on Crown Reserves
Community Land – Private Encroachments Onto
Film and Television – Use of Council Managed Lands
Noxious Plants Policy
Noxious Weeds Control – Giant Parramatta Grass
Noxious Weeds Spraying Exemption
Noxious Weeds – Declaration- Bitou Bush and Privet
Tree Vandalism
Additional Policy Documents

Coffs Harbour Water

Backflow Prevention & Cross Connection Control Policy – Containment Only

Regional Water Supply – Raw Water Policy
Sewer Mains – Building in the Vicinity of
Sewerage – Connection – Cost thereof
Sewerage Services – Reclaimed Water Policy
Trade Waste Policy
Urban Rainwater Tank Policy
Water Carriers – Policy
Water Connections to Rising and Trunk Mains
Water Connections – Middle Boambee
Water Meter / Service – Installation
Water Restrictions
Additional Policy Documents

Community Services

Art & Cultural Collection

Coffs Harbour City Gallery Exhibitions Policy
Committees – Local – Powers and Duties
Committee Member (Retiring) Awards
Consultation – Section 355, 377 Committees
Library – Collection Development Policy
Life Eduction Centre – Banana Coast – Assistance
Public Art Protocols
Volunteers – Libraries
Additional Policy Documents

Environmental Services

Agricultural Chemical Containers – Disposal
Agricultural Chemicals Residues
Englands Road Waste Management – Receipt of Waste at Facility from Charitable Organisations
Environmental Levy
Garbage Collection
Garbage Charges / Refunds
Garbage Depot – Disposal of Banana Stools
Motor Vehicles for Sale on Road Reserve
Pound Fees – Method of Payment
Septic / Holding Tank Systems
Septic Tanks – Destruction, Removal ore Re-use of
Turf – Laying of for Prevention of Soil Erosion
Vegetation Strategy
Additional Policy Documents

Executive Services

Acknowledgement of Country
Armorial
Community Engagement
Governance – Code of Conduct
Governance – Code of Meeting Practice
Governance – Councillors and Staff – Their Relationships and Responsibilities
Councillors' Fees, Expenses and Facilities Policy
Philanthropic Activity
Sister Cities

Financial Services

Annual Financial Reports – Completion and Public Access
Bad Debts – Write Off
Contributions – Kerb and Guttering /Paving – Legal Action
Contributions – Kerb and Guttering/Paving – Corner Allotments
Domestic Waste Management Charges

Donations by Council
Investments – Internally Restricted Funds – Interest on
Investment Policy and Strategy
Loans to Community Organisations
Water Charging Policy
Additional Policy Documents

Human Resources

Video Surveillance
Additional Policy Documents

Program Support

Contributions under Section 94 of the Environmental Planning and Assessment Act – Applications For Deferment
Contributions for Construction of Works for Developers Under Section 64 of the Local Government Act – Applications for Deferment
Land Dedication in Developing Areas
Management Plan – City Infrastructure
Additional Policy Documents

Property and Commercial Services

Council Owned/Controlled Properties – Lease to Sporting Bodies
Council Owned Properties – Management
Disposal of Land – Distribution of surplus Funds
Footway Licensing Policy Guidelines – Outdoor Dining
Footway Activities Licensing Policy Guidelines
Laneways – Closure and Sale
Leasing Revenue – Distribution
Stalls and Markets – Trading from Public Property
Vandalism – Damage to Council Owned Property – Reward

Regional Airport

Airport – Coffs Harbour – Business Plan
Additional Policy Documents

Sports Unit

Sports Unit Strategic Plan
Additional Policy Documents

Strategic Planning

Tree Preservation Orders
Vegetation – Illegal Clearing and Landform Modification
Additional Policy Documents

Subdivision and Contracts

Coastal Hazard Zone
Construction Specification – 1997 Version
Design Specifications for Subdivision & Development
Development Off Laneways in Park Beach Area
- Provision for Public Utilities
Fencing on Corner Lots
Floodplain Development and Management
Street Lighting – New Subdivisions
Tenders – Canvassing of Councillors
Tenders – Value Selection System
Additional Policy Documents

Works

Advertising – Council Car Parks
Car Parking Areas – Council
Collections – Motorists – Traffic Lights
Construction – Works by Private Individuals on Public Roads
Creek Bank Erosion in Urban Streams
Drainage Easements – Private Property
Driveway Access Crossing – Rebates
Driveway Access Crossing – Special Culvert Size
Plant – Council Owned – Use by Voluntary Community Organisation
Plant Replacement
Roads
Street Furniture – Bus Shelters with Advertising
Additional Policy Documents

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at 30 June 2007 is available for inspection at Council or any of its Libraries.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries, requests and formal Freedom of Information applications should be directed to:

The General Manager
Coffs Harbour City Council
Locked Bag 155
COFFS HARBOUR NSW 2450

It is suggested that initial contact be made with the General Manager 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.

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

SUMMARY OF AFFAIRS
of the
COOLAMON SHIRE COUNCIL

SECTION 1 – 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
- Riverina Zone Bush Fire Management Plans
- Employment Related Codes
- Expenses and Facilities Policy
- Financial Management Plan
- 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
- Bushfire and Emergency Manuals
- 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

SECTION 3 – 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) 69273206 Facsimile: (02) 69273168

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 SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Annual Report
Asbestos Waste Disposal
Auditor's Report
Awnings on Commercial Properties
Bad & Doubtful Debtors Policy

Banners Policy
Booking Sportsgrounds, Showgrounds, Playing Fields & Parks
Building Application/Approval Register
Building Asset Management and Maintenance Policy
Building Certificate Register
Business and Development Assistance Scheme

Change of Address Policy
Code of Conduct
Code of Meeting Practice
Collection Development Policy (Library)
Collection of Tree Data Policy
Complaints Handling Policy
Confidentiality Policy
Cooma-Monaro Local Environmental Plan 1997
Cooma-Monaro Local Environmental Plan 1993 (Urban)
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 Catering Policy
Council Charter
Council Committee Membership Register
Council Management Plan
Councillors – Payment of Expenses and Provision of Facilities Policy

Delegations Register
Development Application Register
Development Control Plan – Building and Planting Near Wastewater Drainage Mains
Development Control Plan – Complying Development
Development Control Plan – Contaminated Land
Development Control Plan – Cooma Urban Area
Development Control Plan – Corner of Mittagang Road and Yallakool Road
Development Control Plan – Development and Subdivision of Land (Urban & Rural)
Development Control Plan – Development on Flood Prone Land
Development Control Plan – Environment Protection Zone (Yarrowlumla)
Development Control Plan – Exempt Development
Development Control Plan – Footpath Usage
Development Control Plan – Multi-Unit Housing
Development Control Plan – Off Street Parking
Development Control Plan – Public Water Supply
Development Control Plan – Public Notification Policy
Development Control Plan – Rural and Residential Zones (Yarrowlumla)
Development Control Plan – Site Performance Standard
Development Control Plan – Village Zone (Yarrowlumla)
Development Control Plan – Wastewater Drainage
Development Control Plan – Water Supply Policy

Disaster Plan
Disclosures Register

Email and Internet Access
Engineering Standards
Exclusive Use of Parking Spaces

Fees and Charges Policy (see Management Plan)
Fireworks Displays on Council Owned or Managed Land Policy
First Aid at Work Policy
Freedom of Information Policy

General Purpose Financial Reports

Human Resource Manual

Investment Policy
Investment Register
Issue of Credit Cards Policy

Kerb & Gutter Contributions Policy

Land Register
Lease of Crown Land Policy
Local Preference Policy

Manual Handling Policy
Media Relations Policy
Management of Facilities During Inclement Weather Policy

Name of Council Policy
Naming of Non Council Roads Policy
Noxious Weeds Policy (Management Plan) Control/Eradication

Operational Policy (Library)

Parking Policy
Pension Rebate for Previous Years Policy
Personal Protective Equipment Policy
Plans of Management – Community Land
Plant & Tool Safety Policy
Policy Register
Prevention of Skin Cancer (sun safe) Policy
Privacy Management Plan
Private Use of Council Vehicle Policy
Prohibited Activities in Sportsgrounds, Showgrounds, Playing Fields and Parks Policy
Provision of Property Information by Council Staff Policy

Records Management Policy
Recovery of Rates & Charges Policy
Rental of Showground Cottage Policy
Return of the Interests of Councillors, Designated Persons and Delegates
Revenue Policy (see Management Plan)
Risk Management Policy
Rural Fire Service Operating Plan
Rural Fire Service Risk Management Plan

Sealing of Rural Roads Policy
Section 355 Committee Guidelines Policy
Section 64 Contribution Plan
Section 94 Contribution Plan Policy
Signing of Correspondence Policy
Signs as Remote Supervision Policy
Smoking in Council Facilities Policy
Social Plan
Special Purpose Financial Reports
State of the Environment Report
Statement of Business Ethics Policy

Stormwater Management Plan
Street and Road Naming Policy
Sundry Debtors Charges Policy
Sundry Debtors Debt Recovery Policy

Tape Recording of Meetings Policy
Telephone Reimbursement Policy
Temporary Road Closure
Tendering and Purchasing Policy
Town Planning Certificates and Approvals Policy
Tree Removal and Replacement Policy

Use of Council Crest Policy

Visitor Centre Remote Work Policy

Waiving of Sportsfield/Showground Fees Policy
Waste Management Strategy
Water Consumption Debt Recovery Policy
Water Restrictions (Breach) Policy
Wearing Life Jackets Policy
Working in Remote Areas Policy
Working Within Council Reserves Policy

Yarrowlumla Local Environmental Plan 2000
Yallambee Lodge Policy Register.

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 2007 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 Shire 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

81 Commissioner Street
COOMA NSW 2630

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

SUMMARY OF AFFAIRS
of the
COONAMBLE SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

(a) 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

(b) This is the twenty-sixth Statement of Affairs published.

(c) Council's General Manager, Mr John J Griffiths, is the contact for enquiries regarding procedures for inspection of policy documents and statement of affairs information.

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

Monday to Friday

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 2007.

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.

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 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.

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

SUMMARY OF AFFAIRS
of the
DENILIQUIN COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

ADMINISTRATION POLICIES: – Council and Committee Meetings – Standing Orders and Code of Practice; Local Public Holidays – Gazettal; Road Naming; Smoke Free Environment; Local Government Boundary Restructure; Public Liability Insurance – Casual Hirers and Users of Council Owned & Controlled Facilities Including Reserves and Major Contractors with Council; Vandalism – Reward for Information; Replacement of Motor Vehicles, Plant & Equipment; Purchase/Leasing of Council Plant & Equipment; Conferences & Seminars Attendance; Payment of Expenses and Provisions of Facilities to Councillors including Councillor Allowance; Military Leave; EEO & Harassment Prevention; Work Place Rehabilitation; Motor Vehicle – Private Use by Staff; Plant and Equipment Hire; Distribution of Materials for External Organisations; Risk Management; Child Care Protection; Salary Packaging; Control & Use of Banner Poles; Recognition of Service by Staff Members; Council Volunteer Policy; Insurance – Gathering Information.

LOCAL LAWS POLICIES: Fire Control; Control of Self Propelled Vehicles; Prohibited Camping on Public Land; Parking Permits – CBD Area.

FINANCE POLICIES: Disposal of Surplus Council Land; Donations/Subsidies/Financial Assistance by Council; Aggregation of Certain Parcels of Land for Rating Purposes; Corporate Credit Cards; Tendering; Contribution to Kerb & Guttering & Footpath Construction; Council Investment Policy.

TECHNICAL SERVICES POLICIES: Outdoor Workforce Business Unit; Protection of Assets; Deniliquin Cemetery; Lawn Cemetery; Indigent Burials; Columbarium; Memorial Rose Garden; Control of Vegetation on Nature Strips; Contribution to Dividing Fences; Water & Sewer Limits; Raw Water; Use of Treatment Water Works; General Standard for Engineering Works; Water Supply Connections and Metering; Sporting, Leisure & Recreational Facilities in Deniliquin; Backflow Prevention; Kerb and Gutter Crossover Modifications, Policy for Work on Fire Ban Days; Aggregation of Certain Parcels of Residential Land for Rating Purposes.

COMMUNITY DEVELOPMENT POLICIES:

Town Planning – Exhibition and Notification of Development Applications; Refund of Development Application Fees – Withdrawal of Application; Advertising Signs; Guidelines for Subdivision and Development Applications and Works; Development Control Plan No 1 – Urban; Water Drainage – Provisions; Parking Area & Driveway Construction; Verandah Posts; Obstructions to and on Flood Protection Levees and Levee Easements.

Building – Damage to Footpathing, Kerbing & Guttering; Relocation of Dwelling Houses; Location of Buildings over Sewer Mains.

Environmental Health – Control of Activities in Public Places within the CBD; Placement of Articles on Footpaths in Commercial Areas; Disabled Access and Mobility; Food Premises Code.

Economic Development –Economic Development Incentives.

Cultural Development – Falls Prevention.

OTHER POLICY DOCUMENTS: Delegation Register; Risk Management Program; Occupational Health & Safety Management Program; Strategic Business Plan 2002-2007; Economic Development Strategic Plan; Asset Management Plan; Waste Management Plan; State of the Environment Report; Management Plan 2002/3-2006/7; Deniliquin Local Environmental Plan 1997; Annual Report; Privacy Management Plan; Section 94 Contribution Plan; Minutes of Open Council meetings; Development Control Plans – Urban; Development Davidson Street; Flood Prone Land around Davidson Street; Exempt & Complying Developments; Performance Measurement Manual; Customer First Program; Marketing and Community Consultation Plan; Business Interruption Plan; Deniliquin Social Plan.

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs has been prepared to June 2007. This is available for inspection at Council's Civic Centre office.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents under the Freedom of Information Act should be made in writing and addressed to Council's Freedom of Information Officer as follows:

Graeme Haley
General Manager
Deniliquin Council
Civic Centre
Civic Place
DENILIQUIN NSW 2710

Telephone: (03) 5898 3000
Hours: 9:00 am – 5:00 pm

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:

2007/2008 Corporate Strategic Plan, Management Plan, Annual Operating Plan and Budget
Delegations of Authority
Code of Conduct
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
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
Dubbo Alive
Dubbo On-Site Sewage Management Strategy
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 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 and Carparking
Section 64 Contribution Policy – Water Supply and Sewerage Services Contribution Policy
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 2006.

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, Church Street (PO Box 81), Dubbo, telephone (02) 6801-4000 during the hours of 9.00 am and 5.00 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
Bonding for Civil Engineering Construction Works Associated Subdivisions and Other Developments	C3:30
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
Community Consultation	C3:29
Competitive Neutrality Complaints	C1:23
Complaints/Action Requests	C1:22
Contribution to Works for Kerbing and Guttering	C3:5
Contributions to Works for Footpaving	C3:6
Corporate Apparel	C1:3
Corruption Prevention	C1:20
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 Applications – Insufficient Information	C4:10
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
Footpaths – Intervention Standards, Maintenance Strategy, Repair Process & Standard Control Policy	C3:32
Gifts & Benefits	C1:7
Gutter Crossing Policy	C3:13
Implementation of Water Restrictions	C3:14
Industrial Land – Council Owned	C3:15
Investment of Funds	C2:8
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
Protected Disclosures	C1:24
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
Public Submissions	C1:19
Purchasing of Goods & Services	C2:2
Recognition of Individuals Who Support Council	C1:18
Refund of Development Application fees	C4:6
Rehabilitation Policy	C2:3
Residential Occupation of Sheds	C4:7
Rewards – Vandalism	C2:4
Rezoning	C4:11
Risk Management	C2:9
Risk Management – Tree Management System	C2:10
Road Maintenance Risk Management Policy	C3:33
Road Opening Policy	C3:34
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
Statement of Business Ethics	C1:21
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
Clarence Town Local Area Plan
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
Graffiti Removal Register
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 2006
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
State of the Environment Report 2004
Supplementary State of the Environment Report 2006

SECTION 2 – STATEMENT OF AFFAIRS

Councils most recent Statement of Affairs was prepared as at 31 December 2006.

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer
Dungog Shire Council
PO Box 95
DUNGOG NSW 2420

Telephone: (02) 4995 7777
Facsimile: (02) 4995 7750
Email: shirecouncil@dungog.nsw.gov.au

Council's 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
FORBES SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- Business Ethics Policy
- Business Development Incentive Policy
- Child Protection Policy
- Civic Office Expenses & Facilities Policy
- Code of Conduct Council Community Committees Policy
- Code of Meeting Practice Policy
- Conflict of Interest Policy
- Control of Footway Restaurants & Footpath Obstructions Policy
- Corruption Prevention Plan Policy
- Donations, Sponsorships & Waiver of Fees & Charges Policy
- Drug & Alcohol Policy
- Economic Development Policy
- Electronic Mail Policy
- Freedom of Information Policy
- Gifts Benefits & Bribes Policy
- Internet Access Policy
- Investment Policy
- Mobile Phone Policy
- OH & S Policy
- Procurement Policy
- Protected Disclosures Policy
- Public Forum Policy
- Rates – Pensioner Rebate Policy
- Rates – Payment of Rates & Charges & Sundry Debtors Policy
- Rewards Policy
- Risk Management Policy
- Roadside Memorials Policy
- School Holiday Activity Program Conduct Policy
- Sewerage Service Pricing Policy
- Signs as Remote Supervision Policy
- Staff Higher Duties Policy
- Use of Council Parks & Community Land Policy
- Vehicle Leaseback Policy
- Vehicle Procurement Policy
- Youth & Community Care Vacation Care Policy

DOCUMENTS AVAILABLE BUT NOT IN POLICY REGISTER:

- Annual Financial Reports
- Annual Report
- Annual Reports of Bodies exercising delegated Council Functions (Section 355)
- Auditors Report
- 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
- Committee Meetings Reports
- Development Control Plans
- EEO Management Plan

- Land Register
- Local Environmental Planning Instruments
- Management Plan
- Minutes of Council Meetings
- Policy Register
- Social Plan
- Building Certificate Records
- Development application/consent records

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recently published Statement of Affairs is available for inspection by contacting the Public Officer.

SECTION 3 – CONTRACT ARRANGMENTS

Any Freedom of Information inquiries concerning Councils activities should be directed to:

Ms Carissa Bywater
General Manager
Forbes Shire Council
Cnr Harold & Court Street
PO Box 333
FORBES NSW 2871

Telephone 02 68 501300
Fax 02 68 524170

FREEDOM OF INFORMATION ACT 1989
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SUMMARY OF AFFAIRS
of the
GLOUCESTER SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available for inspection or purchase:

- Code of Conduct
- Code of Meeting Procedure
  Cultural Plan
  Community Plan
- Council and Committee Minutes
- Councillors Allowances and Expenses Policy
- Delegations of Authority
- Development Application Register
- EEO Management Plan
- General Policy Manual
- Gloucester Local Environment Plan 2000
- Local Environmental Plan and Land Use Strategies
- Management Plan – including Fees and Charges
- Public Land Register
- Staff Procedural Manual
- Supplementary State of Environment Report 2005
- Aus-Spec #1 Development Specification for Subdivision of Land
- Development Control Plans:
  1/84 – Subdivision of Lot 10 DP 262710 Argyle Street, Barrington
  2/84 – Subdivision of Part Lot 1 Bucketts No. 1 Subdivision Argyle Street, Barrington
  1/95 – Land in Industrial Zones
  2/95 – Tourist Development
  3/95 – Land in Rural Zones
  4/95 – Rural Small Holdings Subdivision Fairbairns Road
  2/96 – Development of Rural Residential Subdivision – Lot 7 DP 843681 Thunderbolts Way, Gloucester
  1/99 – Subdivision of Lot 6 DP 739146 Clement Street, Gloucester
- Approvals Policy
- Community Road Safety Plan
- Council Financial Reports
- Investment Policy
- Liquid Trade Waste Policy
- Local Emergency Management Plan
- Main Street Heritage Study
- On site Effluent Disposal Policy
- Outdoor Advertising
- Plan of Management for - Gloucester District Park

- Other Community Land

- Pressure Sewer Policy
- Protected Disclosures Reporting Policy
- Rural Fire Service Standard Policy and Procedures
- Section 94 Contributions Plan
- Section 94 (A) Contributions Plan
- Section 94 Contributions Plan Car Parking
  Small Rural Holdings
- Strategic Issues for Gloucester Council
- Tendering Policy
- Water Efficient Housing Policy
- Water and Sewerage Draft Business Plan

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) 65385250
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
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SUMMARY OF AFFAIRS
of the
CONARGO SHIRE COUNCIL
F.O.I 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 2006/2007, 2007/2008 and 2008/2009
- 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 nineteenth 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 B W Barlow
General Manager,
P.O. Box 56,
DENILIUQIN, N.S.W. 2710

Enquiries may be directed to the F.O.I. Co-ordinator by telephoning (03) 5880 1200 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 the
COWRA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

(1) Cowra LEP – 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. 14) - Pending

(2) Development Control Plans:

- 1 (c1)
- 1-99 Advertising & Notification
- 1991 Valley View Estate
- 2-99 Exempt & Complying Development
- 4-02 Cowra Road Ribands Way
- 5-02 Stage 1 Valley View Estate
- 5-02 Stage 2 Valley View Estate
- 5-02 Stage 2a Valley View Estate
- Advertising Code
- Bed & Breakfast and Farmstay Accommodation
- Bluemantle Waters Estate Mount McDonald
- Business 3 Zone – Redfern Street
- Central Business District
- Commerce 3(b) Zone
- Cowra Abattoir Buffer Zone
- Cowra Aerodrome Obstacle Limitation Surface
- Cowra Road and Ribands Way DCP 4/02
- Erosion and Sedimentation
- Garrison Gates Residential Estate
- Guidelines for Development in Rural 1(C1) Zone
- Industrial 4(c) Land
- Killara Road Drainage Catchment Area
- Parking Code
- Residential Flat Code
- River Park Road Drainage Catchment Area
- Roadside Stalls –
- Rural 1(C) Zone – North Cowra
- Rural 1(c) Zone – West Cowra
- Rural Development
- Subdivision Code
- Wyangala Dam Tourism Strategy

(3) Section 94 Contributions Plans:

- Bushfire Rural/Villages – Plan No. 9

- Car Parking – Plan No. 7
- Community Facilities – Plan No. 10
- Drainage – Plan No. 3
- Killara Road Drainage Catchment Area
- Open Space – Plan No. 6
- River Park Road Drainage Catchment Area
- Rural Roads – Plan No. 1
- Rural Urban – Plan No. 2
- Sewerage – Plan No. 4
- Water – Plan No. 5

(4) General:

- 2004 – 2007 Management Plan
- Anti Discrimination Guidelines for Local Government Councillors
- Anti Discrimination Guidelines for Managers of Local Councils
- Anti Discrimination Policy/Procedure Manual
- Audit Charter
- B-Double Routes
- Child Protection Policy and Procedures
- Code of Administrative Practices
- Code of Business Practice
- Code of Conduct Guidelines
- Code of Meeting Practice
- Code of Sale of Food at Markets & One Day Events
- Complaints Management Policy
- Consultative Committee Constitution
- Corporate & Community Relations Strategy
- Corporate Credit Card Guidelines
- Corporate Staff Training Plan
- Councillor Access to Information & Interaction with Staff Policy
- Councillors – Payment of Fees & Expenses & Provision of Facilities to Councillors
- Cowra Business Assistance Package
- Cowra Cultural Plan
- Cowra Cultural Plan – Action Program
- Cowra Disaster Plan (Displan)
- Cowra Film Policy
- Current Annual Report of Cowra Shire Council
- Current Committee Meeting Minutes
- Current Council Meeting Agendas & Minutes
- Debt Recovery Plan
- Discipline Guidelines
- Donations & Sponsorship
- Drugs & Alcohol Policy & Procedures
- EEO Management Plan
- Emergency Response Plan – Administration Centre
- Emergency Response Plan – Water Treatment Plant
- Flag Policy
- Food Safety Plan
- Footpath Trading Policy
- Freedom of Information
- Guarantees of Service
- Information Services – Service Level Agreement
- Internal Reporting Procedure
- Internet & E-mail Policy
- Investment Policy
- Landscaping Code –
- Loss of Driver's Licence Policy
- Media Policy
- Mine Safety Management Plan
- Naming & Renaming of Bridges, Roads & Streets

- Occupational Health & Safety Committee Constitution
- Occupational Health & Safety Consultation Statement)
- Occupational Health & Safety Policy
- Privacy Management Plan
- Recruitment, Selection & Appointment Procedure Manual
- Road Closure & Purchase
- Road Openings
- Secondary Employment
- Section 355 Committees
- Shopping Trolleys and Articles Abandoned
- Social Plan
- Sport & Recreation Action Program 2005
- Sport & Recreation Plan – 1999
- State of the Environment
- Statement of Business Ethics
- Statement of Ethical Principles
- Stormwater Management Plan
- Street Banners (Kendal Street)
- Street Stall & Fundraising Activities Policy
- Street Tree Management Plan
- Truck Parking Policy
- Unused Public Roads – Leases
- UV Policy
- Valley View Estate Management Plan
- Vision & Values Statement
- Website Policy
- 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
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

Pauline Coe Park
Rigaut Park
Jenny Kerr Park, Woodstock
Woodstock Showground
Billimari Park
Europa Park
Elizabeth Street Park
Fragar Park
Olympic Park
Gooloogong Park
E J Walker Park – Wattamondara

Sportsfields

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

Urban Nature Parks

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

(5) List of Public Registers

- Building Line Policy
- Bushfire and Emergency Manuals
- Flood Prone Land Policy
- Food Premises Code
- Private Use of Council Vehicles Policy
- Smoke Free Work Environment Policy
- Swimming Pool Fencing Policy
- Annual Financial Statements
- Disclosures Register
- Investment Register
- Building Certificate Records
- Building Application/Approval Record
- Development Application/Consent Record
- Section 94 Contributions Register
- Section 149 Certificate Register
- Construction Certificate/Approval Record

SECTION 2 – STATEMENT OF AFFAIRS

Cowra Council's most recent Statement of Affairs has been prepared to 31st December 2006.

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
EUROBODALLA SHIRE COUNCIL
F.O.I. Agency No. 2125

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	$13.00
Urban LEP	$13.00

Codes – Development Manuals

Car Parking Code	$13.00
Industrial Development DCP	$13.00
Residential Design DCP	$13.00
Advertising Signs DCP	$13.00

Subdivision Guidelines	$33.80
Heritage Inventory	$ 0.30/page
Tilba Conservation Area Development Guidelines	$13.00
Subdivision Code – Water & Sewerage Construction	$33.80
Other Development Control Plans (eg site specific)	$13.00
Mogo Village Commercial Centre DCP	$13.00
Moruya Town Centre DCP	$13.00
Batemans Bay Town Centre DCP	$13.00
Narooma Town Centre DCP	$13.00
Tree Preservation Order	No charge
Neighbourhood Business and Commercial DCP	$13.00
Residential 2T – Tourism Development Guidelines	$13.00
Eurobodalla Settlement Strategy	$46.00

Other Publications

Population Profile (2003)	$12.80
Children's Services Directory	$ 2.10

SECTION 2 – STATEMENT OF AFFAIRS

Published 31 December 2006

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to information under the FOI Act should be made in writing and accompanied by a fee of $30.00 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
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SUMMARY OF AFFAIRS
of the
FAIRFIELD CITY COUNCIL

SECTION 1 – POLICY AND RELATED DOCUMENTS

Ability to Determine Wet Weather Matches
Access for People with Disabilities
Action to be taken in Relation to Members of Staff who have had their Driver's or Plant Operators Permits Licences Cancelled
Advertising
Annual Reports
Application of Fees and Charges for the hire of Community Facilities
Applications to Conduct Rodeos at Fairfield City Showground
Appointment of Apprentices
Approval of Public Fireworks Displays/Street Processions
Art Collection Policy
Asset Write-offs
Attendance at the Local Government Superannuation Board's Retirement Counselling Service
Audit of Management Committee Books

Building Application/Approval Records
Building Certificate Records
Building Operations
Business use of Footpaths & Public Places in Commercial Centres

Cabcharge Cards
Calling for Quotations
Calling of Tenders
Calling of Tenders – Preliminary Deposits
Careers Markets/Exhibitions
Casting Vote – Committees
Censorship and Freedom of Access
Charities Using Council Facilities
Children's Services Policies (Available on Application)
Christmas Cheer Donations
Closing of Office on Christmas Eve
Code of Meeting Practice
Community Tolerance
Concessions for Pensioners
Conferences and Seminars Policy
Confidentiality of Council & Committee Reports
Confined Spaces Policy
Construction Certificate Register
Construction of Garbage Storage Bays
Contributions Plans – Section 94 Plan 1999
- Contributions Plan – Section 94A 2006
- 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

Corporate Records Management Policy
Councillors Names on Commemorative Plaques
Councillors Representation on Committees of Community Organisations

Defence Reserve Leave
Delegation for Council Officers to Conduct Citizenship Ceremonies
Delegations of Authority Register
Deputations
Design Control
Designing for Access – Guidelines & Checklists
Development Application/Approval Records
Development Application Register
Development Without Consent – (State Environmental Planning Policy No 4)
Disabled Car Parking Policy
Display of Goods on Council Owned Footpaths
Disposal of Assets
Disposal of Council Light Vehicles
Disposal of Discarded Library Books
Donations to Charitable Organisation
Drug and Alcohol Policy

EEO Management Plan
Energy Conservation Plan
Environmental Management Plan
Equal Employment Opportunity Policy
Erection of Pigeon Lofts
Erosion & Sediment Control

Fairfield City-Wide Development Control Plan 2006
Fairfield Local Disaster Plan
Flags, Banners and Flagpoles on Council owned or Managed Land
Flexitime for Salary Staff: (A) General (B) Childrens Services (C) Library
Food Premises Code
Footings for Dwellings in the Fairfield City Area

Garbage Storage Bays Policy
Girl Guide and Boy Scout Halls (Waiving of Application Fees for)
Greenhouse Action Plan
Guidelines for Approvals for Child Care Centres

Handling of Complaints about Library Material
Helicopter Landings on Recreation Facilities
Hepatitis A Immunisation Policy
Hepatitis B Immunisation Policy
Heritage & Development
Hoardings

Indoor Salary System Position Evaluation Policy
Indoor Salary System Position Evaluation Appeals Policy
Installation & Operation of Air Conditioning Units
Interest Charges on Overdue Rates
Internal Reporting Policy
Issue of Council Rolls at Election Time
Issue of Wet Weather Clothing and Safety Footwear to Staff

Language Aides
Leasing of Council Properties
Leasing of Council Vehicles for Private Use
Library and Literacy
Library and Multiculturalism
Library Membership
Library Regulations
Library Services Policy

Library Sites
Lighting within Public Reserves
Linemarking of Playing Fields
Load Limit Restriction Exemption for Local Residents
Local Environment Planning Instruments
- Fairfield LEP 1994

Local Ethnic Affairs Policy Statement (LEAPS)

Management of Environmental &Regulatory Related Complaints
Management Plan
Manual Handling Policy
Master Locksmiths of Australia Access System for Accessible Toilets
Mayoral Donations Scheme Policy
Media Policy
Minutes of Committee Meetings
Minutes of Council Meetings
Mobile Food Vending Vehicles Code
Multicultural Accesses to Council Services

Noise Impact of Future Badgery's Creek Airport

Other Development Control Plans
- Development Standards relating to Roads
- Exempt and Complying Development

Out of School Hours Care (OOSH) Policies (Available on Application)
Outdoor Dining on Council Owned Footpaths

Payment of Expenses to and use of Council Facilities and Equipment by Councillors
Payment of Higher Duties Allowances (HDA's)
Payment of Telstra Mobile Phone Accounts
Personnel Files – Access
Personnel Files – Contents
Petitions in Council Owned Buildings
Plans of Management
- Salters Road Reserve (Marconi Park)
- Corner of Elizabeth Drive Bonnyrigg (White Eagles)
- Cabramatta Sports Ground
- 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

Privacy Management Plan
Probationary Employment
Process for Conducting Negotiations After an Abandoned Tender
Projects Undertaken with Grant Funding
Professional Ethics – Library Staff
Protection of Footpaths & the Erection of Hoardings during Building Operations
Protective Clothing and Equipment
Provision of Children's Services
Provision of Concrete Path Paving in Residential Release Areas 1 &2
Provision of Vehicular Laybacks in the Industrial Area
Public Access to the Internet in Council Libraries
Public Forum
Public Statues and Monuments Policy
Rate Reduction for War Widows

Record of Attendance of Councillors at Committee and Council meetings for the past year, September to September
Recovery of Outstanding Rates
Religious Buildings used for the Storage of Cremated Remains of Deceased Person
Removal and Re-sitting of Dwellings
Renewal of Various Community Facilities Licences
Repairing and Replacing Plaques
Retail & Commercial Centres/Activities
Right of Referral period for Councillors
Risk Management Policy
Rural Area On-Site Detention Guidelines

Sale of Council Owned Land
School Presentation Evenings and Prizes
Service Station Rezoning Policy
Site Specific Development Control Plans
- Bonnyrigg Town Centre
- Cabramatta Town Centre
- Canley Corridor
- Fairfield Heights Local Business Centres
- Fairfield Town Centre

Small Project Assistance to Local Shops
Specification for Roadwork & Drainage Associated with Subdivision or other Development
Sponsorship and Management of Children's Services
Standard of Dress for Fairfield City Council Meetings
State of the Environment Report
Stormwater Drainage Policy
Street Names Policy
Sun Protection Policy
Swimming Pool Entry Fees

Temporary Exhibition Policy and Operational Guidelines for the Fairfield Heritage Centre's Stein Gallery
Temporary Food Premises Code
Tree Preservation Order

Union Delegate/Contact Employment Relations
Urban Area On-Site Detention Handbook
Use of Council Motor Vehicles
Use of Council Vehicles by Executive Managers
Use of Council's Logo and Motto ("Identity)
Use of Information Technology (IT) Equipment and Resources
Use of Internet by Children 16 and Under
Used Clothing Bins Policy

Variation to Street Names
Vehicular Crossing Application
Vehicular Crossing for Footpaths in Excess of 4.7 Metres

Water Conservation Plan
Western Sydney Area Assistance Scheme
Wetherill Park Industrial Area –
Drainage Requirements for Development
Wetherill Park Industrial Area –
Easement Widths for Major Stormwater Channels
Wetherill Park Industrial Area –
Roadwork Requirements for Development
Work Experience Programs
Writing Off Legal Costs for Court Cases

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 2006 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) (b) and (3)

SUMMARY OF AFFAIRS

of the

GOSFORD CITY COUNCIL
(FOI Agency No. 2132)

SECTION 1 – POLICY DOCUMENTS

Council's activities are in Program format and include fifteen (15) specific Programs. These Programs are:

Program A – Corporate Services
Program C – Community Facilities
Program D – Environment & Planning
Program E – Drainage and Flooding
Program G – Maintenance Services
Program H – Waste Services
Program I – Industry Development
Program J – Corporate Financing
Program O – Corporate Development
Program P – Private Works
Program R – Open space and Leisure Services
Program S – Sewerage Services
Program T – Engineering Services
Program V – Fleet Services
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. Some documents may require prior notice to be given. Please telephone Council's Call Centre on (02) 4325 8222 for information.

A number of these documents can be downloaded free of charge from Council's Internet Website at www.gosford.nsw.gov.au.

Note: • appears when a group of relevant documents on a particular matter have been summarised for the purposes of this document. That is, 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*
Arts & Culture C1*
Beaches R3*
Building Control D6*
Business Services D3*
Capital Works Program
Car Parks T9*
Caravan Parks R4*
Child Care Centres, complaints
Child Care Centres – Parent Committees 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 – Councillors & Staff O5.03
Code of Meeting Practice A1.47

Community Development C5*
Corporate Development O1*
Customer Service & Communications C2*
Councillors Financial and Service Provision Arrangements A1.42
Dams and Weirs W0*
Delegations of Authority
Development D6*
Development Assessment/Management D8*
Drainage Construction E6*
Drainage Maintenance E1*
Drainage Levy E7*
Education and Compliance D1*
EEO Management Plan
Effluent Generation S3*
Emergency Services H3*
Fees and Charges
Fees and Charges Information – Revenue Policy
Financial Management A3*
Flooding & Drainage Planning E3*
Flood Mitigation E2*
Flora & Fauna Report – Somersby Industrial Park 2003
Footpaths/cycleway T5*
Gifts and Benefits A1.55
Gosford City Bushfire Risk Management Plan
Gosford City Disaster Recovery Plan
Gosford City District Bushfire Operations Plan
Gosford LGA – Bush Fire Prone Land Map
Historical Water Quality Data Review and Analysis Final Report 2003
Human Resources Policy Manual
Human Resources O3*
Information Management & Technology A2*
Integrated Management System (Integrating Occupational Health, Safety and Environmental Management)
Integrated Planning D2*
Land proposed to be compulsorily acquired by Council
Levels of Service
Libraries C0*
Lighting T6
Liquid Waste Management H1*
Local Environmental Plans (LEP)
Minutes of Council Meetings
Minutes of Committee Meetings
Natural Reserves R0*
Organisation Development O3*
Parks R2*
Parking T9*
Performance Management O5*
Performance Management O5*
Policy Register
Program Management *8*
Property Services A5*
Reserves and Natural Resources R0*
Risk Management O4*
Road Maintenance T1*
Road Construction T0*
Sewer Mains & Tunnels S0*
Solid Waste Management H0*
Support Services A1*
Tendering Policy A3.07
Traffic T4*
Treatment Work S2*

Tree Management R6*
Tree Preservation Order
Water Consumer Services W4*
Watermains/Reservoirs W2*
Waterway Facilities R5*
Wharves & Public Transport T7*
Works – Capital Works WS5, S5*

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)
- Supplementary Sustainability Report 2006 incorporating the State of Environment Report 2006 (limited number available free of charge)
- Gosford Vision 2025 – A Strategic Direction for the Future
- Fact Sheets
- Gosford City Community Plan
- Cultural Plan
- Redevelopment DSP (Development Service Plan)
- 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
- Gosford City Council Supplement to Sewerage Code of Australia (Sydney Water Edition Version 1) WSA02-2002
- Gosford City Council Supplement to Water Code of Australia (Sydney Water Edition Version 1) WSA02-2002

DOCUMENTS AVAILABLE SUBJECT TO A FEE

The current fees charged can be found on Council's Internet Websitewww.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
- Contributions Plans (CP)
- Development Control Plans (listed below in DCP numerical order)
- Flood and Drainage Studies
- Schedule to Specification for Water Supply and Sewerage Works – Volume 2
- 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 Website 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 Highway Terrigal (Amendment 1)
- DCP 105 Old Narara Primary School Site Pacific Highway, Narara
- DCP 106 Controls for Site Waste Management
- DCP 107 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 115 Building in Flood Liable Areas
- DCP 117 Child Care Centres
- DCP 118 Brothels
- DCP 119 Wharves and Jetties
- DCP 122 Cut and Fill Restrictions
- 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
- DCP 171 Non Residential Uses within the 7(c2) Zone
- DCP 172 Holgate Lot 30 DP 1976 and Lot 11 DP 1000510
- DCP 174 Kincumber Fire Station
- Gosford City Centre LEP
- 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 Website 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
- Coastal Open Space System Action Strategy
- 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 Citywide Open Space Recreation Strategy
- Gosford Rainfall Scoping Study (2004)
- 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
- Mudflat Creek / Fraser Road Flood Study
- Mudflat 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
- Peninsula Urban Directions Strategy
- 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
- Terrigal Strategic Plan
- Turo Creek Flood Study
- Turo Creek Floodplain Risk Management Study and Plan (2007)
- 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 Supply Review Reports – Joint Water Authority

- 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
- Avoca Beach Storm Wave Inundation Study
- Gosford Water Level Recorders Scoping Study
- Erina Creek Floodplain Management Plan – Review of Worthing Road Creek Flood Management Area

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, as listed below, are available from the Administration Building, 49 Mann Street, Gosford, subject to a photocopying fee on application or may be downloaded free of charge from Council's Internet Website at www.gosford.nsw.gov.au:

- Blackwall Mountain Reserve
- Brisbane Water
- Broken Bay Beaches Coastal Management Plan
- Brooklyn Estuary Management Plan
- Caroline Bay
- Coastal Lagoons
- Community Parks
- Ettalong Beach Reserve
- Everglades Lagoon System Precinct
- Foreshore Parks
- Formal Parks
- Gosford Foreshore
- George Downs Cottage
- Grahame Park
- Kibble Park
- Kincumba Mountain Reserve
- Leagues Club Field
- Lisarow Wetlands
- Natural Areas – Bushland
- North Avoca Surf Club
- Open Coast Beaches Coastal Management Plan
- Saratoga Recreation Area and Wetland
- Sportsgrounds
- Terrigal Bowling Club
- Terrigal Haven
- Wilson Road Park Terrigal
- Worthing Creek Detention Basin and Parkland
- Woy Woy Oval
- Yattalunga Foreshore Reserve

SECTION 2 – 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 (PO Box 21), Gosford NSW 2250 between 8.30 am and 5.00 pm, Monday to Friday (public holidays excepted) and Public Libraries.

SECTION 3 – 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:

Community Services and Organisation Development	Jennie Keato	Telephone: (02) 4325 8304
Environment and Planning	Michelle Ritchie Ros Spain	Telephone (02) 4325 8239 Telephone: (02) 4325 8185
City Services	Sue McKellar	Telephone: (02) 4325 8257
Corporate Services	Margaret Shipman	Telephone: (02) 4325 8312
Water and 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 Customer 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

GOULBURN MULWAREE COUNCIL
(FOI Agency No. 2133)

SECTION 1 – PUBLICLY AVAILABLE DOCUMENTS

In accordance with the Section 12 of the *Local Government Act 1993*, anyone is entitled to inspect the current version of the following documents free of charge:

Annual Report
Annual Financial Report
Auditors Report
Building Application/Approval Records
Building Certificates
Business Papers
Code of Meeting Practice
Code of Conduct
Contribution Plans

- City Wide Infrastructure
- Clyde Street
- Common Street – Draft
- Ducks Lane Infrastructure (2006)
- Marys Mount Development Service Plan
- Marys Mount Section 94 Development Contributions Plan 2005
- Mulwaree Section 94 Development Contribution Plan (2003-2008)
- Draft Marulan Section 64 Infrastructure Plan

Corporate Plan 2007-2012
Council's Delegations and Authorities Register
Council Management Plan
Department of Local Government Reports
Designated Persons Returns
Development Application/Consent Records
Development Control Plans

- DCP No. 1 – Wind Energy Guidelines
- DCP No. 2 – Rural Subdivision for Dwelling Houses
- DCP No. 3 – Rural Dwelling Houses and Class 10 Buildings
- DCP No. 4 – Un-serviced Village Areas
- DCP No. 5 – Poultry Farm Development
- DCP No. 6 – Residential Development
- DCP No. 7 – Industrial Development
- DCP No. 8 – Off Street Parking Code
- DCP No. 9 – Advertising Signs
- DCP No. 10 – Good Design Statement
- DCP No. 11 – Outdoor Dining
- DCP No. 12 – Notification
- DCP No. 13 – Run-O-Waters Garden Estate
- DCP No. 14 – Tallong Park Estate
- DCP No. 15 – Marys Mount Road
- DCP No. 16 – Goulburn Racecourse Ancillary Development Policy
- Draft DCP – Ducks Lane
- Draft DCP – Common Street
- Draft DCP – Manfred Park
- Draft DCP – Clyde Street

Disaster Plan
Disclosures Register

Goulburn General Cemetery Master Plan
Graffiti Removal Register
Equal Employment Opportunity Management Plan
Fees and Charges (See Management Plan)
Financial Plan (See Management Plan)
Goulburn and Mulwaree demographic profile and projections
Goulburn Heritage Study
Goulburn LEP
Heritage Strategy 2006-08
Kenmore Cemetery Master Plan
Land and Property Plan
Minutes of open Committee Meetings
Minutes of open Council Meetings
Mulwaree Community Heritage Study 2002-04
Mulwaree LEP
Mulwaree Settlement Strategy November 2003
Plans of Management for Community Land and Compiled Plans of Management for:

- Belmore Park (Draft)
- Bushland Reserves
- Drainage Reserves
- Foreshore Reserves
- Goulburn Aquatic Centre
- Goulburn Historic Waterworks and Marsden Weir Parkland
- Governor's Hill Bushland (Draft)
- Natural Areas
- Parks and Playgrounds
- Sportsgrounds
- Street Trees

Policy Register
Register of Investments
Register of Public Land
South Goulburn Endangered/Threatened Species Management Plan (Now – 2011)
State of the Environment Report
Statement of Affairs – FOI
Summary of Affairs – FOI

Policy Documents – Goulburn Mulwaree Council

- Acquisition of Easements for Development
- Auburn Street Banners
- Civic Centre Display
- Clearance requirements for structures erected adjacent to sewer mains
- Community Grants and Donations Schemes
- Complaints & Compliments
- Condition for 5 year road lease
- Corporate Uniform
- Council Investment
- Credit Card Usage
- Debt Recovery
- Development Assessment and Decision Making
- Disposal of Surplus Goods
- Draft Aboriginal Archaeological Survey
- Financial
- Gift and Benefits
- Highway Promotional Signs
- Hospitality
- House Numbering
- Interim Water Restrictions
- Internal Reporting
- Land Sales – Council Owned
- Lease of Council Property

- Management and Maintenance of Lawn Cemeteries
- Management Plan for the Enforcement of Class 4 Noxious Weeds
- Media
- Noxious Weed Management Program Guidelines
- Occupational Health & Safety
- Payment of Expenses and Provision of Facilities to Mayor and Councillors
- Plumbing, Drainage and Hydraulics
- Private Lanes
- Purchasing
- Rainwater Tank – New Development
- Receipt of Payment By Credit Card
- Service Recognition
- Signposting to facilities, services and tourism attractions
- Smoke Free Environment
- Sun Safe
- Support for Festivals and Events
- Tourism Events Funding
- Training & Education Assistance
- Use of Council Logo By Outside Organisations
- Waste Service
- Water Allowance – Medical Reason
- Water Leakage

Former Goulburn City Council Policies – Still applicable to Goulburn Mulwaree Council

- Commercial Filming within the city
- Motor Vehicle – Fleet and Leasing
- Rainwater Tank
- Regional Art Gallery
- Sister City Affiliations
- Sponsorship of Council Activities
- Street Names

SECTION 2 – STATEMENT OF AFFAIRS

The Council's current Statement of Affairs, in accordance with Section 14 (1)(a) and (2) of the *Freedom of Information Act 1989*, was produced as part of Council's Annual Report for 2005/06. Council's Annual Report is available for inspection free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

Arrangements to obtain access to or copies of Council documents in accordance with Section 12 of the *Local Government Act 1993* can be made by contacting Council's Public Officer. Requests under the *Freedom of Information Act 1989* for access to other documents held by Goulburn Mulwaree Council must be made in writing to the Public Officer and should be accompanied by a fee of $30.00.

Copies of the documents can be made available at a fee of 20c per page.

Goulburn Mulwaree Council's Public Officer is contactable during office hours Monday to Friday, 8:30 am to 5:00 pm at the Civic Centre, Bourke Street, Goulburn. Other methods of contact with the Public Officer are as follows:

Public Officer, Goulburn Mulwaree Council
Locked Bag 22
GOULBURN NSW 2580

Telephone: 02 4823 4467
Fax: 02 48234456
Email: council@goulburn.nsw.gov.au

CHRIS BERRY,
Acting General Manager

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

SUMMARY OF AFFAIRS
of the
GREATER HUME SHIRE COUNCIL

SECTION 1 – DOCUMENTS HELD BY COUNCIL

Set out below is a list of documents held by each Department of Council. Section 12 of the Local Government Act lists the documents which the general public is entitled to inspect:

Governance
Council Meeting Agenda
Council Meeting Minutes
Delegations of Authority Register
Disclosure of Interests Register
Annual Report
Community Guide
Code of Conduct
Council Newsletters
Use of Council's Seal on documents
Legal Documents
Corporate and Community Services
Management Plan
Schedule of Fees and Charges
Auditors' Report
Annual Budget and 3-Year Financial Plan
Quarterly Financial Reviews
Financial Statements, including
- Operating Statement
- Statement of Financial Position
- Statement of Changes in Equity
- Cash Flow Statement

Equal Employment Opportunity Management Plan
Policy Register
Property Register
Rating Records
Engineering Services
Bitumen Resealing Plan
Gravel Resheeting Plan
Three-year Road Construction Plan
Ten-year Plant Replacement Plan
Roads Register
Water Supply Reticulation Plans
Sewerage Mains Plans
Occupational Health and Safety Policy
Occupational Rehabilitation Policy
Code of Safe Working Practices
Environment and Planning
Smoke Free Zones Policy
Development Applications
Development Register (Determinations)
Monthly Approvals Processed
Building Specification
Swimming Pool Fencing Policy
House Drainage Plans
Dog Registration Records
Greater Hume Shire Local Environment Plans

Council's Planning Instruments prior to 25 May 2005.
State of the Environment Report
Cemetery Records
Drainage Diagrams
Subdivision Applications
Section 94 Contributions

The sheer volume of information held by Council precludes the inclusion of a complete listing in this Statement.

SECTION 2 – STATEMENT OF AFFAIRS

The council's latest Statement of Affairs is dated 30 June 2007.

SECTION 3 – CONTACT ARRANGEMENTS

In most instances, access will be provided to documents which are available to members of the public without the need to apply in writing, under the Freedom of Information Act. Access can be obtained by contacting enquiry staff from the relevant Division at our Council Offices. Access to many documents is provided free of charge or copies may be obtained by payment of an appropriate fee in accordance with Section 12 of the Local Government Act 1993.

Requests to view publicly available documents should be directed to the Council's Public Officer and Freedom of Information Officer:

Mr Steven Pinnuck
General Manager
Greater Hume Shire Council
39 Young Street
Holbrook NSW 2644

Telephone: (02) 6036 0100
Fax: (02) 6036 2683
Access Hours: 8.30 to 5.00 pm, Monday to Friday (excluding public holidays)

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

SUMMARY OF AFFAIRS

of the

GREAT LAKES COUNCIL
FOI Agency No. 2135

SECTION 1 – POLICY DOCUMENTS

The policy documents held by Council which are available for inspection are:

CORPORATE DOCUMENTS

- Management Plan
- Annual Report
- Code of Conduct
- Code of Meeting Practice
- Delegations Register
- Register of Disclosures
- Land Register (Community and Operational)
- Agendas & Business Papers of Council and Committee meetings
- Minutes of Council and Committee meetings
- Annual Financial Reports
- Auditors Report
- Social Plan
- Register of Investments

PLANNING DOCUMENTS

- State of the Environment Report
- Tea Gardens/Hawks Nest Conservation & Development Strategy (2003)
- Great Lakes Rural Living Strategy (2004)
- Forster/Tuncurry Conservation & Development Strategy (2003)
- Section 94 Contribution Plans
- Great Lakes Local Environmental Plan 1996
- Manning Local Environmental Plan No.1
- DCP 6 Outdoor Advertising
- DCP 17 Little Street Foreshore, Forster
- DCP 21 Tall Buildings
- DCP 22 Myall Quays Estate
- DCP 28 Exempt and Complying Development
- DCP 29 Tea Gardens Foreshore
- DCP 30 Residential – Urban Areas
- DCP 32 Forster Town Centre
- DCP 31 Subdivision
- DCP 33 Stroud Heritage
- Draft DCP 34 Acid Sulfate Soils
- Industrial Code
- Hawks Nest Tea Gardens Housing Strategy

POLICY DOCUMENTS

1 – BUILDING

Access by Steep Driveway (see Vehicle Crossings)
Applications by Council
Applications by Employees of Council
Builder Toilet Facilities
Building Alignment – Residential Area
Building Standard – Foreshores of Boomerang and Blueys Beach

Building over or adjacent to Council's Stormwater Pipelines
Carports and Garages in Urban Areas – Erection of
Earth Wall Construction
Fencing in Urban Areas – Boundary
House Numbering (needs updating)
Local Approvals (superseded – needs revising)
Notification Policy for Planning Matter
Outbuildings and Temporary Structures – Occupation of
Rainwater Tanks – Domestic
Relocated Dwellings
Septic Tank System
Subterranean Termites – Protection of Buildings
Swimming Pools – New & Existing Policy (needs revising)
Underground Stormwater Pipelines – Building Near
Vehicular Footpath Crossing (see Vehicle Crossings)
Wall Ties
Water Disposal – Roof/Surface
Vehicle Crossings

2 – COUNCILLORS AND COUNCIL COMMITTEES

Attendance by Councillors at Conferences, Seminars, Workshops etc
Committees with Authority Delegated under Section 355 – Establishment of
Committees with Authority Delegated under Section 355 – Operation of
Payment of Expenses and the Provision of Facilities to the Mayor, Deputy Mayor and Councillors
Interstate & Overseas Travel
"Meet the Public" Session of Council
Tape Recording of Council Meetings
Council Meetings – Audio Recordings of Meetings

3 – DEVELOPMENT

Applications by Council
Applications by Employees of Council
Car Parking
Development and Use of Canals at Forster Keys
Erosion and Sediment Control Policy
Flood Management (deferred pending clarification and consideration with future flood management plans)
Footing Design – Geotechnical Report
Incomplete Development Applications
Industrial Development
Integrated Housing
Markets on Public and Private Land (deferred pending policy expansion to include appropriate insurance)
Piping of Drainage Easements/Waterways
Street Stalls
Structures within Jonnel Cove
Telstra Facilities in Subdivisions and Developments
Tree Preservation Order

4 – FINANCES AND RATES

Budget Variations
Cashiers Discrepancies
Community Groups – Financial Support to
Investment Policy
Major Events of the Great Lakes Area – Financial Assistance
Pensioner Rate Rebates – Time Frame
Pensioner Rate Rebates – Extension of
Continuation of Pension concession – Aged Care Facility
Plant Changeovers (deferred pending receipt of report on plant related issues)
Purchasing Policy and Procedure Manual
Rate Subsidies (deferred pending updating)
Outstanding Rates and Charges – Recovery of

Writing-off Debts to Council
Credit Card Use
Commitments for Expenditure Other Than Goods/Services on Order
Investment Policy

5 – LIBRARY

Collection Development
Computer and Internet Usage – Library
Library
Volunteers – Library

6 – OCCUPATIONAL HEALTH & SAFETY

Eye Protection for Council Staff
Fire Extinguishers – Provision for Selective Council Plant Items
Footwear – Provision of Safety Footwear for Staff
Hazardous Material Incident Procedures
Hearing Protection for Council Staff and Contractors
Helmets – Wearing of Safety Helmets
Occupational Rehabilitation – Worker's Compensation Act
Vests – Wearing of Safety Vests
Work Clothes and Safety Equipment – Provision of

7 – PUBLIC HEALTH

Effluent Disposal
Food Handling Standards
Legionnaires Disease – Management
Overgrown Properties
Water Carting

8 – PUBLIC RESERVE

Dune Areas – Encroachment on Public Reserves
Public Liability Insurance Coverage required from Users/Hirers – Level of
Sporting and Recreational Facilities Usage
Commercial Use of Beaches
Commercial Use of Reserves (replaces Sporting & Recreational Facilities Usage above)
Use of Council Reserves by Commercial Fitness Groups and Personal Trainers
Management of Illegal Removal of Vegetation for Council Controlled Reserves

9 – REGULATORY

Abandoned Vehicles
Advertising Signs
Bush Fire Protection for Rural Dwellings/Subdivisions
Camping on Private Land
Fire Management for Council Controlled Natural Areas (deferred pending director's report)
Noxious Weeds
Release of Dogs (deferred pending any upgrade in accordance with new legislation)
Vehicles for Sale on Public Roads

10 – ROADS

Bicycle Paths
Election Signs
Gates on Public Roads
Heavy Vehicles Hauling Over Public Roads
Naming – Road/Street
Nominated Road Network
Paving, Kerbing and Guttering Footways – Charges to Landowners
Street Stalls
Tree Planting in Street
Use of the Old Pacific Highway for Car Rallies
Road Openings
Road Maintenance Risk Management
Footpath/Cycleway Risk Management
Awnings, Verandahs and Balconies over Footways

11 – STAFF

Child Protection
Out of School Hours Care
Conferences, Seminars, Workshops etc – Attendance of Staff
Complaints
Defence Force Reserves
Delegations to Staff
Educational Assistance
Emergencies – Volunteers Attending
Equal Employment
Internet & E-mail Usage
Interstate & Overseas Travel
Long Serving Employees – acknowledgment of
Removal Expenses for New Staff – Reimbursement
Seniority Ranking
Sexual Harassment
Tools and Equipment – Provision of
Vehicles Not Leased and Taken Home Daily
Vehicles allocated to staff for private use under lease arrangements

12 -WASTE MANAGEMENT

Asbestos Waste Disposal
Assessment of Properties in Rural Areas – Domestic Waste Service
Clean-Up Campaign
Commercial (Solid) Trade Waste
Landfill Sites – Substances Excluded from
Mobile Garbage Bins (240 litre) – Replacement or Repair
Mobile Garbage Bins in Rural Areas – Location of
On-Site Sewage Management Enforcement Policy
Use of Solid Waste Landfills

13 – MISCELLANEOUS

Burial of Pathological Samples
Council Headquarters Facilities – Use of
Erection of Election Posters
Environmental Planning and Assessment Act – Breaches of
Great Lakes Council Cemeteries
Helicopter Landing – Casual
Helicopter Landing – Joyflight
Outdoor Eating Areas
Public Hall Facilities – Guidelines, Commercial Activities at
Public Liability Insurance Coverage required from Users/Hirers – Level of
Records and Archives Policy
Public Access to Documents
Model Privacy Management Plan
Gifts, Hospitality & Benefits
Hunter Regional Filming
Private Memorials (to be read in conjunction with Sponsorship Policy below)
Sponsorship (to be read in conjunction with Private Memorials Policy above)
Internal Reporting under Protected Disclosures Legislation.

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs is available from Council Office, Breese Parade, Forster NSW 2428.

SECTION 3 – CONTACT ARRANGEMENTS

Applications under the Freedom of Information Act 1989 for access to documents in the possession of Great Lakes Council should be accompanied by $30 application fee and directed to:

The Public Officer
Great Lakes Council
Breese Parade
FORSTER NSW 2428

Telephone: (02) 6591 7268
Hours: 8.30 am – 4.30 pm, Monday to Friday

A reduction in the fee payable may be applicable in certain circumstances.

A significant amount of information is available from Council free of charge and without reference to the Freedom of Information Act, and it is suggested contact be made with the Public Officer (Mr Phil Brennan) prior to formal application.

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

SUMMARY OF AFFAIRS
of the
GRIFFITH CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

Animal Control
Approvals
- Advertising
- Busking
- Vending Machines
- Development
- Fencing
- Noise Pollution

Buildings
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

SECTION 2 – STATEMENT OF AFFAIRS

Council's last published Summary was at 31 December 2006. Further details are available from the contract below.

SECTION 3 – CONTACT ARRANGEMENTS

Access to these documents may be arranged by contacting:

Mr Andrew Crakanthorp
Group Manager Governance & Compliance /Public Officer
Griffith City Council
PO Box 485
GRIFFITH NSW 2680

Telephone: (02) 6962 8113
Facsimile: (02) 6962 7161
E-mail: andrew.crakanthorp@griffith.nsw.gov.au

Inspection 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

HAWKESBURY CITY COUNCIL
(F.O.I. Agency No. 2145)

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available for inspection, free of charge, at the Council Offices during office hours (Monday to Friday 8:30am to 5pm):

Advertising Code
Annual Report
Auditors Report
Code of Conduct
Code of Meeting Practice
Contribution Plans – Section 94 Contributions
Delegations RegisterDisabled Access Policy
Email & Internet Policy
Fencing Code
Food Premises Code
Hawkesbury Development Control Plan
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 2006/2007 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 phone: 4560 4444 during office hours (Monday to Friday 8.30am to 5.00pm) or by fax: 4560 4400.

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

SUMMARY OF AFFAIRS
of the
HAY SHIRE COUNCIL

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, Demand Management Plan, Drought 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, Bridge Policy, Business Ethics, Building Matters, Building Over Sewers, Cemetery Fees, Channel Specification, Class 4 Noxious Weeds Management Plan, 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, Councillors – Payment of Councillors Expenses and Provision of Facilities, Debts Owing to Council, Dogs, Email and Internet Policy, Environmental Policy, Ethnic Affairs Priorities Statement (EAPS), Equal Employment Opportunity, Fencing, Firebreaks, Fire Fighting Water Connections 2005, Flood Mitigation Works, Food Premises, Footpath, Fuel Quotations, Gates and Race Specification, Gathering Information, , 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 Policy, Private Structures Subsidy, 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, Ramps Specification, 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, Rural Road Pavement Risk Management, Signs as Remote Supervision, Staff Interaction, 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, Workplace Bullying.

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
Fax (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
HORNSBY SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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 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 DCP (CASD)
No Number	Car Parking DCP (CASD)
No Number	Cherrybrook Precinct DCP (CASD)
No Number	Child Care Centre Operations
No Number	Code for Facilitation and Mediation of Development Disputes
No Number	Code for the Keeping of Animals
No Number	Code of Conduct (CASD)
No Number	Code of Meeting Practice (CASD)
No Number	Collection Development Policy (Library Services)
No Number	Community Uses DCP (CASD)
No Number	Conflict of Duties Protocol (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	Heritage DCP (CASD)
No Number	High Density Multi-Unit Housing DCP (CASD)
No Number	Hornsby Biodiversity Conservation Strategy
No Number	Hornsby Bushcode
No Number	Hornsby Mall Code
No Number	Hornsby Mall Outdoor Seating Code
No Number	Hornsby Shire Local Environmental Plan 1994
No Number	Hornsby Town Centre DCP (CASD)
No Number	Industrial Lands DCP (CASD)
No Number	Landscape Code for Development Applications (CASD)
No Number	Library & Information Services 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 – Bar Island (and appendices) (CASD)
No Number	Plan of Management – Brickpit Park, Thornleigh (CASD)
No Number	Plan of Management – Fagan Park (CASD)
No Number	Plan of Management – Greenway Park (CASD)
No Number	Plan of Management – Significant Areas Bushland (CASD)
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 1
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 2
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 3 & 9
No Number	Draft Generic Plan of Management for District 4
No Number	Draft Generic Plan of Management for District 6
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 8
No Number	Privacy Management Plan (CASD)
No Number	Medical Support 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 Precinct, Westleigh DCP (CASD)
No Number	Water Conservation Policy
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	Over 55's Services
COMSPSCS 5	Access and Equity
CS (No. TBA)	Aboriginal Recognition
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	Customer Service
CSCM17	Complaints Handling
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 4	Interstate and Overseas Travel
CSISAS 5	Public Forum
CSISAS 6	Freedom of Speech
CSISAS 9	Council Resolutions
CSISAS 10	Councillors' Questions and Requests
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	Legal Assistance for Councillors and Employees
CSISAS 18	Insurance Protection for Councillors, Officers and Volunteers
CSISITS 1	Information Systems (CASD)
EHP 52	Managing Contaminated Land Policy
EHP 53	Sustainable Energy Policy for New Council Assets
EHP 54	Compliance Policy
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 – Alterations

PWRF 3	Road Boundary 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	Footway and Footpath Widths
PWRF 10	Provision of Civil Infrastructure
PWRF 11	Maintenance of Civil 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
SSQS 1	Environmental Management System
SSSD 1	Competitive Provision of Services and Security of Employment
tba	Procurement Sustainability
tba	Internally Restricted Asset Accounts
tba	Road Closures and Special Event Traffic Management
tba	Investigation of Complaints Against Councillors
tba	Hardship Rates Relief

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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 6608, 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
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
HURSTVILLE CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Accident Compensation
Accident Prevention Policy
Accidents
Acquisition of Properties – Valuation of
Advertising – Council Comment
Advertising – Seats in Residential Areas
Agreement – Hurstville/Rockdale Home Library Service
Agreement With Other Council's – Reciprocal Borrowing
Army Reserve Employers' Support
Audible Communication Devices – Use in Council Chamber
Australia Day Celebrations
Authority for Principal Building Surveyor for Approval of Jetties , Ramps and Pontoons
Band Performances – Hurstville Boulevard
Banners – Erection of Across Forest Road
Bicycle Races
Bowling Clubs – Rentals & Subsidies Paid to and By
Buildings Lines – Brick Fences
Business Papers – Preparation of
Casual Care Centre
Catering & Refreshments – Cost
Certification of Accounts
Charges for Green Fees at Golf Courses
Charity Clothing Bins – Location and Control Of
Child Care Policy
Circuses and Carnivals – Use by
Citizen of the Year Awards
City Manager – Disposal of Minor Office Furniture
Civic Centre – Reduced Charges
Civic Centre – Use by Hurstville Community Committee
Civic Cinema – Use by Local Service Clubs
Cleaning Deposit
Clean-up Service
Closure of Playing Fields
Code Of Meeting Practice
Collection Service
Commercial Leases – Rental Bond/Bank Guarantees
Common Seal of Council
Conference Travel Arrangements
Construction of Vehicular Crossings
Contracts of Employment
Co-operative Storage System – The Metropolitan Chief Librarians' Committee (NSW)
Council Meeting Procedures
Council Meetings & General Business
Council Motions – Referred to MP's or Government Departments
Council Officers – Invited to Attend Public Meetings
Councillors & Senior Officers
Deferral of Payment – Town Improvement Local Rate
Delegations of Powers of Council
Demolition & Excavation Works at Building Sites
Development & Building Applications

Diment Way – Use by Charitable Organisations
Direct Payment of Salaries & Wages
Disabled Parking
Disabled Persons
Discipline
Disclosure of Interests – Designated Employees
Donations
Donations
Donations/Subsidies – Sport, Recreation or Cultural Activities
Drainage Construction Through Private Property
Drainage Improvement Rates
Dual Occupancy – Section 149 Certificate
Easter Work
Elections – Use of PA Systems & Information Tables
Encroachment of Fences & Minor Buildings on Public Roads
Entertainment Centre Facilities
Equal Employment Opportunity Policy
Examination Summonses/Examiners
Extension of Delegations in the Processing of Development Applications
Facilities for Payment of Accounts
Family Day Care Centre
Family Planning Clinic – Implementation
Family Planning Clinic – Site For
Fences – Guidelines for Applications to Council for Contribution Towards Replacement
Field Maintenance
Film Making Within the City – Policy and Charges
First Aid Training
Floodlighting for Training Purposes – Winter Season
Floral Emblem
Footway – Construction
Footway – Construction
Footway – Contribution Policy
Footway – Contribution Policy
Footway – Replacement in Redeveloped Areas
Foreshore – Building Line
G.R.O.W. Use of Hurstville Baby Centre Facilities
Golf Course – Usage by the Public and Social Golf Clubs
Group Personal Accident Scheme
Hairdresser or Beauty Salon Licence Fee
Higher Duties
Historical Plaques
Home Service
Hurstville Aquatic Leisure Centre
Hurstville Car Parks
Hurstville Community Committee – Festivals
Hurstville House – Lease of Premises
Hurstville Senior Citizens & Community Centre – Night Time Bookings
Identification Cards
Improved Lighting Standards – Parks
Incentive Scheme
Incoming Correspondence – Acknowledgement of
Industrial Agreements – Flexitime
Information Kiosk – Use of
Inspection of Buildings – Liquor Act 1982
Inter-Library Loan Van
Introduction of 38 Hour Week
Joint Local History Collection
Jury Service
Kingsgrove Community Aid Centre – Podiatry Service
Leave Without Pay
Lessees – Land Tax

Levy on Bowling Clubs
Library – Aims and Objectives
Library – Censorship
Library – Donations of Material
Lighting of Beverly Hills Park
Limitation of Increases in General Rates and Garbage Charges for 1989
Local Government Act, Authority Under Provision – City Manager
Local Government Annual Sporting Competitions – Blue Mountains City Council
Local Government Association
Locks to Parks and Public Reserves
Long Day Care Centres – Child Safety Issues
Long Service Leave
Long Service Leave – Broken Service
Maintenance – State Emergency Services Vehicle
Matters of Privilege
Mayoral Car
Medical Examination – on Retirement/Recruitment
Members of Council – Presentation to Long Serving Members
Minimum Building Lines – Lanes
Mowing of Nature Strips
Natural Watercourses – Notices
Natural Waterways – Prosecution
Night Lighting
Numbering of Houses – Allocation of
Numbering of Houses on Kerbs
Numbering of Houses on Kerbs
Oatley Park – Fire Safety
Occupational Rehabilitation Policy and Procedures
Opening Prayer
Oyster Leases – Renewal
Paid to Council Members
Parking Arrangements – Civic Centre
'Peg Out' Surveys
Pensioners – Supply & Delivery
Perpetual Trophies – Presentation of to Schools
Personal Accident – Voluntary Workers & Organisations
Personal Injury Policy
Pinball Machines on Commercial
Pole Depot – User Groups
Previous Resolution of Council
Professional Indemnity
Prohibition of Activities in Parks and Reserves
Public Access to Plans
Public Footways
Public Liability – Bush Regeneration
Public Reserves & Parks – Signs
Public Reserve & Parks
Public Toilets – Barratt Street
Rate Income Base
Rebates – Pensioners
Rebates – War Widows
Reciprocal Borrowing of Books – State Government
Recovery of Unpaid
References Under Seal
Refreshments – Hours
Regional Waste Boar
Removal of Trees – Erection of Structures Within the Foreshore Building Line
Requests and Petitions For
Resource Administration
Retirement of Staff – Attendance at Seminars
Road Closures

Roundabouts – Lighting at
Sale of Promotional Material
Senior Staff – Future Appointment
Services
Sewerage – Damage to Lines
Shiroishi City Council, Japan
Single Dwelling Houses
Smoking
Special Leave for Advanced Tertiary Qualifications
Sporting or Playing Fields – Seasonal Use
Sports Advisory Committee
SSROC – Delegates to
Staff Consultative Committee – Establishment of
Staff Matters – Kuring-Gai College of Advanced Education, University of New South Wales, Sydney Technical College and Riverina College
Standardisation of Building Application Forms
Standing Orders – Ordinary Meeting
Street Closures for Festivities
Street Lighting – Alteration of
Street Signage – Colour & Type
Street Stalls – Policy Re: Conduct
Street Trees
Street Trees – Removal & Replacement
Supplementary Severance Payments
Supply of Soil and Mulch
Support Re: Local Government Association Position
Survey of Historical Buildings
Sydney Children's Film Circuit
Tape Recordings at Council Meetings
Technical Training – Garden Staff
Temporary Access to Reserves
Temporary Approvals – General
Tennis Courts – Reduced Fees
The Library (Amendment) Act 1975
Third Runway Kingsford Smith Airport
Town Improvement Local Rate – Levy – Beverly Hills
Training & Appraisals
Training & Development Policy
Trees – Builders' Declaration
Trees – Damage Deposit
Trees – Preservation Order
Trees on Council Property
Twin Towns – Programme
Underground Power Cables
Untaken Sick Leave – Apprentices
Usage – Hurstville Oval
Usage During Wet Weather
Various Reserves – Use of For Fund Raising
Vehicular Crossings
Vehicular Crossings – Kerb & Guttering
Westfield Contribution – Child Care Centre
'White Step' Promotion
Woodville Street
Work Experience Scheme
Workers' Compensation
Workforce CPR Training Course
Youth Centre – Establishment of
Youth Drop-In Centres

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs prepared by Council as required under Section 14 of the Freedom of Information Act is in respect of the period ended 30 June 2007.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to the Policy Documents referred to in Section 1 can be made by contacting the Freedom of Information Co-ordinator:

Senior Manager Administration
Hurstville City Council
PO Box 205
HURSTVILLE BC NSW 1481

or

Civic Centre
MacMahon Street
HURSTVILLE NSW 2220

Telephone: (02) 9330 6222
Facsimile: (02) 9330 6223
Email: hccmail@hurstville.nsw.gov.au

Requests for access under the Freedom of Information Act 1989 to other documents held by Hurstville City Council should be submitted in writing providing specific details of the documents to which access is requested to the abovementioned address and must be accompanied by the applicable fee of $30.00.

Victor GD Lampe
General Manager

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

SUMMARY OF AFFAIRS

of the

INVERELL SHIRE COUNCIL
F.O.I. Agency No. 2153

SECTION 1 – POLICY DOCUMENTS

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

- Council's Annual Report
- Management Plan
- State of the Environment Report
- Code of Conduct
- Code of Meeting Practice
- Council Policies
- Payment of Expenses to, and use of Equipment and Facilities by Councillors Policy
- Returns of Interests
- Returns as to candidates' campaign donations
- Minutes of Council Meetings
- Minutes of Committee Meetings
- Delegations of Authority Register
- Equal Employment Opportunity Management Plan
- Smoke Free Work Environment Policy
- Occupational Health and Safety Code
- Procedure Manuals
- Land Bank Register
- 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 Public Baths
  - Pounds
- Financial Reports
- Investment Reports
- Auditor's Report
- Disabled Access Policy
- Flood Plain Management Plan
- Section 94 Contribution Plan
- Local Environmental Plan 1988 (as amended)
- Development Control Plans for
  - Control of Roadside Advertising
  - Buffer areas around Sewage Treatment Works
  - Residential Flat Buildings/Medium Density Housing
  - Stables in Residential Areas
  - Flood Prone Land
  - Rural Subdivisions
  - Subdivisions
  - Poultry Farms
  - On-site and Off Street Carparking

- Notification of Development Applications
- Assessment of Development Applications
- Control of Development
- Draft to Maintain Character of Town Centre
- Draft to Maintain Character of Heritage Conservation Areas and Heritage Items
- Control Establishment of Brothels
- Control Subdivision Rural Residential Land

Under the Freedom of Information Act, the Inverell Shire Council is required to make information available to inspect 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 2007 may be obtained by contacting the FOI Co-ordinator.

The Statement of Affairs as compiled June 2007 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
KEMPSEY SHIRE COUNCIL
(F.O.I. Agency No. 2156)

SECTION 1 – POLICY DOCUMENTS

Kempsey Shire Council's Policy Documents are as follows:

Policy Register	**No.**
Abandoned shopping trolleys	13.1
Access roads to rural residential areas	22.05
Access to rural subdivisions	13.8
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
Aged and invalid persons units – application for tenancy of rental units	12.21
Aggregation of certain land for rating purposes	21.26
Assistance to organisations – grant applications and project management	11.3
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
Buildings demolition	13.2
Building disposal of roofwater	13.3
Building temporary occupation of caravans or garages	23.15
Business incentive	13.10
Busking	12.22
Camping grounds – goolawah reserve racecourse – delicate	11.14
Caravan parks/camping grounds – caretakers authorities	11.15
Carnivals and concerts, circuses etc on council property	11.4
Cattle feed lots establishment of	23.3
Cemeteries and memorial garden policy	12.10
Chemical sensitivity	21.24
Child Protection	11.13
Civic centre use – hire of council chambers	11.5
Clyde street mall	12.26
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 of meeting practice	24.19
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	24.16
Complaints and compliments – council activities	24.17
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
Council meeting arrangements	24.14
Council publications – subscriptions	21.6
Council quarry operations drilling and or blasting rock	12.6
Councillors and staff – interaction and provision of information t•	24.1
Damage to water meters	12.17
Definition of categories used for sewerage access and usage charges	21.25
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 non-payment	12.1
Disposal of assets	11.16
Dogs – control and registration	13.4
Dogs – keeping of and kennels	13.5
Donations and grants and subsidies	21.7
Ecologically sustainable development	23.23
Events management	21.22
Extension of water mains	22.13
Farm land rating	21.9
Flood plain management strategy	23.6
Food surveillance programme	13.7
Footpath risk management	11.7
Fraud control procedure	24.20
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
Holidays – local public	21.12
Implementation of water restrictions	22.10
Incentive policy – sports facility develop and maint. Strategy	12.9
Industrial land – council owned	21.23
Information technology co-ordination policy	11.6
Initial sealing of roads	22.9
Insurances	11.8
Internal reporting of corruption and maladministration	24.5
Investment of funds	21.13
Jet ski hire	23.8
Land – lease of council property and roads – agistment rights	22.11
Leasing of public areas for restaurants or cafes	23.9
Legal proceedings litigation	14.1
Library fees and charges	12.23
Library loans	12.24
Library membership	12.25
Limiting access to staff and information by members of public	24.15
Loans to sporting clubs	21.14
Maintenance of subdivisions, security deposits & bank guarantees	13.9
Mayor – delegation of authority	24.3
Outdoor religious activities	21.15
Parking code	23.12
Payment of expenses and provision of facilities to the mayor and councillors	24.4
Public gates – public grids	12.11
Public notification	23.22
Purchasing of goods and services	11.17
Rating – vacant flood prone land	21.17
Receipts – issue	11.9
Records management program	11.18
Reference and information services	11.10

Replying to correspondence	11.12
Reporting breaches of the council code of conduct	24.10
Rewards vandalism	21.18
Rezoning applications	23.13
Risk management	11.11
Roadside stalls and street vending	23.14
Sale of goods in public places	23.21
Saleyard liveweight selling and general operation	21.24
Schools policy – use of sports fields and facilities	12.12
Service purchaser – provider relationship	14.2
Signs as remote supervision	12.16
Special sporting events	12.13
Sponsorship signs on sporting grounds	22.8
Sponsorship	24.11
Sporting fields – restriction of use	12.14
Sporting fields – allocations	12.2
Staff – alcohol and drug policy	7.85
Staff – anti-harrassment and anti-bullying	7.59
Staff • appointments • recruitment of directors	7.7
Staff • appointments – equal opportunity provisions	7.6
Staff • appointments – induction	7.5
Staff – calculation of accrued employees leave entitlements	7.65
Staff – career development policy	7.71
Staff – child protection	7.88
Staff – children in the workplace	7.87
Staff – communication meetings	7.86
Staff – corporate uniform	7.24
Staff – council purchase cards	7.74
Staff – EEO policy	7.10
Staff – employee assistance program	7.58
Staff – employee grievances	7.68
Staff – employee inductions	7.05
Staff – fair treatment	7.60
Staff – hepatitis B injection	7.36
Staff – higher grade pay	7.23
Staff and human resources files	7.20
Staff – HIV aids policy	7.09
Staff – hours of work	7.22
Staff – internal licensing for operators of council plant	7.73
Staff – interview expenses	7.01
Staff – IT acceptable use of resources	7.38
Staff – lateral transfer, redeployment and job redesign	7.35
Staff – learning and development	7.25
Staff – leave without pay	7.41
Staff – long service leave	7.42
Staff – military leave	7.46
Staff – motor vehicle	7.26
Staff – occupational health and safety policy	7.28
Staff – passive smoking	7.34
Staff – personal protective equipment	7.49
Staff – personal relationships policy	7.08
Staff – policy changes	7.89
Staff – presentation	7.66
Staff – private use of council equipment	7.70
Staff – protection from uv radiation	7.30
Staff – provision of credit cards	7.47
Staff – provision of mobile phones	7.33

Staff – recruitment and selection	7.03
Staff – rehabilitation policy	7.29
Staff – reimbursement of removal expenses	7.02
Staff – resignation due to ill health	7.62
Staff – retirement counselling	7.63
Staff – rewards and recognition	7.11
Staff – salary packaging	7.69
Staff – salary system	7.32
Staff – sick leave – application	7.40
Staff – state emergency services and bush fire brigades	7.43
Staff – study assistance	7.90
Staff – tea room – meeting room	7.80
Staff – telephones	7.21
Staff – travelling, accommodation and sustenance expenses – payments to staff	7.27
Staff – use of private vehicles for council work	7.50
Staff – vehicle accident investigation	7.31
Staff – work place surveillance	7.39
Staff – working alone	7.72
Staff – working from home	7.37
Staff – working on union picnic day	7.44
Staff – 25 year club	7.67
Statement of business ethics for external parties	24.18
Street lighting on public roads	22.7
Street naming	22.6
Street stalls and mall	21.19
Sunblinds over council property – mall development	13.6
Trees on public access areas – risk management	12.27
Water charges non-rateable land	21.21
Water connections marginal supply situations	12.19
Water meters	12.20
Water mains	12.20
Water storage	23.16
Water supply access charges for fire services	22.14
Water supply and connections	12.18
Water supplies for community purposes	22.12
Works committee meeting arrangements	24.6
Works over-expenditure	21.20

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was prepared and published in June 2007. 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 and Community Services.

Council's address is:

Civic Centre
22 Tozer Street (PO Box 78)
West Kempsey NSW 2440
Telephone (02) 6566 3200
Facsimile (02) 6566 3205
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
Call Centre Monday to Friday 8.30am to 4.30pm

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
KOGARAH COUNCIL

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. – 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 15. – Regulation of Brothels
- Development Control Plan No 2. – Interim Commercial and Industrial Development Plan
- Development control Plan – Advertising and Signage
- Development Control Plan No. 16 – 28-36 Princes Highway, Kogarah
- Development Control Plan No. 17 – Hurstville Town Centre
- Development Control Plan No. 26 – Exempt and Complying Development
- 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 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
- Development Control Plan 2/9 – Carlton
- Development Control Plan 4/1 – Sans Souci
- Development Control Plan 4/6 – Sans Souci
- Development Control Plan 6/1 – Carlton
- Development Control Plan 8/1 – Connells Point
- Development Control Plan 8/2 – Hurstville Grove
- Section 94 Contribution Plan No 1 – Roads and Traffic
- 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
- Section 94 Contribution Plan – Ramsgate Commercial Centre
- Management Plan
- EEO Management Plan
- 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
- Asbestos Management Policy
- Placement of Clothing Bins on Public Property
- Parking Across Driveway Policy
- Leasing of Community Land Buildings
- Draft Plans of management for community land:
  - Moore Reserve
  - Empress Reserve
  - 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
  - Draft St George Regional Leisure and Recreation Strategy Plan, 2005
  - Draft Kogarah Council Leisure and Recreation Strategy Action Plan, 2005
  - Kyle Williams Reserve
- Adopted Plans of Management:
  - Carss Bush Park and Todd Park Plan of Management
  - Beverly Park Plan of Management
  - Kogarah Park Community Land Plan of Management
  - Parkside Drive Reserve Tennis Centre Plan of Management
  - Carss Park Bowling Club Plan of Management
- Kogarah Council Open Space Policy
- Water Management Policy
- Corporate Records Policy
- Leasing of Community Land and Buildings
- Public Nature Strip Lawn Maintenance Policy
- Abandoned Shopping Trolley Management Policy
- Poulton Park Flood Study

- Beverley Park Overland Flow Risk Management Study and Plan
- Procurement Policy
- Investment Policy

Paper copies may be purchased at $65.00 each; CD copies may be purchased at $15.00 each:

- Residential Design Guide 2005 – Development Control Plan
- Ramsgate Centre Development Control Plan

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

- Kogarah LEP 1998• $20
- Kogarah LEP 1998 Map• $40
- Development Control Plan No. 5•$25
  Kogarah Town Centre

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
- Management of Late Reports into Council Agendas
- Minor Assets Disposal Policy
- Minutes of Council and Committee Meetings
- Records of approvals granted and decisions made on appeals concerning approvals
- Register of Building Certificates
- Stormwater Management Plan
- Water Supply Contingency Plan
- Kogarah Bay Estuary Management Plan on Website
- Water Quality Management Strategy on Website
- 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
- Waste Services and Charges
- Water Savings Action Plan

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at June 2006 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 3 – 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 Evan Hutchings
Public Officer
Kogarah Municipal Council
Customer Service Centre
84 Railway Parade
KOGARAH NSW 2217

Postal Address: Locked Bag 8
KOGARAH NSW 2217

Telephone: 9330-9400
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 the
KU-RING-GAI COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

Civic

- 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)

Community

- 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
- Access and Equity Policy
- Holiday Recreation Program – Operations Policy
- Public Art Policy
- Filming Policy
- Customer Request and Complaints Policy
- Community Consultation Policy
- Draft Sponsorship Policy
- Draft Graffiti Policy

Corporate

- Human Resources Corporate Standards
- Child Protection – Corporate Standard
- Prohibited Persons (Counselling and Termination of Employment) – Corporate Standard
- Internet & E-mail Usage Policy
- Investment of Surplus Funds
- Purchasing Policy
- Tendering Policy
- Workplace Surveillance Policy

Was 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 Management 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
- Temporary Access over Community Lands Policy
- Open Space Strategy
- Riparian Policy

Strategy

- Ku-ring-gai Planning Scheme Ordinance and Associated Zoning Maps
- Interim Development Orders Current Nos 29, 78, 79
- Interim Development Orders Repealed 1-28, 30-77
- Draft Local Environmental Plans Exhibited:
  165, 168, 175, 185, 186, 189, 191, 192, 196, 208, 210,
  Draft Local Environmental Plan 2006 (Town Centres),
  Draft Local Environmental Plan 2006 (Town Centres) (Draft Amendment No 1),
  Draft Local Environmental Plan 2006 (Town Centres) (Draft Amendment No 2),
  Draft Local Environmental Plan 2006 (Town Centres) (Draft Amendment No 3)
- 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, 139, 140, 143, 146, 147, 149, 155, 157, 158, 159, 160, 162, 163, 169, 170, 171, 172, 174, 177, 179, 180, 182, 183, 188, 190, 194, 197, 200, 202, 201, 204, 207
- Ku-ring-gai (Consolidating) Local Environmental Plan 1987
- Ku-ring-gai (Heritage Conservation) Local Environmental Plans 1-9, 11,12, 13, 14, 17, 22, 26, 32
- Ku-ring-gai Draft (Heritage Conservation) Local Environmental Plans 10, 16, 18, 19, 20, 21, 27, 28, 29, 30, 31, 33
- Draft Conservation Area, East Gordon – DLEP 25
- House Numbers – kerb painted
- Draft Development Control Plans Exhibited:
  1. Ku-ring-gai Town Centres Development Control Plan 2006 (St Ives)
  2. Ku-ring-gai Town Centres Development Control Plan 2006 (Turramurra)
  3. Ku-ring-gai Town Centres Development Control Plan 2006 (Pymble)
  4. Ku-ring-gai Town Centres Development Control Plan 2006 (Gordon)
  5. Ku-ring-gai Town Centres Development Control Plan 2006 (Lindfield)
  6. Ku-ring-gai Town Centres Development Control Plan 2006 (Roseville)
- Development Control Plan Nos:
  1. 14-20 Link Road, St Ives – Certified 7.1.87
  2. Kintore Street, Wahroonga – Certified 29.4.87
  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 – Adopted 26.9.89, Certified 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. 134-138 Eastern Road, Wahroonga – Certified 30.9.92
  16. CSIRO Land – Bradfield Road, West Lindfield – Certified 15.1.97

17. 'Hillcrest' 324-346 Mona Vale Road, St Ives – Certified 13.12.93
18. 'Uralba' 75 Livingstone Avenue, Pymble – Certified 22.6.94
19. 2-4 Mona Vale Road, Pymble – Certified 27.7.94
20. 803-805 Pacific Highway, Gordon – Certified 7.7.94
21. 67, 69-71, 73-75 Clissold Road, Wahroonga – to be prepared
22. 9-15 Curagul Road, North Turramurra – Amended 6.12.94, Certified 16.12.94
23. Properties adjoining Bushland – not made.
24. Dual Occupancy Development – Policy Document
25. Masada College, Wolseley Road, Lindfield – To be prepared
26. 986 Pacific Highway and 2-4 Bloomsbury Avenue, Pymble – Certified 15.1.97
27. Advertising Signs – Certified 17.4.96
28. 153-165 Grosvenor Road, Wahroonga – Certified 6.12.96
29. 71-81, 68-72 Maxwell Street, 270-280 Kissing Point Road, South Turramurra – Draft
30. Access – Certified 14.5.97
31. Exeter Road, Wahroonga – Certified 12 March 1996
32. 9, 11, 15, 17, 19 Bent Street, Lindfield – Certified 9.4.97
33. Milner Royd – 1379 Pacific Highway, Turramurra – Certified 28.8.96
34. 1022-1028 Pacific Highway, Pymble – Certified 6.8.97
35. 1142-1180 Pacific Highway, Pymble – Certified 21.5.97
36. 66 Livingstone Avenue, Pymble – Certified 26.11.97
37. Residential Design Manual – (4/2/2002)
38. 10 Post Office Street, Pymble and 6 & 8 Park Crescent, Pymble – Certified 8.4.98
39. Construction and Demolition Waste Management – Certified 5.6.98
40. 75 Junction Road, Wahroonga – Certified 16.12.98
41. Regulation of Brothels – Certified 7.5.99
42. Car Parking – Certified 25.11.98
43. 414 Pacific Highway, Lindfield – Certified 28.4.99
44. 33, 35-41 Billyard Avenue, Wahroonga – Draft
45. Exempt and Complying Development – Certified 1/1/2001
46. Water Management – Adopted March 2004
47. Medium Density – Adopted 12/12/2001
48. 414-420 Bobbin Head Road, Turramurra – Adopted 5/3/2002
49. 986 Pacific Highway & 5 Suakin Street, Pymble
50. Outdoor Dining (Draft)
51. Multi-Unit Housing No 55 – Rail/Road Corridor, Pacific Highway and St Ives Centre (effective 14/12/2004) – Revised 1/2/2005
52. Child Care Centres

Codes and Policies (Strategy)

- 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
- 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 (Strategy)

- 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 (2003)
- 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)
- Parks (2003) Draft
- Council Chambers (Draft 2003)
- Generic Plan – Parks (20/09/05)
- Bushland and Natural Areas (Draft)
- Community Land (Draft)

Operations

- Directional Signs on State and Regional Roads
- Drainage Easements
- Drainage Works and Maintenance Procedures
- 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 2007.

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

Telephone: (02) 9424.0888
Fax No: (02) 9424.0880
e-mail: kmc@kmc.nsw.gov.au
Locked Bag 1056
Pymble NSW 2073

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

JOHN MCKEE,
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.

- Annual Report
- Annual financial reports
- Auditor's reports
- Council's management plan (for the period 2006/07)
- Council's EEO management plan
- 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
- Development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents.
- 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 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.

Policies

- Code of Conduct
- Code of Meeting Practice
- Provision of Information to and Interaction between Councillors and staff
- Payment of expenses and provision of facilities for Councillors
- Tendering and Quotations Policy
- Financial Assistance Policy
- Debt Recovery Policy
- Equal opportunity Management Plan Policy
- Salary System Policy
- Grievance Policy
- Safety Policy
- Rehabilitation Policy
- Redundancy Policy
- Vehicle Policy
- Payment of Expenses for Staff Policy
- Corporate Clothing Policy
- Interview and Relocation Expenses Policy
- Retirement Gift Policy
- Travelling Allowance Policy

- Non-smoking Policy
- Internal Reporting Policy – Protected Disclosures Act 1994.
- Occupational Health and Safety Policy
- Privacy Management Policy
- Child Protection Policy
- Records Management Policy
- Investment Policy
- Skate Park Policy
- OH & S Constitution
- Road Network Risk Management Policy
- Property Access and Addressing Policy
- Public Gates and Bypasses (Cattle Grid) Policy
- Road Reserve Policy
- Water Rebates for Home Haemodialysis Clients Policy
- Complaint Handling Policy
- Email Usage Policy
- Local policies adopted by Council concerning approvals and orders
- Development Control Plans adopted by Council.
- Code of Management for Local Facilities Management Committees appointed pursuant to section 355 of the Local Government Act 1993.
- Customer Service Policy
- other miscellaneous policies for the management of council.
- 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, 2006.

SECTION 3 – 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
Kyogle Council
PO Box 11
Stratheden Street
KYOGLE NSW 2474

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

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 am and 4:00 pm 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).

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

SUMMARY OF AFFAIRS

of the

LAKE MACQUARIE CITY COUNCIL
(FOI Agency No. 2162)

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 Policy
- Business Ethics Policy
- Complaint and Feedback Management Policy
- Conduct Committee Charter Policy
- Council Inspection Policy
- Code of Meeting Practice Policy
- Flag Policy
- Privacy Management Plan
- Public Access Policy
- Quality Policy
- Response Times for Written Correspondence Policy
- Special Rate Community Economic Development Program (Main Street Program) Policy
- Corporate Product Exchange Refund Policy
- Use of Council's Crest, Logo and City Flag Policy
- Procurement Policy
- Sister City Administration Policy

ART GALLERY

- De-Accession of Artworks Policy

BUILDING

- Occupation of Caravan Structures by Owner/Builders Policy
- Waiving of Development Application and Construction Certificate Fees

COMMUNITY FACILITIES

- Dog Exercise Area Policy
- Street Stalls Approval Policy
- Community Facilities Video Surveillance Policy
- Lake Macquarie City Council Sporting Grounds – Advertising Policy
- Charlestown Mall Access Policy
- Hire of Council Community Facilities Policy
- Signs Policy – Council Buildings, Playing Fields, Score Boards and the Like
- Park Furniture Donation Policy
- Policy for Assessing Public Requests to Reclassify Community Land to Operational Land
- Priority Access to Performing Arts Centre Policy

COMMUNITY SERVICES

- Child Protection Policy
- A Commitment by Lake Macquarie City Council to Aboriginal People of the City of Lake Macquarie Policy
- Community Services and Facilities Policy

COUNCILLORS

- E-mail Filtering for Councillors Policy
- Payment of Expenses and the Provision of Facilities for the Mayor and Councillors
- Guidelines for the Interactions of Staff and Councillors

ENGINEERING

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

ENVIRONMENTAL SERVICES

- Environment Policy
- Inspection of Amusement Devices Policy
- Noise Control Policy
- Protection of Watercourses and Drainage Channels Policy
- Vertebrate Pest Policy
- Waste Reduction and Procurement Policy
- Nuisance from Barking Dog Policy

FINANCE

- Corporate Sponsorship Policy
- Debt Recovery Policy
- Donations and Financial Assistance Policy
- Investment Policy
- Accounting Policy
- Bonds & Guarantees Policy
- Waiving of Lease Preparation Fees Policy

HUMAN RESOURCES

- Code of Conduct Policy
- Harassment Policy
- Occupational Health & Safety Policy
- Equal Employment Opportunity Policy

LIBRARY

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

PLANNING

- Section 94 – Land Banking Policy
- Section 94 – Material Public Benefit Policy
- Section 94 – Works in Kind Policy
- Section 94 – Acceptance of Section 94 Credits Policy
- Section 94 – Deferred or Periodic Payments of Monetary Contributions Policy
- Rezonings and Local Environmental Plan Amendments – Fee Structure and Process Policy

ROADS

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

WASTE & EMERGENCY SERVICES

- Repair or Replacement of Damaged 240L Wheeled Garbage Containers Policy

SECTION 2 – COUNCIL'S STATEMENT OF AFFAIRS

The Statement of Affairs for Lake Macquarie City Council as at 30 June 2007 is available at no cost on request, and can be accessed on Council's website at www.lakemac.com.au.

SECTION 3 – CONTACT ARRANGEMENTS

Enquires concerning access to documents may be directed to either:

Mr Gary Brown
Manager Customer Service
and Communications
(Public Officer)
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

or

Mr Cagil Ergul
Information Access Officer
Corporate Information

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

SUMMARY OF AFFAIRS
of the
LEICHHARDT COUNCIL

SECTION 1 – 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
- Recreation and Open Space Needs Study
- 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
- Business Papers/Minute Books – Council & Committee Meetings
- Code of Conduct
- Code of Meeting Practice
- Delegations Register
- E-Mail Policy
- E-Mailing of Information to Councillors
- Fees and Charges
- Filming in the Municipality of Leichhardt (Standard Conditions of Approval)
- Financial Statements
- Internet Policy
- Leases of air space over roads policy
- Management Plan
- Opposition to developer donations to local government candidates
- Payment of expenses and provision of facilities to Councillors
- Privacy Management Plan
- Register of Council Policies
- Strategic Plan

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
- Risk Management Policy

ENVIROMMENTAL MANAGEMENT

- Asbestos policy
- Bicycle Strategy
- 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.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
- Development Control Plan No.51 – Telecommunications & Radio Communications
- Energy Savings Action Plan
- Local Action Plan for Greenhouse Gas Reduction (Milestone 3)
- Opposition to Sydney Airports Masterplan
- Opposition to M4 East
- Opposition to Nuclear Power
- 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

SECTION 2 – STATEMENT OF AFFAIRS

Published June 2007 pursuant to the requirements of the Freedom of Information Act 1989, Sec. 14(2).
Designated Inquiry Officer: George Georgakis, Manager Administration Services, Telephone: 9367 9121

SECTION 3 – CONTACT ARRANGEMENTS:

Council's policy documents may be inspected at the Administrative Centre, 7-15 Wetherill Street, Leichhardt, by appointment between 8.30am – 5.15pm weekdays.

Administration Centre
7-15 Wetherill Street
Leichhardt NSW 2040

PETER HEAD, General Manager

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

SUMMARY OF AFFAIRS
of the
LANE COVE COUNCIL

SECTION 1 – POLICY DOCUMENTS

- Lane Cove Local Environmental Plan 1987
- Lane Cove Environmental Plan Amendment No.s 1- 51 (not inclusive)
- Draft Lane Cove Environmental Plan Amendment No.s 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

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 2 – 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 3 – 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 the
LEETON SHIRE COUNCIL

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
- 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 and Cultural Plan

SECTION 2 – STATEMENT OF AFFAIRS

The latest Leeton Shire Council's Statement of Affairs is 30 June 2007.

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 the

LISMORE CITY COUNCIL
F.O.I. Agency No. 2166

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, Oliver Avenue, Goonellabah, Monday to Friday between 8.30am and 4.30pm.

Policies, Codes and Practices

- Code of Conduct
- Code of Meeting Practice
- Corporate/Management/Financial Plan
- Contributions Plan Lismore March 2004 – Section 94 includes
  Open Space
  Community Facilities
  Transport
  State Emergency Services
  Rural Fire Services
- Delegations of Authority
- Disaster Plan/Emergency Management Plan/Emergency Services Policy
- (Review in progress of the Flood Emergency Procedure)
- Equal Employment Opportunity Management Plan
- Employment Related Codes
- Expenses & Facilities Policy
- Fence Policy/Code
- Internal Reporting Policy
- Local Approvals Policy
- Local Orders Policy
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Land Proposed to be Compulsorily Acquired By Council (see Just Terms Comp. Act 1991)
- Plans of Management for Community Lands:
  Public Land
  Heritage Park
  Weston Park
  Kadina Park
  Lismore Lake
  Lismore Park
  Tucki Tucki Creek
  Hepburn Park
  Adam Gilchrist Park
  Sportsground (generic)
- Policy Register
- Pricing Policy/Revenue Policy
- Procedures Manual
- Records Procedures
- Recycling Policy
- Social Impact Assessment Policy
- State of the Environment Report
- Social & Community Plan
- Local Orders Policy/Guidelines for Keeping of Animals for Domestic Purposes

- Local Orders Policy for the Practice of Hairdressing
- Code of Conduct – City Safe Program
- Landfill Environmental Management Plan – (LEMP) Wyrallah Road Waste Facility
- Contaminated Lands Policy
- Landscape Guidelines
- Lismore Urban Strategy
- Village Strategy
- Lismore Floodplain Management Plan

Development Control Plans

7 Flood Prone Lands
9 Village of Nimbin
14 Residential Development
16 Building Line Setbacks
17 Tree Preservation
18 Off-street Carparking
19 Village of Dunoon
21 Village of Clunes
22 Northern Ridges, Goonellabah
26 Industrial Development Standards
27 Buffer Areas
28 Subdivisions
31 East Lismore
33 East Goonellabah
36 Outdoor Advertising Structures
37 Acid Sulphate Soils
39 Exempt Developments
40 Complying Developments
41 Notifications & Advertising of Development Applications
42 Urban Design & Weather Protection in Lismore CBD
43 Crime Prevention Through Environmental Design
44 Rural Landsharing Communities
45 Development on Bush Fire Prone Lands
46 Lismore Urban DCP
47 Waste Minimisation
48 Land at West Goonellabah
49 Lismore Cultural Precinct
50 Heritage Conservation
51 Airport Industrial Estate
53 Industrial Land at Wyrallah Road, East Lismore

Local Environmental Plan

Lismore Local Environmental Plan 2000

Community Services & Facilities Plans

NOTE: All Community Services & Facilities Plans are now part of the composite Section 94 Plan under Community Facilities located on page 1 of this document.

Other Documents

General Specifications
Road & Drainage Works
Sewerage Requirements
Water Reticulation
Statement of Accounts

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs was prepared on 16 April 07 and can be obtained by contacting the Public Officer, Lismore City Council.

SECTION 3 – CONTACT ARRANGEMENTS

Mr Graeme Wilson,
Public Officer,
Lismore City Council,
PO Box 23A,
Lismore NSW 2480
Phone: (02) 6625 0500

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

SUMMARY OF AFFAIRS

of the

LIVERPOOL CITY COUNCIL
(F.O.I. Agency No. 2167)

SECTION 1 – POLICY DOCUMENTS

The policy documents held by the Liverpool City Council are as follows:

Access to Documents Policy
Alternate Dispute Resolution Policy
Business Recovery Plan
Central Library Meeting Room Policy
Children's Services Policies (various)
Code of Conduct
Code of Meeting Practice
Community Donations Policy
Community Facilities Policies (various)
Complaints Management Policy
Conference Policy
Corporate Sponsorship Policy
Corruption Prevention Policy
Councillors Access to Information and Their Interaction with Staff Policy
Delegation of Authority Register
Development Control Plans (various)
Development of Parks & Reserves – Community Consultation
Disability Action Plan
Fees & Charges
Fencing – Public Reserve Policy
Francis Greenway Centre Usage Policy
General Advertising Policy
Homelessness Policy
Human Resources Policies (Various)
Internal Investigations Policy
Internal Reporting Policy
Internet Policy
Language Aid Policy
Library Display and Exhibitions Policy
Library Membership Policy
Liverpool City Events & Festivals Policy
Liverpool Local Environment Plan 1997
Liverpool Social Plan
Management Plan
Media Policy
Mobile Phone Policy
Motor Vehicle Management Policy
Occupational Health and Safety Policy
One 4 All Policy
Payment of Expenses and Provision of Facilities to Councillors Policy
Playground Equipment
Policy and Procedure Development Policy
Public Access Internet Policy
Purchase of Computer Equipment by Staff Policy
Privacy Management Plan

Procurement Manual
Service and Communication Policy
Youth Policy

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Liverpool City Council (as required under the Freedom of Information Act) is dated July 2007 and is available from the Public Officer, Liverpool City Council at no cost.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public who wish to inspect the policy documents of the Liverpool City Council as outlined previously, or any other document as outlined in Chapter 4 Part 2 of the Local Government Act 1993, should contact the Public Officer by either:

Telephone on (02) 9821 9309
Facsimile on (02) 9821 9532
E-Mail to f.sut@liverpool.nsw.gov.au

or writing to:

The Public Officer
Liverpool City Council
Locked Bag 7064
LIVERPOOL BC NSW 1871

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

SUMMARY OF AFFAIRS
of the
LOCKHART SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The Council maintains the following Policy Documents:
Policy Register
Bush Fire & Emergency Manuals
Developer Contributions Plan
Lockhart Shire Council Local Environmental Plan
Code of Conduct
Equal Employment Opportunity Management Plan
Management Plan 2005/2008
Minutes of Committee Meetings
Minutes of Council Meetings
Revenue Policy (see Management Plan)
State of the Environment Report (see Annual Report)
Annual Report
Auditor's 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 the Local Government Act 1993.

The most recent Statement of Affairs was published during December 2006.

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 (3)

SUMMARY OF AFFAIRS
of
MAITLAND CITY COUNCIL

SECTION 1 – 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 S94 Contributions Plan.

MAITLAND CITYWIDE DEVELOPMENT CONTROL PLAN

- 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
- Orient Street Greta – Small Rural Lots
- West Bolwarra Heights
- Tenambit
- Glenwood Residential & Industrial Estate
- Hunter River Floodplain Management
- Energy Smart Homes
- Thornton Industrial – Thornton – East
- Subdivisions – Manual
- City Wide – Heritage
- 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
- Telecommunications & Radio Communications
- West Rutherford Area Plan
- Gillieston Heights Area Plan
- Exhibition Villages
- Child Care Centres
- Aberglasslyn Urban Release Area
- Outdoor Dining

POLICY DOCUMENTS

ADVERTISING

- Guidelines for Outdoor Advertising
- Erection of Temporary Banners over Public Roads

APPROVALS

- Bed and Breakfast Establishments
- Broiler Farms Code
- Building Line and Fencing – Radburn Estate, Thornton
- Burning – Control of
- Clothing Bins
- Development Assistance Panel
- Food Surveillance Policy
- Horses and Cattle
- Material Public Benefit/Works in Kind
- Road and Locality Naming
- Special Events

ART GALLERY

- Acquisitions for Maitland Regional Gallery
- Collections Policy for Maitland Regional Gallery
- Exhibitions Programs for Maitland Regional Gallery
- Loan of Works Policy for Maitland Regional Gallery

CIVIC MATTERS

- Application For Development and/or Construction
- Certificates – Councillors and Staff
- Closure of Council's Administration Offices – Christmas and New Year
- Code of Conduct
- Code of Meeting Practice
- Complaints – Dealing With Difficult
- Complaints Management Policy
- Dealing With Difficult Customers
- Flags – Flying of
- Community Awards Program
- Maitland City Orchestra
- Bishop of Newcastle – Use of Crest
- Regional Army Cadet Unit

COUNCIL MATTERS

- Erosion and Sediment Control
- Accompanying Persons Reimbursement – Conferences/Seminars
- Internal Reporting Systems for Disclosures
- 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
- Councillors and Staff
- Structural Reform

- Number of Councillors
- Sponsorship Policy
- Community and Social Welfare
- Child Protection Policy

DISPLAN

- Council Role Under the Maitland Local Displan

DONATIONS

- Loans to Service Clubs and Non Profit Organisations
- Section 356 Donations – Community Development Grants

DRAINAGE

- Improvements Over Drainage / Urban Drainage

FENCES

- Dividing Fences
- Building Line and Fencing – Radburn Estate, Thornton

FILMING

- Filming Protocol

FINANCE

- Goods and Services Tax
- Interest on Investments
- Investment Policy
- Significant Account Policy
- Contribution to Time Payment
- Write Off on Debtors – Rates, Charges and Services
- Credit Facilities at Waste Depot

GRANTS

- Applications

HEALTH MATTERS

- Abandoned Shopping Trolleys
- Keeping Of Animals
- Keeping of Poultry
- Checking Quality of Private Swimming Pools
- Landing of Helicopters within the City
- Aerated Water Treatment Systems

HERITAGE (INCLUDING CBD/MALL HERITAGE AREA)

- Heritage Building Conversation and Upgrading
- Maitland City Centre – Outdoor Dining Policy
- Central Maitland Area Improvement Program

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
- LEP'S and Council Land

LIBRARY

- Conduct of Maitland City Library Service
- Library Collection Development Policy

NOXIOUS WEEDS

- Noxious Weeds

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
- External Running Costs

PARKS AND GARDENS – MAINTENANCE

- Mt Pleasant Street
- Naming and Renaming Reserves
- Practice Wickets and Goal Posts – Location of in Public Parks

PLANNING MATTERS

- Cycleways Study
- Ecologically Sustainable Development
- Enforcement Procedure Policy
- Street Construction – Morpeth Conservation Planning Study
- Part V of the Environment Planning and Assessment ACT 1979
- Planning Agreements Policy 2006
- 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 Policy

RATES

- Adjustment of Rates Following a Change in Category of Land
- Arrears of Rates
- Categorisation of Land for Rating Year Commencing 1/7/94
- Extra Charges
- Financial Hardship
- CBD Construction Rate Assistance
- Rate Relief Rural Properties
- Write off Debtors – Rates, Charges and Services

RECORDS MANAGEMENT

- Records Management Policy

RISK MANAGEMENT

- Gathering of Information
- Certificates and Applications
- Fraud Control
- Signs as Remote Supervision

- Road Maintenance
- Footpath Maintenance
- Tree Management

ROADS

- Method of Determining Routine Road Maintenance Contributions for Extractive Industries
- Morpeth Road access to Reserves
- Neighbourhood Watch and Safety House Signs
- Adopt a Road Program
- Roadside Tributes
- Formation of Road Maintenance Rolling Works Programme

SIDEWALK STALLS

- Doorknock Appeals and Street Days

STAFF

- Corporate Wardrobe
- Equal Employment Opportunity Policy (EEO)
- Implementation of 19 Day Month
- Leaseback Agreement – Plant and Equipment
- Military Leave
- Occupational Health and Safety
- Recognition of Long Serving Employees
- Respect at Work
- Study Assistance Policy
- Untaken Sick Leave
- Workplace Return to Work Policy
- Workers Compensation Management

STREET LIGHTING

- Rurally zoned Areas

SUB-DIVISIONS

- Accessways to Battle-Axe Blocks
- Notification of Subdivision Applications

SWIMMING POOLS

- Admission Charges
- Swimming Pool Charges for Schools
- Coaching at Olympic Pool
- Restriction of use when Swimming Club use Pool

TOURISM

- Marketing Strategy – Maitland Tourism
- New England Highway (15) Promotion Committee
- Steamfest
- Thornycroft Truck Working Party
- Community Development Grants Policy
- Noise Levels – Associated with use of Hire of Town Hall

TRANSPORT MATTERS

- Activities on Public Roads
- Bus Shelters

WASTE

- Credit Facilities Waste Depot
- Domestic Waste Collection Service & Issue of Mobile Garbage Bins
- Integrated Resource Recovery and Waste Management Strategy
- Mobile Garbage Bins
- Waste Collection – Extension of Service
- Waste Removal Policy

SECTION 2 – STATEMENT OF AFFAIRS

Council produces a Statement of Affairs which includes details about the Council's functions and structure, how it's functions affect the public; the kinds of documents held at the Council; and how members of the public may access and amend documents held at the Council.

The most recent Statement of Affairs held by Council was published June 2007.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the procedures for inspecting or purchasing Council's policy documents and Statement of Affairs and procedures concerning Freedom of Information applications should be directed to;

Mr Graeme Tolhurst
Group Manager Finance and Administration/
Public Officer
Maitland City Council
P.O. Box 220
MAITLAND NSW 2320

Telephone 4934 9752

The Council's office hours are 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm Fridays.

Any requests for access to documents under the FOI. Act should be made in writing, accompanied by a $30.00 application fee.

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

SUMMARY OF AFFAIRS
of the
MANLY COUNCIL

SECTION 1 – POLICY DOCUMENTS

The policy documents held by Council which are available for inspection are:

Planning

LEP

Manly Local Environmental Plan 1988 as Amended
Manly Local Environmental Plan 1988 – Amendment 34 Acid Sulphate Soil map
L.E.P. Map

DCP

Manly Development Control Plan (DCP) for the Residential Zone 2007 and Associated Residential Density Sub-zone maps
- Appendix Map A Penguin & Bandicoot Residential DCP

Manly DCP for the Business Zone 1989: Amendment 5
Manly DCP for The Corso (Part A, Part B North Side & Part B South Side)
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 2004
Manly DCP for Manly Cove
Manly DCP for Telecommunications & Radiocommunications
Manly DCP for Late Night Venues 2005

OTHER

Manly Section 94 Contributions Plan
Manly Town Centre Urban Design Guidelines 2002
Balgowlah Shopping Centre Urban Design Controls 1999
a) Balgowlah Shopping Centre Urban Design Plan 1999 – Main Document
b) Balgowlah Shopping Centre Design Plan 1999 – Appendix
Manly Code for the Protection against Termite Attack 1996
Manly Specification for Stormwater Drainage 2003
a) Manly Specification for On-site Stormwater Management 2003 – Main Document
b) Specification for On-site Stormwater Management 2003 Appendix Maps
Manly Specification for Civil Infrastructure, Development & Subdivisions 2003
Manly Council Contaminated Lands Policy 2003
Guidelines for the Installation of Rain Water Tanks
Manly Council Greywater Reuse Policy & Map

Other Policy Documents

Annual Community Report

Annual Report

Manly Andrew "Boy" Charlton Swim Centre Annual Report
Auditors Report
Annual Budget
Management Plan
Code of Conduct

Social Plan 2004-2009 Needs Assessment
Social Plan 1999-2004
Sustainability Strategy 2002
Local Air Quality & Greenhouse Action Plan
Land Register
Plans of Management
- Seaforth Oval
- Keirle Park
- Tania Park

State of the Environment Report
Code of Meeting Practice
Register of Investments
Returns of the Interests of Councillors, Designated Persons and Delegates
Returns as to Candidates' Campaign Donations
Business Paper Agendas (Excluding Closed Committee)
Business Paper Minutes (Excluding Closed Committee)

Policies

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
Charter of Political Reform

Debt Recovery – Warrants Of Commitment – Authorisation Of
Development Applications
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
Ethical Charter – Sustainability

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
Greywater Reuse Policy

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 After Midnight Policy
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 – Dogs
Noise Complaints – General
Notification to Precincts, Codes of Conduct and Meeting Practice, via Council News – Manly Daily for submissions in accordance with The Act and Council's policies
Nuclear Weapons – Abolition And World Peace

Open File Policy
Overgrowth of Vegetation
Outdoor Dining Areas

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
Payment of Expense & Provisions of Facilities to Mayor & Councillors
Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of Council
Precinct Community Forums previously known as 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

Rainwater Tanks
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
Revenue Policy
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
Road Reserve Leases/Consents – Formula for Determination of Annual Rental/Occupation Payment (the "Fee")

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
Siting of Microwave Base Stations Manly
Skateboards & Bicycles On The Corso – Control Of
Skateboards, Bicycles And Rollerskates On The Ocean Beach Walkway
Smoke Free Zones in Manly
Smoking – Council Owned Buildings
Solar Hot Water Installations (Development 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

Telecommunications and Radio Communications Providers for Infrastructure – Applications from
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
Trees – Significant Tree Policy
Triple Bottom Line Reporting

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

SECTION 2 – STATEMENT OF AFFAIRS

Refer attached copy.

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). 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 the
MARRICKVILLE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Corporate Services

Administrative Services

Access to Submissions Regarding Building, Development and other Applications and Council proposals
Answering Correspondence
Child Protection Guidelines
Code of Conduct
Code of Councillor Practice
Code of Meeting Practice
Complaints Handling Procedure
Conflicts of Interest
Constitution of Committees and Committee Delegations 2006
Councillors' Access to Information
Delegations of Authority Register
Disclosure of Interests by Councillors and Designated Officers
Guidelines for Dealing with Competitive Neutrality Complaints
ICAC Matters
Inclusion of Information in Business Paper for Council and Committee Meetings
Information (Access to)
Internal Reporting Policy
Payment of Expenses and Provision of Facilities to Councillors
Petitions Guidelines and Procedures
Preparation of Addendums
Procedure for the Disposal of Scrap and Low Value Assets
Statement of Business Ethics
Street Trading
Tenders & Quotations Procedure

People and Workforce

Competency Based Salary System Procedure
Conditions of Employment
Conditions of Leave
Disciplinary Action/Report
EEO Plan 2007/08
Equal Employment Opportunity
Filling of Vacant Position of Director
Flexible Working Time Arrangement
Grievance Resolution
Guidelines for Dealing with Workplace Aggression
Hazardous Substances
Human Resource Planning
Learning and Development Plan 2007/08
Leave
Occupational Health & Safety
Pay & Allowances
Pay for Performance
Performance Evaluation
Performance Management

Purchased Leave Scheme
Recruitment and Induction Guidelines for Managers
Recruitment, Hiring & Induction
Redundancy
Risk Management
SAFE System- Safe And For the Environment
Salary Sacrifice
Security – Employee Records
Sexual Harassment
Smoke-Free Work Place
Termination of Employment
Training & Development
Travel Policy for Staff on Council Business
Uniforms – Dress Code

Finance

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

Information Systems

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

Corporate Development

Annual Review 2005/06
Management Plan 2006/2009
Draft Annual Management Plan & Budget 2007/2010
Marrickville Community Plan 2025
Strategic Plan 2006-2011
Quarterly Rates Newsletters
Council Website

Legal Services

Legal Services Management Plan 2006-2007

Development and Environmental Services

Development Assessment/Monitoring/Planning

"A" Frames, other advertising structures display goods for sale
Abandoned Vehicles
Backyard Burning
Building Certificate Register
Code for Industrial Development
Code for the Control of Erection of Signs & Advertising Structures
Development Application consent register
Dog Control
Footpath Obstructions
Footpath Obstructions – Car Parking
Footway Cafes & Restaurants
Marrickville Urban Strategy
Nuclear Free Policy
Offensive Noise of Dogs
Section 94 Contributions Plan 2004
Signs
Stormwater and On-site Detention Code
Street Vending

Development Control Plans:

DCP 17, Abergeldie Estate Conservation Area
DCP 19, Parking Strategy
DCP 27, Waste Management
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 37, Brothels and Other Sex Services Premises
DCP 38, Community Safety
DCP 39, Development Notification Policy
DCP 40, Warne Place, South Marrickville
DCP 41, Barwon Park Triangle, St. Peters
Hotel Trading Hours Policy

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 Boulevard, 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. 25), Heritage
MLEP 2001 (Amendment No. 26) Corner of Edinburgh Road & Smidmore Street, Marrickville
MLEP 2001 (Amendment No. 30), 500 Princes Hwy, Bulky Goods
MLEP 2001 (Amendment No. 31) 83-91D Church St, St Peters
MLEP 2001 (Amendment No. 32) 43 Dulwich Street, Dulwich Hill
MLEP 2001 (Amendment No. 33), 139-143 Parramatta Rd, Camperdown

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. 29) 72 & 74 Fitzroy Street, Marrickville *Refused by Minister*
Draft MLEP 2001 (Amendment No. 35) Rezoning of Johnstons Creek Road Corridor

Environmental Services

Collaborative Planning for Sustainable Irrigation in Marrickville – Business Plan (2007 – 2010)
Cooks River Enviro Workers (CREW) Memorandum of Understanding – between councils of the Cooks River Foreshores Working Group and Department of Corrective Services (2005 – 2007)
Cooks River Foreshores Strategic Plan
Cooks River Sustainability Initiative – Business Plan (2007 – 2010)
Environment Management Systems Management Plan 2006/7
Environmental Management General Policy 2002
Illawarra Rd Sub-catchment Strategy (2006) – Action Plan and Stormwater Masterplan
Local Action 21 – Sustainability Strategy (2003)
Marrickville Cooks River Committee Terms of Reference
The Watershed Strategic Plan 2006 – 2009
The Watershed Memorandum of Understanding between the City of Sydney and Marrickville Council 2007
State of the Environment Report 2004
Waste Reduction and Procurement Policy 2000

Community Services

Library Services

Behaviour Code
Booking of the Study Room at Marrickville Library
Claims Return Procedure
Collection Development Policy
Community Information Database
Community Information Display Material
Customer Feedback Form
Interlibrary Loan and Request for Purchase Form
Library Strategic Plan
Lost Property Procedure
Marketing Plan (Draft)
Membership Guidelines
Procedure for proceeding with overdue notices
Procedures for items damaged
Public Internet Access Rules and Privacy Information Protection Act
Rotation of Library Stock

Children's Services

Children and Family Services Procedures Manual
Childcare Needs in Marrickville Final Report May 2006
Early Childhood Waiting List Application Form
Middle Childhood Waiting List Application Form
School Holiday Care Information
Family Day Care Practices and Procedures Manual
Family Day Care Parent Handbook
Marrickville Council Children's Services Directory
Marrickville Local Government Children's Services
Children's Services Policy CS 1
Quality Care for School Aged Children, Marrickville Council brochure
Family Day Care: Quality child care in a home environment – brochure
Marrickville Council Magic Yellow Bus postcard/fridge magnet
Choosing Quality Child Care – Pocket Guide for Families (NCAC)

Community Development

Access and Mobility Information Kit (Accompanying Guide to the Access DCP #31)
Belonging in Marrickville – A Social Plan for the Marrickville LGA
Community Grants Program Guidelines 2007
Community Planning & Support Policy
Community Profile, Marrickville LGA
Food Services Policy
Gay and Lesbian Liaison at Marrickville (GLL@M) Committee Terms of Reference
Local Ethnic Affairs Policy Statement
Marrickville Aboriginal Consultative Committee Terms of Reference
Marrickville Aboriginal Cultural Protocols
Marrickville Committee Terms of Reference
Marrickville Community Grants Policy, September 2005
Marrickville Council Multicultural Committee Terms of Reference
Marrickville Seniors Centre Policy
Marrickville Youth Council Guidelines
Marrickville Youth Strategy
Missed Business Guide
Refugee Position Statement (November 2002)
Statement of Commitment to Aboriginal People
Workchoices/Welfare to Work Policies: Position Paper

Communication & Cultural Services

Advertising Policy
Annual Report
Community Communication
Cultural Grants Guidelines
Ethnic Communications Strategy
Mainstreet Policy
Marrickville Arts Grants Scheme
Marrickville International Artist Exchange and Local and National Artist Programs Policy
Media Liaison Policy
Public Art Policy
Public Art Strategy: People, Place + Art
Sister Cities Policy
Sponsorship
Use of Chrissie Cotter Gallery

History Services

Collection Development Policy

Recreation Facilities

Facilities for Community Organisations
Marrickville Recreation Strategic Plan
Operation of Swimming Pools
Use of Council's Community Halls
Leasing of Community Facilities

TECHNICAL SERVICES

Littering/Dumping

Parks & Reserves

Arlington Reserve
Camdenville Park
Camperdown Memorial Rest Park
Camperdown Park
Dibble Avenue Waterhole
Enmore Park
Henson Park
HJ Mahoney Reserve
Jarvie Park
Kendrick Park
Mackey Park
Marrickville Park
McNeilly Park
Neighbourhood Parks
O'Dea Reserve
Open Space Plan 1995
Petersham Park
Plans of Management and Park Development Notification Policy
Pocket Parks
Protection of Trees Policy
Recreation User Needs Study
Ryan Playground
Sporting & General Park Facilities Leasing & Hire
Sporting Field Pricing Policy
Steel Park
Street Closures & Plazas
Street Tree Policy Review and Guidelines 1993
Sydenham Green
Tempe Lands
Tree Policy
Tempe Recreation Reserve
Tree Management Policy
Tree Preservation Order 2007
Use of Parks & Reserves Policy

Engineering

Alexandra Canal Drainage Catchment Study
Angle Parking in Residential Streets
Cooks River Floodplain Management Plan
Cooks River Floodplain Management Study
Cooks River Stormwater Management Plan
Disaster Recovery Plan
Emergency Management Plan
Filming Rights in the Marrickville Area
Grass Verge Mowing
Johnstons Creek (North and South) Drainage Catchment Study
King Street, Enmore Road Urban Design Study
Local Approvals Policy for the Placement of Waste Storage Containers

Lower Parramatta River Catchment Management Plan
Malakoff St Drainage Catchment Study
Management of Street and Trunk Stormwater Drainage
Marrickville Bicycle Strategy 1996
Marrickville Industrial Area Drainage Catchment Study
Naming of Unnamed Road and Lanes
Pedestrian Access & Mobility Plan (PAMP)
Pesticide Use Notification Plan
Port Jackson South Catchment Stormwater Management Plan
Resident Consultation for Civil Works
Riverside Crescent Drainage Catchment Study
Road Safety Strategic Plan 2002-2007
Stormwater & On Site Detention Code
Stormwater Drainage in Developments
Street Cleansing
Street Lighting
Street Stalls, Markets and Busking
Traffic & Street Naming Signs
Traffic & Transport
Vehicular Crossings
Weed Control
West Street Drainage Catchment Study
Whites Creek Drainage Catchment Study

Business Units

Plant, Vehicle & Equipment

Property Services

Dividing Fences
Garbage Collection
Green Waste Collection
Recycling Collection
Register of Council owned Land
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 – 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
MIDCOAST WATER

SECTION 1 – POLICY DOCUMENTS

The following documents are available at Council's Customer Service Offices at 26 Muldoon Street, Taree and 16 Breese Parade, Forster for inspection:

MidCoast Water (MCW) holds the following policies and procedures that may be accessed for information.

General Policies and Documents

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
13182 Internal Reporting Policy
13184 Complaints Management Policy
13185 Communications Policy
13187 Sponsorship Policy
13190 Protected Disclosures Policy
13192 Rural Residential Sewerage
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
88257 Statement of Business Ethics
82322 Drinking Water Quality Policy

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 and 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 and Pamphlets – as created
Management Plan 2005/2008 (#90116)
Financial Statements and Auditors Report to 30 June 2004
Business Papers and 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 and 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)
Developer Charges Consultation Fees
Small Village Consultation Process
Fraud and Corruption Management Plan

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 can be obtained by contacting the Public Officer, MidCoast Water, 26 Muldoon Street, Taree NSW 2430. MidCoast Water is constituted under the Local Government Act 1993, the General Structure of Council is as follows, and the Annual Report describes the functions, structure and objectives of MidCoast Water which was adopted at its meeting on 15 March 2005 in accordance with section 332 of the Local Government Act 1993:

Elected Council Representatives
General Manager
Council Organisation

SECTION 3 – CONTACT ARRANGEMENTS

The Public Officer
MidCoast County Council
PO Box 671
Taree NSW 2430
Telephone: (02) 6592 4805
Office Hours are 8.30 am to 5.00 pm, Monday to Friday

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
- Code of Practice – 355 Committees
- Terms of Reference – 355 Committees
- EEO Management Plan
- Access to Information
- Asset Management
- Cemeteries
- Conflicts of Interest
- Councillors Access to Information and Interaction with Staff
- Debt Recovery
- Election of Mayor
- Electronic Telecommunications Acceptable Use
- Fleet Policy
- Human Resources Management
- Investments
- Media Policy
- Payment of Expenses and Provision of Facilities to Councillors
- Problematic Complainants
- Risk Management
- Access to Properties
- Advice to Residents on Road Works
- Bitumen Sealing of Gravel Roads
- Bus Shelters
- Bushfire Prevention
- Footpath Surfacing
- Grazing of Stock on Roads
- Grids and Gates
- Gutter Bridges
- Gutter Crossings
- Kerbing and Guttering and Footpath Charges
- Permanent Road Closures
- Private Works
- Public Seating on Footpaths
- Regulatory and Warning Signage
- Road Classifications and Standards
- Road Encroachments on Private Land
- Road Reserve Leasing
- Royalties Payable on Gravel
- Sign Inspection and Replacement
- Temporary Road Closures
- Tree Removal and Pruning – Public Places
- Un-maintained and Unformed Roads
- Water Pipes Across and Along roads

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 2007. Copies may be obtained at no cost by contacting the Council's Manager Governance.

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 Governance
Mid-Western Regional Council
P O Box 156
MUDGEE NSW 2850

Telephone: (02) 6378 2850
Facsimile: (02) 6378 2815

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

SUMMARY OF AFFAIRS
of the
MOREE PLAINS SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS PUBLICLY AVAILABLE

- 2006 Annual Report
- 2005/06 Audited Annual Financial Report
- 2007/2010 Council's Management Plan
- Council's Policy payment of fees and expenses for Councillors
- Council's Assets Register
- Register of Investments
- The returns of the 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 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 recommendations of that meeting).
- Records of Building Certificates.
- Records of Development/Activity Applications.
- 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.
- Council's Code of Conduct.
- Council's Code of Meeting Practice.
- Annual Reports of bodies exercising delegated Council functions (where available).
- Notification Policy adopted by Council concerning approvals and orders.
- Local Approvals Policy.
- Council Staff Manual.
- Council's Policy Register.
- State of the Environment Report.

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of Moree Plains Shire Council is that for January 2007.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to Council documents or applications under the Freedom of Information Act should be directed to:

Adriana Pippos
Public Officer
Moree Plains Shire Council
PO Box 420
MOREE NSW 2400
Telephone: 6757 3227
Fax: 6752 3934
E-mail: council@mpsc.nsw.gov.au

Office Hours: 9:00 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
MUSWELLBROOK SHIRE COUNCIL

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 2006
Annual Financial Reports – Period ended 30 June 2006
Auditors Report – Period ended 30 June 2006
Bribes, Gifts and Benefits Policy and Register
Cemetery Register
Child Protection Policy
Codes Hairdressing, Beauty and Skin
Swimming Pools
Mobile and Temporary Food Premises
Keeping of Dogs and Erection of Kennels
Code of Conduct
Code of Meeting Practice
Community Consultative Committees for Mining Operations, Extractive Industries and Power Generation Guidelines
Liquid Trade Waste

Social Plan
Councillors Expenses and Facilities Policy
Delegations of Authority Register
Drought Management Plan 2003
Demand Management Strategy 2006

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 1st Stage
DCP 5 Signage
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 Contaminated Land
DCP 11 South Muswellbrook Strategic Study
DCP 12 Exempt and Complying Developments
DCP 13 Construction and Design Specifications
DCP 14 Liquid Trade Waste
DCP 15 Muscle Creek Rural Residential Development
DCP 16 Sex Industry Policy
DCP 17 Keeping of Dogs and the Erection of Kennels
DCP 18 On Site Wastewater Management in Non-Sewered Areas
DCP 19 Frost Control Fans

Disaster Plans (Local Emergency Management Plan)
Elections 2004 & By-Election 2006 – 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 – 2007-2010
Management Plan – Period ending 30 June 2006
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
- 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 2006
UH Northern Regional Environmental Management Strategy
Urban Stormwater Management Plan
Water Cooling Systems Register
Graffiti Removal Register
Strategic Plan for Road Management
West Denman Road Strategy

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Muswellbrook Shire Council is dated June 2007. 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 Russell Esdaile, 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 is $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
NAMBUCCA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Policy Registers – incorporating policies with respect to Council's activities, including:

Administration
Animals in Urban Areas
Beach Access
Building
Bush Fire Control
Committees of Management
Community Services
Corporate Services
Councillors
Delegations to Staff
Development
Dog Control
Drainage
Equal Employment Opportunity
Environmental Services
Finance
Footpaths
Freedom of Information
Health
House Numbering
Human Resources
Impounding
Insurance
Land Classification
Licensing
Motor Vehicles
Noxious Weeds
Occupational Health & Safety
Operations & Technical Services
Parks and Reserves
Rating
Rehabilitation
Revenue Policy
Road Sealing and Upgrading
Road Widening
Sewerage Services
Staff Matters
Streets
Subdivisions
Tenders
Tourism
Waste Management
Water Supply
Work Practices

Policy documents held by Nambucca Shire Council are:

Advertising Sign Code
Annual Budget
Annual Report
Application Forms – Activities in Table at Section 68 of the Local Government Act 1993
Asset Accounting Manual
Code of Accounting Practice and Financial Reporting
Code of Conduct
Code of Meeting Practice
Council Meeting Minutes
Development Control Plans
Financial Statements and Auditors Reports
Forward Financial Plan
Infrastructure Management Plan
Interim Development Order No 1 – Nambucca
Local Environmental Plan No 10 (Scotts Head)
Management Plan
Nambucca Local Environmental Plan
Organisation Structure
Reports to Council (excluding confidential items)
Section 94 Contributions Plans

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs was published as at 31 December 2006, and copies are available from the Public Officer. The Statement of Affairs may also be inspected at the following locations:-

- *Council Chambers Princess Street, MACKSVILLE*
- *Council Web Site www.nambucca.nsw.gov.au*

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to and/or for the purchase of documents held by Council should be directed to:-

The Public Officer
Nambucca Shire Council
44 Princess Street
MACKSVILLE NSW 2447

Postal Address:	PO Box 177 MACKSVILLE NSW 2447
E Mail	council@nambucca.nsw.gov.au
Telephone:	(02) 65682555
Facsimile:	(02) 65682201
Access Hours:	9.00 am to 4.00 pm Monday to Friday (excluding public holidays)

MICHAEL COULTER,
General Manager

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

SUMMARY OF AFFAIRS
of the
NARRABRI SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Environmental Services

Development Control Plan – Exempt & Complying Development
Development Control Plan – Landfill Development
Development Control Plan – Medium Density Development
Development Control Plan – Notification Policy
Development Control Plan – Outdoor Advertising
Development Control Plan – Parking Code
Development Control Plan – Subdivision Code
Development Control Plan – Transportable Homes Policy
Legal Opinion – Planning Matters
Liquid Trade Waste
Local Approvals Policy

Finance

Contributions & Donations
Debt Recovery Policy
Financial Hardship Policy
Hardship Provisions Policy – Water Usage Charges
Investment Policy
Pensioner Concession Policy
Purchasing Policy
Revenue Policy – Water & Sewer

Human Resources

Area Zone Annual Leave Policy
Assessment Policy
Assessment Progression Policy
Defence Force Leave Policy
EEO Policy
Emergencies Policy
Grievance Procedures Policy
Housing Rental Policy
Injury Management Policy
Interview Expenses Policy
Motor Vehicle Policy
OH&S Consultation Statement Policy
OH&S Policy
Performance Appraisal Policy
Personal Study Provisions Policy
Pre Employment Medical Exam Policy
Removal Expenses Policy
Rostered Day Off Policy
Sexual Harassment Policy
Smoke-free Workplace Policy
Special Christmas Leave Policy
Staff Leave to attend Civil Emergencies Policy
Staff Uniform Policy
Sun Protection Policy

Information Technology

Property Addressing Policy

Community Facilities

Public Space Tree Policy
Narrabri Lawn Cemetery – Floral & Other Tributes

Design Services

Optic Fibre Installation on Council's Land

Road Services

Alcohol Free Zones
Concrete Footpath Cost Recovery for Commercial Premises
Public Gates & Grids on Public Roads

Water Services

Saleyard "Passed In" Fees Policy
Sewer Junction Connection Policy
Water Service Connection Policy

Governance

Code of Conduct
Code of Meeting Practice
Council Committee Structure
Councillor attendance at Shires Association of NSW Annual Conference
Deputations to Council
Gifts & Benefits Policy
Internal Reporting Policy
Keeping and affixing of Council seal
Payment of Expenses and Provision of Facilities to Councillors
Policy on Policy Making
Privacy Management Plan
Reports by Councillor Delegates

OTHER DOCUMENTATION

Staff Delegations of Authority
Narrabri Aerodrome Procedures Manual
Narrabri Aerodrome Emergency Procedures
Local Environmental Planning Instruments
Narrabri LEP No. 2 (as amended)
Narrabri LEP No. 5 (as amended)
Narrabri LEP (as amended)
Section 94 Contributions Plan
Section 64 Plan
State of the Environment Report
Narrabri Shire Council Local Displan
Narrabri District Bushfire Management Plan
Narrabri District Fuel Reduction Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

Narrabri Shire Council's most recent Statement of Affairs is for the year ending 31 December 2006.

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 8.35am to 5.00pm on week days:

Mr Glen Warren
Director Corporate Services
Narrabri Shire Council
46-48 Maitland Street
PO Box 261
NARRABRI NSW 2390

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

SUMMARY OF AFFAIRS
of the
NARRANDERA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Aboriginal Matters
Access to Communication Facilities
Access to Mains on Private Policy Statement
Advertising
Advertising Structures and Signs
Aerodrome
Animals
Annual Reports
Appeals and Donations
Asset Management
Australia Day Celebrations
Australian Citizenship
Building Control
Building Over Sewers
Bus Shelters
Bush Fire Control
Busking
Caravan Park – Lake Talbot
Cemeteries
Child Protection Policy
Citizen of the Year Award
Closed Circuit TV
Complaints
Corporate Plan
Council Shops
Councillors
Councillor Communication with Staff
Council Website
Credit Card Policy
Customer Service Policy
Development in Areas Subject to Flooding
Dogs
Economic Development
Emergency Management
Equal Employment Policy Statement
Fees and Charges
Financial Matters
Food Premise Inspections
Footpath / Cycleway Risk Management
Freedom of the Shire
Garden Competition
Garbage Services
Gathering Information
Gifts and Benefits Policy
Harassment Policy
Health and Welfare Services
House Numbering
Immunisation
Impounding – Straying Stock etc
Infectious Diseases
Insurances
Investment
Land Leases
Land Sales
Library
Managing Conflicts of Interest
Manex
Media
Narrandera Sports Stadium
Narrandera Water Supply
Noxious Weeds Policy
Occupational Health and Safety
- Sun Protection
- First Aid
- Staff Working in Remote Locations
- General Occupational Health and Safety
- Volunteers Policy
- Signs as Remote Supervision

Parks and Gardens
Plant Hire and Private Works
Plant and Vehicle Equipment Use by Community Groups
Plant and Vehicle Replacement
Policy Making
Pollution
Protected Disclosures
Purchasing Policy and Procedures
Rates and Charges
Risk Management
RIVROC
Road Opening
Roads and Streets
Rural Water Supply
Saleyards
Septic
Sewerage
Sister City
Sporting Hall of Fame
Sports & Recreation – General
Staff Policies
Statement of Business Ethics
Stores

Street Lighting
Street Stalls and Raffles
Street Trees and Nature Strips
Subdivisions – Urban and Rural
Town Planning
Traffic Committee
Television and Film Production Shoots
Teloca House
Theatres and Public Halls
Tourism Promotion

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs (as at June 2007) 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:

The Freedom of Information Officer
Narrandera Shire Council
141 East Street Narrandera 2700
Email council@narrandera.nsw.gov.au
Telephone 02 6959 5510
Fax 02 6959 1884
Hours 8.15am to 4.30pm
Website www.narrandera.nsw.gov.au

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

SUMMARY OF AFFAIRS
of the
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
Affordable Housing Strategy 2005
Alcohol free zones policy
Back Packer Tourism Strategy for the City of Newcastle (2001)
Bushlands Plan of Management – October 2000 – (incorporating Blackbutt Reserve Management Plan and Jesmond Bushland Management Plan)
Car Parking Policy for Newcastle (NEALA – 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 2005
Community Plan 2005-2010
Community Safety Policy
Complying Development Guidelines
Conservation of Newcastle's Biodiversity 2005 (Policy Statement for the)
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
Council Funding of Community Activities
Crime Prevention Plan 3 – Mayfield
Crime Prevention Plan for City Centre and Inner City
Crime Prevention Plan No.2 – Whole of City
Cultural Framework
Customer Service Policy
Development Application Guide ('DA GUIDE')
Disability Action Plan 2005-2010
Dispute Resolution Policy
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
Equitable Pricing Policy
Ethnic Affairs Policy
Exempt Development Guidelines
Flags flying – City Hall
Foreshore Usage Policy 1996 (Revised) Oct 2003
Framework for a Decade of Education for Sustainable Development 2005-2014
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
Information CommunicationsTechnology Strategy Plan 2004
Interaction Between Councillors and Staff
Internet Strategy 2004
Interview Expenses Policy
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
Loan Borrowing Strategy
Management Plan – 2007/08-2009/10
Mayfield Local Area Traffic Scheme (1989) – supporting documents Mayfield Traffic and Environmental Strategy Vol. 1 &2 (1988)
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 Biodiversity Policy and Strategy 2006
Newcastle Coastline Management Study and Plan (2003)
Newcastle Development Control Plan 2005
Newcastle East Heritage Tourism Plan
Newcastle Environmental Management Plan (2003)
Newcastle Flood Policy 2004 Parts A (Principles) & B (Atlas)
Newcastle Green Corridor Plan and Landscape Precinct Plan (2005)
Newcastle Green Spaces Strategy (2000)
Newcastle Local Environmental Plan 2003
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 2005 Updated
Occupational Health and Safety Training and Induction Policy
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
Pesticide Use Notification Plan February 2007
Playgrounds Plan of Management (October 2000)
Policy and Background Statement on Newcastle Mainstreets (2001 revised 2003)
Position Statement on Graffitti
Position Statement on Illicit Drugs (2000)
Position Statement on Public Space (2000)
Pre-employment Medical Examination Policy
Public Art and Placemaking Policy 2003
Public Land Re-Classification Policy – June 2000
Public Voice Policy
Records Management Policy
Recruitment Policy
Reimbursement of Relocation Expenses Policy
Reimbursement of travel expenses Policy
Respect Policy

Restricted Assets – Reserves Management Policy
Road closures – temporary
Road openings
Road Safety Strategic Plan 2002 – 2010
Section 94 Contributions Plan No. 1 – 2005
Section 94 Contributions Plan No. 4 – 2006
Senior Citizens Centres Policy
Shoptop housing kit
Signage Policy for Beaches, Pools, Parks and Reserves (2003)
Social Impact Assessment Policy (1999)
Solid Waste Management Strategy – December 1995
Sports and Recreation Loans Policy – Parks & Recreation
Sports Policy (June 1998)
Sportslands Plan of Management (December 2000) (Amended 2003)
Steel River Strategic Impact Assessment Study
Street Lighting Interim Policy (2002)
Stockton Coastal Processes Study 2007
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)

Volunteer Protocol – Human Resource Reference Tool
Wallsend Brickworks Park Plan of Management (2001)
Waste containers on public roads policy
Work Experience Policy

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30 June 2007 is available for inspection at the below address.

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 the

NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Code of Conduct
Code of Meeting Practice
Annual Report
Annual Financial Reports
Auditor's Report
Management Plan
Register of Investments
Returns of the Interests of Councillors, Designated Persons and Delegates
Council's Open Business Papers
Minutes of Open Meetings of Council and Committees
Council's Policies:

- Bush Fire Brigades
- Code of Conduct (NSW Local Government)
- Conferences
- Council/Committees
- Delegations of Authority
- Equal Employment Opportunity
- Fees and Charges
- Freedom of Information
- Inspections
- Noxious Weeds
- Private Installation Works
- Protective Clothing and Safety
- Staff Rehabilitation
- Vehicles and Traffic Matters

Pesticide Use Notification Plan

SECTION 2 – STATEMENT OF AFFAIRS

Available from Council's office on request.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
New England Weeds Authority
129 Rusden Street
ARMIDALE NSW 2350
Phone: (02) 6771 1700
Fax: (02) 6771 1893

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

SUMMARY OF AFFAIRS
of the
NORTH SYDNEY COUNCIL

INTRODUCTION

This document is North Sydney Council's Summary of Affairs for the period ending June 2007. It contains a comprehensive list of North Sydney Council's policies including reference to associated guidelines and procedures. North Sydney Council reviews and amends all policies on a continual basis and once a year re-adopts all policies. For further information regarding the Policy Manual please contact the Director of Corporate Services (02) 9936 8100.

North Sydney Council adopted a Privacy Management Plan on 17 October 2005. All Council's Policies and Plans are managed in accordance with our Privacy Management Plan which has regard to the Privacy and Personal Information Protection Act 1998 (PPIPA) and the Health Records and Information Privacy Act 2002 (HRIPA).

For further information contact the Public Officer. Copies of Council's Policies are available from:

The Public Officer
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060

Telephone: (02) 9936 8114
Or can be viewed at www.northsydney.nsw.gov.au

SECTION 1 – POLICIES

CORPORATE SERVICES

- Access to Council Documents
- Complaints
- Corporate Sponsorship
- Councillor Access to Staff
- Customer Service
- Exclusions – Disruptive and Abusive Customers
- Freedom of Information
- Internal Reporting (Whistle Blowers)
- Mayor and Councillor Facilities and Benefits
- Mediation
- Open Government
- Precincts
- Use of Council Seal
- Media Liaison
- Booking of Sporting Facilities
- Consultation

CORPORATE SERVICES CODES

- Code of Meeting Principles and Practices
- Code of Conduct for Councillors and Staff
- Statement of Business Ethics: Standards for Contractors, their Staff and Business Associates
- Code of Conduct for Precinct Committees
- Code of Conduct for Volunteers and Community Representatives on Council Committees

FINANCIAL AND INFORMATION MANAGEMENT

- Collection and Recording of Information
- Collection and Recording of Information Guidelines
- Divisional Policy Statements

- Fraud Prevention
- Green Purchasing
- House Numbering
- Investment
- Personal Treatment Entitlement Card Holder
- Procurement
- Procurement Guidelines and Information for Tenderers
- Voluntary Rebates to Pensioners for Rates and Charges
- Signs as Remote Supervision
- Signs as Remote Supervision Guidelines
- Section 601 (hardship caused from the use of new valuations)

PLANNING & DEVELOPMENT SERVICES

- Urban Design Panel
- Compliance and Enforcement

COMMUNITY & LIBRARY SERVICES

- Child Protection
- Community Centres, Cultural and Recreational Facilities
- Disability Discrimination
- Donations
- Library Collection Development
- Library Exclusion
- North Sydney Arts Committee
- Community Information
- Divisional Policy
- Busking
- Public Art
- Artists' Studio
- Writers at Stanton
- Tutoring in the Library
- Examination Supervision
- Exclusions – Vacation Care

ENGINEERING & PROPERTY SERVICES

- 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
- Use of the Footpath for Outdoor Dining or Displaying of Goods Guidelines
- Car Share

OPEN SPACE & ENVIRONMENTAL SERVICES

- Circus
- Keeping of Roosters
- Overhanging Branches
- Public Bin Minimisation
- Standards for Volunteers and Community Representatives on Council Committees
- Tree Vandalism

HUMAN RESOURCES

- Equal Employment Opportunity
- Bullying and Harassment
- Grievance Procedures
- HIV/Aids Anti-Discrimination
- Recruitment and Selection
- Recruitment and Selection Procedures
- Employment Screening – Working with Children Check
- Salary System

- Leaseback Vehicles
- Employee Identification: Name Badges
- Employee Identification: Photo ID Card
- Long Service Recognition
- 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
- Alcohol/Drugs in the Workplace
- Confidentiality of Employee Information
- Traffic Regulations – Council Vehicles
- Web Access and Email
- E-mail Monitoring Guidelines
- Telephone and Voicemail
- Service 1st Telephone Standards
- Attendance/Absenteeism
- Parental Leave
- Voluntary Bush Fire Fighting
- Defence Forces Reserve Leave
- Sick Leave – Payment on Termination
- Leave Without Pay
- Concessional Leave
- Bereavement Leave
- Counselling and Disciplinary
- Dismissal Guidelines
- Drivers involved in Accidents
- Performance Planning Assessment Appeals Process
- Service First Award Scheme
- Training and Development
- Education Assistance
- Occupational Health and Safety Communication & Consultation
- Occupational Health and Safety
- Rehabilitation
- Smoking in the Workplace
- Personal Protective Equipment (PPE)
- Health Assessment
- Manual Handling
- First Aid
- Injury Incident Management Procedures
- Employee Assistance Program (EAP)
- Workers Compensation Procedures
- Redundancy
- Redeployment
- Resignation
- Health Matters

SECTION 2 – STATEMENT OF AFFAIRS

North Sydney Council's most recent Statement of Affairs (June 2007) is available to the public free of charge from the Public Officer, Council's Customer Service, or on the North Sydney Council website.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public seeking access to North Sydney Council's policy documents are invited to visit Council's web site at www.northsydney.nsw.gov.au, contact us on 9936 8100 or visit our Customer Service Centre.

Visit us at:
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060

Write to us at:
Public Officer
PO Box 12
North Sydney NSW 2059

Telephone us on:
(02) 9936 8100

Email us at:
council@northsydney.nsw.gov.au

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 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 Development – Rural 1(a) Zone
- B – Subdivision
- C – Residential Development
- D – Commercial and Industrial Development
- E – Advertising and Signage
- F – Vehicle Circulation and Parking
- G – Tourism
- H – Notification – Development Control
- I – Rural Development
- J – Titania Park Estate
- K – Riverdale and Llambeda
- L – Cunynghame Park Estate
- M – Complying Development
- N – Exempt Development
- O – Wind Power Generation 2003

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 licenses for use of public land classified as community land
Policy on Code of Meeting Practice
Policy for Code of Conduct
Policy for Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Other Councillors
Policy for Media Comments

Policy for Discussion of Personnel Matters
Policy for Interpreting the Financial Statements
Policy on Questions from the Public
Policy for Control of Community Notice Board
Policy for Quarterly Budget Review Statements
Policy for the Distribution of Council Meeting Business Papers
Policy on Appointment of Solicitors
Policy for Handling Complaints
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 Staff Recruitment
Policy for Child Protection and Procedures
Policy for Gifts
Policy for Use of Internet and Email
Policy for Secondary Employment Policy
Policy for Use of Corporate Credit Cards
Policy for a Smoke Free Workplace
Policy for Drugs and Alcohol
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 Investment
Policy for Use of the Care Car
Policy for Public Computer Use – Information for Parents and Guardians
Policy for Collection Development
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 for Public Notification Requirements in Development Control Plan 2001
Policy for the Burial of Body on Private Land
Policy for Complaints from Neighbouring Landowners
Policy for Heritage Listed Properties
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 Supervision of Junior Patrons at the Swimming Pool
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

Oberon Council's most recent Statement of Affairs is for the year ending 30 June 2007.

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 officer between 8.30am and 4.30pm on weekdays.

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
(F.O.I. Agency No. 2192)

SECTION 1 – POLICY DOCUMENTS (AVAILABLE FOR PUBLIC INSPECTION)

- Aboriginal Employment in Orange City Council
- Access for People from Culturally and Linguistically Diverse Backgrounds
- 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
- Ageing and Disability Services – Supported Accommodation/Services for People with a Disability
- Aquatic Centre – Admission Charges
- Annual Leave
- Asset Management
- Banners in the Central Business District
- Bin Exchange Policy
- Botanic Gardens – Exclusive Use
- Building over and/or adjacent to sewers
- Carers Leave
- Carers/Parental Leave – Birth of a Child
- Casual Employment
- Certificates of Service and References
- Chemical Safety
- Children's Services (Policies Procedures and Safety Guidelines)
- Christmas Street Parties – Neighbourhood
- Civic Emergencies Leave
- Clothing Recycling Bins in Public Places
- Code of Conduct
- Collection of Missed Waste & Recycling Services
- Community Consultation
- Community Communication Strategies for Development Proposals
- Community Services – Planning and Development
- Competitive Neutrality Complaints
- Construction Sites – Time of Work
- Construction Zones & Use of Public Parking Spaces
- Contaminated Lands
- Control of Rear Boundary Fencing Along Main or Arterial Roads
- Council's Pricing Policy
- Councillors Access to Information and their Interaction with Staff
- Councillors – Payment of Expenses and Provision of Facilities
- Credit Card Facilities
- Critical Incident
- Customer Response
- Customer Service Guarantee
- Debt Collection – Accounts Receivable
- Debt Collection – User Pays Water
- Declaration of Planning and Development Assessment Procedures and Protocols
- Design, Construction and Fitout of Food Premises
- Desktop Computer
- Development Activity – Public Notice
- Development Control Plan and Codes within the Development and Technical Services Divisions

- Disciplinary Policy
- Disposal of Miscellaneous Property
- Document Access
- Donations & Grants
- Driveways – Alterations and Maintenance
- Drug and Alcohol Free Workplace
- Grievance Policy
- Equal Employment Opportunity
- Eye Protection
- Family Leave
- Fixed Term Employment
- Footpath Maintenance
- Gallery – Acquisitions
- Gallery – Art Rental Scheme
- Gallery – Complaints about Artworks
- Gallery – Charging for Exhibitions
- Gallery – Exhibitions Regional
- Gallery – Public Art
- Gallery – Usage for Commercial Project Ventures
- Gifts, Bribes and Benefits
- Harassment Prevention
- Hearing Protection Policy
- HIV/AIDS in the Workplace
- Infection Control
- Internet, Intranet and Email Policy
- Investment of Council Funds
- Itinerant Traders
- Job Sharing
- Kerb and Gutter Charges to Adjoining Owners
- Land Sales
- Leave for Civic Emergencies
- Leave Without Pay
- Liquid Trade Waste
- Local Approvals Policy
- Long Service Leave
- Lost Property
- Lucknow and Spring Hill – Connections to Sewerage System from Outside Village Boundary
- Manual Handling
- Media Liaison
- Medical Services
- Meeting Practice Code
- Military Leave
- Mobile Phones
- Naming of Roads
- Notebook, Handheld Computer and Personal Digital Assistant (PDA)
- Noxious Weeds
- Open Forum
- Outdoor Eating Areas
- Parental Leave
- Parking – Off Street Provisions
- Part-Time Employment
- Payment of Employees
- Personnel File
- Private Use of Council Facilities and Equipment
- Private Work Orders
- Private Works on Roadways
- Protected Disclosures Act and Internal Reporting System
- Purchasing
- Rainwater Tank Rebate
- Rates and Charges – Recovery Action
- Records Management for Councillors

- Recruitment and Selection
- Reflectorised Street Numbering
- Rehabilitation
- Removable Storage Device Access Policy
- Remuneration
- Request for no Parking Pavement Markings
- Risk Management & Insurance
- Roads and Traffic Authority Drives Database Access
- Safety
- Safety Helmet
- Salary System
- Sale of Council Property and Car Parking
- Sale of Water
- Secondary Employment
- Sediment and Erosion Control
- Shopping Trolleys and Articles Abandoned
- Sick Leave Policy
- Signs – Information and Directional
- Signs as Remote Supervision – Parks Recreation Areas and Sports Grounds
- Smoking – Prohibition in Workplace and Hired Venues
- Sponsorships with Economic Development Justification
- Sun and Heat Protection
- Temporary Employment
- Theatre Objectives
- Theatre Technical Services
- Traffic Authority – Regional Development Committee
- Training, Education and Development
- Trees – Park Planting
- Tree Planting in Rural Areas
- Trees – Street Planting
- Trees & Tree Roots
- Use of Council Information
- Use of Orange City Council Logo's
- Volunteer Worker Policy
- Water Backflow Prevention Devices
- Water Carting
- Water Meter Boxes – Ownership and Responsibility
- Water Service and Charging Policy – Kidney Dialysis
- Water Meter Testing and Replacement
- Water Service Downsizing
- Water Service Installations
- Water Supply – Rural Connections
- Whiteway Lighting
- Work Experience
- 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 Urban Release Strategy
- Business Centres Development Strategy
- Orange Sustainable Settlement Strategy
- Local Disaster Plan
- State of the Environment Report
- Airport Emergency Plan
- Bushfire Operation Plan

- Recruitment Selection Procedures and Grievance Procedures
- Management Plan 2007/2010
- 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 Plans of Management

- Car parks in the central business district of Orange
- Gosling Creek Reservoir
- Spring Creek Reservoir
- Local and Neighbourhood Parks
- Rural Parks in the City of Orange
- Community Buildings
- Major Sportsgrounds
- Lake Canobolas Reserve, Wildlife Sanctuary and Scout Camp
- Ploughmans Valley

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 1 June 2007.

SECTION 3 – CONTACT ARRANGEMENTS

General Manager
Mr Garry Styles
Orange City Council
PO Box 35
ORANGE NSW 2800

Telephone (02) 6393 8000
Facsimile (02) 6393 8199

OR

Public Officer
Ms 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
PALERANG COUNCIL
FOI Agency No. 2242

SECTION 1 – POLICY DOCUMENTS

The following documents of Palerang Council and the former Tallaganda Shire Council and Yarrowlumla Council are available for inspection and/or purchase at Council's offices in Braidwood and Bungendore or viewed on Council's website, www.palerang.nsw.gov.au:

General
Annual Report to 30 June 2006
Annual Financial Statements to 30 June 2006
Auditor's Report to 30 June 2006
Management Plan and Budget 2006-2007
Schedule of Fees and Charges for 2006-2007
Code of Conduct 2007
Instruments of Delegations
Return of Interest of Councillors and Designated Employees
Code of Meeting Practice 2007
Payment of Councillors Expenses and Provision of Facilities 2004
2006-2007 Statements of Affairs
Disclosures Register
Queanbeyan-Yarrowlumla Disaster Plan (DISPLAN) and Sub-plans
Management Plan – Community Lands
Rossi Bushland Reserve Management Plan
Queanbeyan and Yarrowlumla Crime Prevention Strategy 2000-2001
Business Papers for Council and Committee Meetings
Minutes of Council and Committee Meetings
Register of General Policies
Palerang Occupational Health and Safety Policy
Palerang Council Risk Management Policy
EEO Management Plan
Transfer Notices
Land/Property Register
Investment Register
Classification of Public Land Register
Yarrowlumla Local Environment Plan 2002 (YLEP 2002)
Development Control Plan Rural and Rural Residential Zones
Development Control Plan 2(v) Village Zone
Development Control Plan 7(e) Environmental Protection Zone
Notification of Building/Development Applications
Section 94 Contribution Plan No. 1 – Bungendore Village
Section 94 Contribution Plan No. 2 – Provision of Access Roads
Section 94 Contribution Plan No. 3 – Provision of Community Facilities
Braidwood Development Control Plan
State of the Environment Report (SOE)
Strategy for the Management of On-Site Sewage systems
Local Approvals Policy
Local Orders Policy
Noxious Plants Policy
Southern Lake George Extractive Industries Management Strategy
Building Certificate Records
Development Application/Consent records and Construction Certificates

Flood Prone Land Policy
Management Plan Geary's Gap/Wamboin Greenways System
Swimming Pool Code
Food Surveillance Program
Building Line Policy
Temporary Occupancy Code
On-site Sewerage Management Plan
Roadside Vegetation Management Plan
Risk Management Policy
Community and Social Plan 2007
Palerang Waste Management Strategy 2005 – 2025
Yarrowlumla/Queanbeyan Bush Fire Risk Management Plan

Engineering Services Division

Code of Conduct and Method of Selection of Tenders for Plant
Road Standards – Rural 1A zone
Road Standards – Rural 1D zone
Removal of roadside Vegetation
Specifications and Construction of Access Road and Private Entrances
Section 64 Plan – Bungendore Water Supply
Section 64 Plan – Bungendore Sewerage
Palerang Code of Practice – Naming of Roads
Stormwater Management Plan – Bungendore
Rainwater Tanks Amendments to Development Control Plan (Yarrowlumla / Tallaganda)
Bungendore Floodplain Management Study
Braidwood Flood Study

Tallaganda

Competition Policy
Adjoining Owners Notification Policy
Standards of Access
Section 94 (EP&A Act) and S64 (Local Government Act) Contributions Plans for Roadworks, Bush Fire Control & Suppression, Water Supply and Sewerage, Waste Management Facilities
Local Approvals Policy
Waste Management Strategy
Strategy for the Management of On-Site Sewerage Systems
Companion Animal Management Plan
Tallaganda Local Environmental Plan 1991
Development Control Plans (associated with the Tallaganda Local Environment Plan 1991) for

- Environmental Heritage Provisions
- Advertising Signs and Structures Provisions
- Rural 1(c) Small Holding Development
- Rural 1(a) Development
- Braidwood Village Zones
- Exempt Development
- Complying Development
- On-site Sewage Management
- Braidwood

Road Hierarchy
Advice to persons proposing to construct a Crown Reserve Road
Local policies adopted by the Council concerning approvals and orders
Scotch Broom Management Plan
Blackberry Management Plan
Tallaganda Shire (Landholder) Scotch Broom Management Plan
Tallaganda Disaster Plan (DISPLAN)
Fuel Management Plan
Bush Fire Brigades Training Plan
Tallaganda District Fire Plan (41a)
Council's Land Register
Pecuniary Interest Returns of Councillors and designated persons

Annual reports of bodies exercising delegated Council functions
Records of approvals granted and decisions made on appeals concerning approvals
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

SECTION 2 – STATEMENT OF AFFAIRS

The last Statement of Affairs published was dated 31 December 2006.

SECTION 3 – CONTACT ARRANGEMENTS

Any application made under the Freedom of Information legislation should be accompanied by an application fee of $30.00 and directed to:

Freedom of Information Officer
Palerang Council
PO Box 348
BUNGENDORE 2621

Telephone enquiries should be directed to Council's Freedom of Information Officer on (02) 6238 8111. Office hours are 8.30am to 5.00pm Monday – Friday at 10 Majara St, Bungendore NSW 2621 and 144 Wallace Street, Braidwood 2622

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

SUMMARY OF AFFAIRS
of the
PARKES SHIRE COUNCIL

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
Asbestos Policy
Asset Management Policy – Engineering Services
Baths - General
Baths - Parkes
Benching Policy
Building – Applications
Building - Certificates of Compliance
Building – Regulations
Business Ethics Policy
Busking Policy
Spicer Park Caravan Park
Cemeteries – Parkes
Child Protection Policy
Children in Administration Building Policy
Closing and Demolition Orders
Code of Conduct Policy
Community Infrastructure Projects Policy
Community Neighbourhood Centres
Complaints Handling Policy
Complaints Policy & Procedure
Conference Representation – Shires Association
Conferences – General
Confined Spaces Policy And Procedure
Control of Noxious Weeds 2006/2007 Policy
Corporate Asset Management Policy
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
Customer Service Levels Policy
Damage, Theft or Loss of Council Equipment Policy
Disciplinary Process Policy and Procedure
Donated Materials Policy of Parkes Shire Library
Drug and Alcohol Policy
Equal Employment Opportunity Management Plan Policy
Email Communications with Council Acceptable Use Policy
Information Services Usage Policies
Fees and Charges
Fences – (Dividing Fences)

Firewood Collection from Roadsides
First Aid Policy
Footway Restaurants And Footpath Obstructions Policy
Garbage Service
Garbage and Rubbish Depots
General Code of Conduct Policy
Gifts, Benefits and Bribes Policy
Grievance Complaints Policy
Grievance Handling Policy
Health – General
Food Act
Higher Grade Policy
Hire of Plant and Equipment Policy
Hospitals
HR – Higher Grade Policy
Impounding
Industrial Estate
Industrial Estate - Goobang Junction
Information Services Usage Policy (E-mail, Internet, Network)
Insurance – General
Key Policy
Library Collection Development Policy
Library Ordering New Books Policy and Procedures
Library Policy Client Registration Policy
Littering
Liquor Act and Regulations
Managing Conflict of Interest Policy
Military Leave Policy
Motor Vehicle Lease Policy
Naming of Public Infrastructure Policy
Noise Control
Notices (Seins)
Optional Part-time Work Arrangements for Employees with Family & Carers' Responsibilities
Review of Passenger Vehicle Replacement Procedure
Parkes Airport Sale and Development Probity Policy
Parkes Shire Tourism Board Event Sponsoring Policy
Payment of Expenses and Provision of Facilities to Mayor and Councillors
Plant and Vehicle Replacement Policy
Policy and Delegations
Prevention of Falls and Ladder Safety Policy
Protected Disclosures Internal Reporting
Purchase of Pc's by Staff & Councillors
Rainwater Tank Policy
Rateability of Lands
Ratepayers' Associations
Rates
Rates and Charges Recovery
Records Management Policy
Recreation Areas – Parkes – Bookings for Use of Parks
Recreation Areas – Parkes – General
Recruitment and Selection Policy
Rehabilitation Policy
Reports – Finance & General Purpose Committee
Risk Assessment and Control Policy
Road Maintenance Priority Policy
Roads and Streets – Naming and Numbering
Roads and Streets – Street and Traffic Signs
Roads – State Highway – Sh17
Road Safety Matters
Rural Fire Service – District Assistance Plan
Rural Fire Service – Service

Safety Policy Statement
Salary Packaging Policy
Secondary Employment Policy
Smoking Policy
Soil Conservation Policy
Staff Matters – Awards (Salaries & Wages)
Staff Matters – General
Staff Matters – Staff Training – Lgitc
Staff Matters – Corporate Wardrobe
Staff Matters – Occupational Health & Safety
Statement of Revenue Policy
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
Trade Waste Policy
Travelling Stock Reserves
Urban Street Tree Policy
Video Surveillance Policy
Voluntary Rebates to Pensioners for Rates & Charges Policy
Volunteer Workers 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
Workplace Bullying
Workplace Surveillance 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
- Committee Operating Procedures Committees of Council
- Compendium of Major Activities
- Contributions Plan
  (Section 94 C Plan Oct'92)-DCP Parkes Urban Area
- Councillors' Handbook
- 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
- Library Collection Development Policy
- Library Membership and Internet Access Agreement
- 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 Streets, Roads & Bridges Policy
- National Competition Competitive Neutrality – Complaints Policy & Procedure
- Onsite Sewerage Management Plan
- Parkes Shire Local Approvals Policy 1998
- Parkes Shire Cultural Plan
- Parkes Shire Social Plan
- Parkes Shire Tourism Strategy
- Parking Code
- Plan of Management for all Council Owned Community Land
- 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 30 June 2007 is available for inspection by contacting the Public Officer.

SECTION 3 – CONTACT 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 the

PENRITH CITY COUNCIL
(FOI Agency No. 2196)

SECTION 1 – ORGANISATIONAL AND POLICY DOCUMENTS

Advertising
Annual Financial Report
Annual Report
Auditors Report
Building Statistics
Business Papers
Candidates Political Contributions Register
Car Parks
Cemetery Operations
Child Care Services
Code of Conduct
Code of Meeting Practice
Control of Food Premises
Council's Land Register
Council's Management Plan
Council's Strategic Plan
Councillor payment of Expenses and Provision of Facilities
Development Statistics
Donations
Donations to Safety Houses
Development Control Plans
EEO Management Plan
Environmental Planning Instruments
Floodlighting of Sporting Fields and Parks
Footpath Crossings
Footpath Signs
Footpaths including Contributions for Construction
Home Industry
Internal Reporting Policy
Kerb and Gutter, Footpath Charges
Local Approvals and Orders Policy
Management of Community Complaints
Minutes of Council and Committee meetings
Notification of Practice for Development Applications
Plans of Management for Community Land
Private Childcare Centres in Residential Areas
Public Collections and Street Stalls
Records of Approvals Granted and Decisions made on Appeals
Records of Building Certificates
Register of Delegations
Register of Investments
Register of Policies and Codes
Returns of Interest of Councillors and Designated Persons and Delegates
Security Deposits
Sporting Field Allocations
Sporting Organisations General
Statement of Affairs under the Freedom of Information Act 1989
State of the Environment Report

Summary of Affairs under the Freedom of Information Act 1989
Valuation Fees on Properties Acquired by Council

PLANNING INSTRUMENTS

Development Control Plans

Orchard Hills DCP Development Control Code No. 2
Orchard Hills DCP OH-007 Subzone C
Orchard Hills DCP OH-008 Lot 5 Wentworth Road
Orchard Hills DCP Development Control Code No. 1
Werrington Mixed-Use Area Development Control Plan
Penrith Development Control Plan 2006

Local Planning Instruments

Penrith Planning Scheme (as amended)
IDO 2 (as amended) Emu Plains
IDO 9 Kingswood Shopping Centre Great Western Highway Kingswood
IDO 11 (as amended) General Business Zone Great Western Highway St Marys
IDO 13 Industrial 4 (a) uses Cranebrook Road and McCarthys Lane Cranebrook
IDO 17 School Trahlee and Muscharry Roads Londonderry
IDO 21 (as amended) Business 3(a) uses Station and Phillip Streets St Marys
IDO 22 (as amended) Business 3(a) uses Queen Street St Marys
IDO 25 (as amended) Residential and Open Space Zones Mulgoa Road Penrith
IDO 26 (as amended) Cambridge Gardens
IDO 27 (as amended) Werrington County
IDO 28 (as amended) South Penrith and South St Marys
IDO 32 Business 3 (a) uses Great Western Highway St Marys
IDO 33 (as amended) Business 3(c) uses Hewitt and Jensen Streets St Marys
IDO 34 Business 3(c) uses Day Street St Marys
IDO 35 Business 3(c) uses plus TAB Smith Street Penrith
IDO 36 (as amended) Business 3(c) uses plus TAB Oxford Street Cambridge Park
IDO 47 (as amended) Dwelling Houses Cranebrook Road Cranebrook
IDO 56 (as amended) Open Space 6(a) uses Spinks Road Llandilo
IDO 57 (as amended) Business uses Great Western Highway Penrith
IDO 62 (as amended) Business 3(c) uses The Crescent Penrith
IDO 63 (as amended) Shops, Commercial Premises, Carparking Bringelly Road and Rodgers Street Kingswood
IDO 64 Business 3(c) uses plus TAB Victoria Street Werrington
IDO 68 Business 3(c) uses plus TAB Parklawn Place St Marys
IDO 69 (as amended) Business 3(b) uses King and Chapel Streets St Marys
IDO 71 Business uses Sainsbury Street St Marys
IDO 75 (as amended) Business Uses Bennett Road St Clair
IDO 81 (as amended) North St Marys
IDO 82 Business 3(c) uses plus Launderette Bringelly Road Kingswood
IDO 83 (as amended) Mt Pleasant
IDO 85 Squash Courts Smith Street Sydney
IDO 87 (as amended) Village Shopping Centre Charles Hackett Drive St Marys
IDO 91 Business 3(c) uses Caloola Ave Kingswood
IDO 93 (as amended) Rural Lands
IDO 98 Business 3(c) uses plus Hairdressing Salon Monfarville Street St Marys
LEP 43 (as amended) Nepean Centre and Panthers
LEP 52 (as amended) St Clair
LEP 85 (as amended) Erskine Park
LEP 96 (as amended) Claremont Meadows
LEP 150 (as amended) Commercial various
LEP 188 (as amended) Glenmore Park
LEP 201 (Rural Lands) (as amended)
LEP 226 (as amended) Blue Mountains Eastern Escarpment
LEP 255 Exempt and Complying Development (as amended)
LEP 258 Consent for Dwelling Houses and other Development
LEP 1991 (Environmental Heritage Conservation) (as amended)

LEP 1994 (Erskine Park Employment Area) (as amended)
LEP 1996 Industrial Land (as amended)
LEP 1996 – Classification of Public Land (as amended)
LEP 1997 (Penrith City Centre) (as amended)
LEP 1998 (Urban Land) (as amended)
LEP 1998 (Lakes Environs) (as amended)
LEP 2002 (Villages of Mulgoa and Wallacia) (as amended)

Regional Environmental Plans

REP No 9 Extractive Industry
REP No 11 Penrith Lakes Scheme
REP No 13 Mulgoa Valley
REP No 20 Hawkesbury / Nepean River (No 2 1997)
REP No 25 Orchard Hills
REP No 30 St Marys

Section 94 Plans

Claremont Meadows Release Area
Cultural Facilities
Erskine Park Employment Area
Erskine Park Residential Release Area
Footpath Construction in Established Residential Areas
Glenmore Park Release Area
Kingswood Neighbourhood Centre
Lakes Environs (Waterside Green)
Lambridge Industrial Estate North Penrith
Library Facilities
Mount Vernon Estate
North Cranebrook Release Area
Open Space in Existing Residential Areas
Penrith City Centre
St Marys Town Centre

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs for the period 1 July 2006 to 30 June 2007 is available by contacting Council's Freedom of Information Officer. Contact details are in Section 4.

SECTION 3 – CONTACT ARRANGEMENTS

Any enquiries regarding the Summary of Affairs or access to information can be directed to:

Jackie Shephard

Freedom of Information Officer
PO Box 60, Penrith 2751 or
DX 8017 Penrith or

Telephone: (02) 4732 7732
Facsimile: (02) 4732 7958
E-mail:pencit@penrithcity.nsw.gov.au
Council's Office Hours are: 8.30am to 4.00pm

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

SUMMARY OF AFFAIRS
of the
PITTWATER COUNCIL

SECTION 1 – POLICIES/DOCUMENTS

1. STATUTORY

Annual Report
Code of Conduct
Code of Meeting Practice
Delegations of Authority Register
Development Control Plans
EEO Management Plans
Employment related codes
Environmental Planning Instruments
Expenses and Facilities Policy (concerning the payment of expenses incurred by, and in the provision of facilities to, Councillors)
Internal Reporting Policy (for the purposes of the Protected Disclosures Act)
Local Approvals Policy
Local Environmental Planning Instruments
Local Orders Policy
Management Plan
Minutes of Committee Meetings
Minutes of Council Meetings
Plans of Management for Community Land
Policy Register
Pricing Policy (see Management Plan)
Privacy Management Plan
Revenue Policy (see Management Plan)
Section 94 Contributions Plans
State of the Environment Report

POLICIES ADOPTED BY PITTWATER COUNCIL

Access driveways and other streetscape infrastructure
Adequacy of structural design
Advertising – private directional signs located on public property – interim policy
Aerosol art sites in the Pittwater area
Agenda papers – procedure for public release
Aggregation of values for rating purposes
Amending Council Policies
Amusement devices and/or public stands
Angle parking on public roads
Arrest of persons – powers of Council Officers
Attacks on Councillors and staff members – meeting
Banners on Public Land
Beach and Rockpool management
Beach Inspector – Life Guard Service
Brothels in Pittwater
Builder's Licensing Board Agency
Builders restoration fee
Building waste containers – placement on public roads
Bush fire control – Warringah/Pittwater Bushfire District
Cargo wharf at Church Point – operation regulations
Car parking areas – free
Cemetery – Mona Vale (Turimetta)

Children's Services
Circuses
Civic Design Award
Clothing recycling bins on council controlled land – control and regulation
Coastal Environment Centre – conditions of hire and charges
Coastal Risk Management Policy for Development in Pittwater
Community Centres
Concealed driveways and/or mirrors
Construction of seawalls and erosion control measures
Construction Zones
Contributions – new kerb and guttering – new footway – non rateable properties
Corporate guidelines for the calling of and conduct of public meetings, public consultations and public forums
Credit Cards
Customer Service Charter
Development Application – process
Development Applications
Development Applications by Councillors – Council Staff
Development Applications – determination
Development Applications – policies at date of determination
Development Applications previously approved by the elected council – amendment of
Development Applications – SEPP 5 development
Development Applications – youth space
Development Control Plans – landscaping and streetscape
Die back of trees – awareness and prevention program
Disability Discrimination Action Plan
Disposal of Council owned plant and equipment
Dog control
Dog population
Economic Policy 2001
Emergency water supply – fees
Estuarine Risk Management Policy
Ethical Business Relationships Policy
Fees and charges – guidelines for determining – user pays principles
Film Permit Policy and conditions
Financial assistance – community organisations – guidelines
Food premises
Freedom of collection and access for Local Government libraries
Geotechnical Risk Management Interim Policy for Pittwater
Golf courses – Mona Vale and Palm Beach – approval of fees
Graffiti Policy (SHOROC)
Helicopter landings on council owned and controlled property
Home Based Business
Horses on private premises
In-sink food waste disposers – ban on installation
Interallotment Drainage Policy – Subdivisions
Interest earned on contributions levied and security deposits held
Investment Policy
Issuing of Infringement Notices
Kerbing and guttering charges – debt recovery – pensioners
Kimbriki Waste Disposal Depot – free access
Lakeside Caravan Park
Land – disposal of surplus
Landscape Management Policy
Landscape and vegetation management
Landscaping site cover
Loan Borrowing Policy – infrastructure replacement and creation
Mail outs – exclusion of enclosures
Media/ Communications Policy
Mediation Policy
Mobile Phone Tower Locational Policy

Multiple access – special crossings
Multiple occupancy breaches
Naming of streets and pathways
Noise nuisance from building operations
Non compliant Development Applications
Nuclear policy – Pittwater
Numbering of properties
Open air concerts
Opening of public buildings
Parking – issue of annual permits – waiving of parking fees
Parking arrangements – reciprocal – Pittwater and Warringah Councils
Pittwater Foreshore and Ocean Front Access Policy
Plaques – new civic buildings
Plaques on seats in Parks and Reserves
Policy for the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors
Powerboat racing events
Privacy and Personal Information Protection Act 1998 – Privacy Management Plan
Private trees threatening Council's stormwater lines
Private pipeline approvals
Prohibited activities on Council and public reserves
Public Access to Information
Public collections/appeals
Public property vandalism – reward for successful prosecution
Public reserves and other land – resumption for public utilities
Public schools – community access – use of school playing fields
Question time for residents – Council meetings
Rate collection and recovery
Rates on leased Council property/facilities
Rebates and accruals of pensioners rates, domestic waste charges and interest
Receipts – issue of
Recognition of community service – Awards
Redundancy & Redeployment Policy
Registration of contractors for construction of special crossings
Regulatory process – permanent section – Sydney Lakeside Narrabeen
Relief from rate increases – hardship in first year of new valuations
Requirements for the subdivision of land in sensitive areas – Barrenjoey Peninsula & Pittwater areas
Reserves, beaches and headlands booking policy
Road Reserves – private use of
S96 Modification Applications – consideration thereof
Sale of drainage reserves
Scotland Island – emergency water supply
Setbacks to creekline corridor – Warriewood Valley stage 1
Significant tree removals
Signs – "caution children playing in the street"
Signs – councils facilities
Site inspections with Council's staff – Development Application matters
Smoke Free Zone around Council's playgrounds
Speed restriction – signs on public reserves and car parks
Sponsorship Policy
Sports grounds facilities
Sports ground – allocation of use
Storage of craft – dinghies/boats
Street furniture and bus shelters – provision in partnership with the private sector
Street levels
Street lighting Committee
Subdivision road works – security deposits and bonds
Submission of draft reports/documents to Councillors
Surf club buildings – maintenance
Surf Life Saving Movement
Temporary storage on Council reserves
Tennis Liaison Committee

Tourism Policy – Regional Tourism Plan (SHOROC)
Traffic control facilities – traffic management – delegation of powers to Council from the Roads and Traffic Authority
Traffic Generating Development – State Environmental Planning Policy No. 11 – delegation of powers to Council from the Roads and Traffic Authority
Transport Policy – Regional (SHOROC)
Urban Stormwater – Integrated Policy
Vehicle access to all roadside development
Vertical utility service connections
Volunteer bush regeneration – guidelines
Watercourse preservation
Winter Education Program
Working from Home Policy

SECTION 2 – STATEMENT OF AFFAIRS

Persons wishing to inspect or obtain the Council's most recent Statement of Affairs published under the provisions of the Freedom of Information Act 1989, should contact the Council's Manager, Business and Administration/Public Officer, telephone 9970 7111 or attend the Council's offices at the address and times referred to above.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of the Council's Policy Register may be inspected by contacting the Council's Manager, Business and Administration/Public Officer, telephone 9970 1111 or attending at the Council's Offices at 1 Park Street, Mona Vale NSW, during the following business hours:

Monday – Thursday	8.00 am – 5.30 pm
Friday	8.00 am – 5.00 pm

The Summary of Affairs, Statement of Affairs and Council's Policy Register may be viewed on Council's Internet Site at www.pittwater.nsw.gov.au.

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 12 June 2007)

2004 Port Stephens Community Profile
30 Year Plan
Abandoned Shopping Trolley Management
Accessing Information
Accompanying Persons Reimbursement Policy at Conferences &/or Seminars
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 Service
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
Debt Recovery and Hardship Policy
Development within the Explosive Safe Zone

Disability Access
Dog Exercise areas
Dog Noise Strategy
Electricity payment for Sporting Reserves
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
Hairdressing, Beauty and Skin penetration Premises – Guidelines for operation and construction.
Health Records & Information Privacy Management Plan
Information & Direction Signposting Policy & Code of Conduct
Interim Roof Top Terrace 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
Mosquito Management Policy
Multicultural Affairs
Nelson Bay CBD & Foreshore Parking Strategy
Nelson Bay Foreshore Masterplan
Newcastle Airport Strategic Policy
No Smoking in Council Owned or Managed Buildings
Onsite Sewerage Management Strategy
Pecuniary Interest Returns Policy
Petitions
Planning Matters to be reported to Council
Port Stephens Contaminated Lands Policy
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
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
Signs as Remote Supervision Policy
Social Policy
Street Trading by Organisations
Subdivision Code – Engineering Practices
Subdivision Guidelines
Sustainability Policy
Telecommunications Policy & Associated Guidelines
Temporary Structures on Footways
Tenancy Policy
Tree Management Policy & Procedures
Urban Rainwater Tank Policy
Use of Organochlorides
Volunteers
Waiving Overdue Library Item Charges
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 2005/06. Council's Annual Report 2005/06 and Management Plan 2006/2009 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 Coordinator
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
QUEANBEYAN CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Council has adopted policies and procedures concerning the ways it undertakes its business.

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

1. Code of Conduct
2. Code of Meeting Practice
3. Annual Report and Report to the Community – 2006 and previous years.
4. Management Plan – 2006/2007 and previous years.
5. Reimbursement of Travelling and other Expenses Policy – Councillors.
6. Register of Investments
7. Returns of Interests of Councillors, designated persons and delegates
8. Council Minutes and Business Papers
9. Annual Financial Statements – 2006 and previous years
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
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 Public Officer.

20. Files and other documents of a non-confidential nature – Can be accessed through the Public Officer.

21. Queanbeyan LEP and DCP's.

SECTION 2 – STATEMENT OF AFFAIRS

The Queanbeyan City Council's most recent Statement of Affairs was published in its Annual Report 2006 and the NSW Government Gazette, June 2006.

SECTION 3 – ACCESS ARRANGEMENTS

Details of the procedures for inspecting and purchasing the Council's Policy and other documents are available from Alan Stewart, Public Officer at 257 Crawford Street, Queanbeyan, telephone (02) 62984516 or email stuart.warner@qcc.nsw.gov.au

Council's policy and other documents may be inspected and/or purchased between the hours of 8.30am to 5.00pm business days. Many documents are available on Council's website www.qcc.nsw.gov.au

Requests under the Freedom of Information Act 1989 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
RANDWICK CITY COUNCIL

SECTION 1 – POLICY REGISTER DOCUMENTS

Part 1 – City Planning

- Accessible Environment for Disabled People
- Affordable Housing Policy
- Amusement Centres
- Asbestos Policy
- Balcony Enclosures on Residential Flat Buildings
- Botany Bay – Dredging
- Child Care Centres Policy
- Code for Construction and Use of Food Vending Vehicles
- Code for Construction and Use of Temporary Food Premises
- Code for Keeping of Pigeons
- Collection of Trade Waste from Community Service Organisations
- Community Service Awards
- Conservation in Struggletown
- Contaminated Land
- Design Ideas for Rejuvenating Residential Flat Buildings
- Development Assessment Committee
- Development Consents – General Conditions of Approval
- Development Consents – Time Limit
- Eastern Suburbs Railway – Extension
- Enforcement Policy
- Environmental Policy
- Ethnic Policy and Migrant Services
- Food Premises Code
- Garbage Collection – not in approved containers
- Heritage Development
- Kingsford-Smith Airport & Second Sydney Airport Site
- Local Approvals' Policy
- Nuclear Free Zone – City of Randwick
- Plan of Management No. 1 – Glebe Gully
- Rainwater Tanks
- Street Address Numbering and Re-Numbering
- Subdivision Code
- Variations in Licensed Trading Hours

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. 11 Wolseley Road
- 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.21 Amusement Centres
- DCP No.22 The Spot & Surrounds
- DCP Backpacker Accommodation
- DCP Defence Site Bundock & Avoca Streets, Randwick
- DCP Dwelling Houses & Attached Dual Occupancies
- DCP Eastern Suburbs Memorial Park
- DCP Exempt and Complying Development
- DCP Footpath Dining & Trading

- DCP Kensington Town Centre 2002
- DCP Maroubra Beach Commercial Precinct
- DCP Maroubra Junction Town Centre
- DCP Multi-Unit Housing
- DCP Outdoor Advertising
- DCP Parking
- DCP Prince Henry Site
- DCP Public Notification of Development Proposals & Council Plans
- DCP Randwick Junction Business Centre
- DCP Royal Randwick Racecourse
- DCP Matraville Town Centre
- DCP University of NSW, Kensington Campus
- DCP North Randwick Heritage Conservation Area (Draft)
- DCP West Kensington Heritage Conservation Area (Draft)
- DCP Single Dwellings and attached Dual Occupancy (Draft)
- DCP andwick City Heritage (Draft)

Local Environmental Plans

- Randwick LEP 1998 (and Amendments)

Part 2 – City Services

- Bonfires and Fireworks – Council Land
- Bowen Library – Hire of Vonnie Young Auditorium
- Bus Seats at Bus Stops
- Closure of Beaches
- Clothing Bins and Other Non-Council Collection Services on Public Land under Council's Control
- Library Computers – Public Use
- Construction of Crossings and Re-instatements
- Control of Recreational Vehicles
- Crossings and Entrances – Contributions
- Development Application Conditions
- Encroachments – Public Places and Reserves
- Graffiti Management Policy
- Group Use of Library and Community Bus
- Kerbing and Guttering – Replacement of Stone Constructions
- Library Fees and Charges
- Library Internet Access
- Library Loans
- Library Membership
- Library Opening Hours
- Literacy and the Library
- Motor Vehicle Fleet – Replacement
- Nature Strip/Road Verge Planting
- On-Street Parking
- Private Stormwater Code
- Protective Clothing, Head Wear and Sunscreens
- Randwick Branch Library – Hire of Meeting Room
- Reservations/Inter Library Loans
- Residents Requests for Special Verge Crossings
- Safety Boots
- Sewerage/Stormwater Drain Blockage
- Significant Street Tree Removals – Public Notification
- Smoking in the Public Place
- Street Lights – Shading
- Tree Policy
- Tree Preservation Order and Protection of Trees
- Tree Shrouding
- Use for Circuses
- Vending on Beaches

Part 3 – Governance and Financial Services

- Acknowledgement of Incoming Correspondence
- Asset Disposal Policy
- Bank Guarantees
- Community Facilities Management Policy
- Corporate Credit Cards – Non-issue of
- Council and Committee Meetings – Authority to vary dates and times
- Council Buildings – Solar Energy
- Council Contracts with Companies
- Delegation of Authority (including sub-delegations from the General Manager to staff)
- Document and Correspondence Administration
- Donations and Expenditure under Section 504; Subsidies under Sections 298(2), 358 and 364
- Equipment Acquisition
- Funding Source – Non-budgeted Expenditure
- Grants, Donations and Subsidies
- Guidelines for the Engagement and use of Consultants
- Investments – Surplus Cash
- Local Ethnic Affairs Policy Statement
- Open Access to Objection and Support Letters – Local Approval Applications and Development Applications
- Petty Cash Limit
- Public Collections/Appeals
- Purchasing Policy
- Randwick Town Hall – Hire
- Rates – Pensioners Accruing Rates and Charges
- Reserve – Employees Leave Entitlements
- Response – Written Enquires/Request from Public
- Risk & Insurance – Gathering Information
- Risk & Insurance – Risk Management Policy
- Risk & Insurance – Signs as Remote Supervision
- Sponsorship Principles
- Tendering Policy
- Use of Council Chamber and Meeting Rooms, etc

Part 4- Mayor and Councillors

- Annual Estimates – Submission of Draft Estimates to Councillors
- Code of Conduct – Councillors
- Common Seal – Procedure for Affixing
- Council and Committee Meetings – Code of Meeting Practice
- Council in Recess – Procedure
- Councillors' access to information and interaction between Councillors & staff
- Councillors' Expenses and Provision of Facilities
- Delegation of Authority – Administration and Finance Committee
- Delegation of Authority – Civic Affairs Committee
- Delegation of Authority – Community Services Committee
- Delegation of Authority – Health, Building and Planning Committee
- Delegation of Authority – Mayor
- Delegation of Authority – Mayor and General Manager Jointly
- Delegation of Authority – Works Committee
- Electoral Roll – Provision to Councillors
- Gifts & Benefits Policy
- Information Required by Council Member
- Internal Reporting System – Protected Disclosures Act
- Newspaper Publications by Councillors
- Records Management Policy and Procedure for Councillors
- Public Statements to the Press – Council Spokesman
- Sister Cities – Distribution of Funds to Mayor and Councillors during Visits

Part 5 – Organisational Staff Services

- Human Resources Policy & Procedures Manual

ADMINISTRATIVE REGISTERS AND DOCUMENTATION

- Randwick City Plan (20 year plan) + background papers
- 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
- Annual Report
- Disclosure of Interests Register
- Investments Register
- Social Plan
- Privacy Management Plan
- Randwick Community News

CITY SERVICES DOCUMENTS

- City Open Space & Recreation Strategic Plan
- 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 2005
- 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

CITY PLANNING 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
- 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 Sulphate Soils Information Sheet
- Heritage Information Sheet
- Sydney Airport Planning & Noise Impacts Information Sheet
- Matraville Public Domain Strategy
- Design Ideas for Rejuvenating Residential Flat Buildings
- Randwick Transport Study
- Heritage Visual Character Study
- Demographic Profile

COMMUNITY SERVICES & 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)
- Community Facilities Study
- RCC Action Plan – Disability Discrimination Act

SECTION 2 – STATEMENT OF AFFAIRS

The most recent annual Statement of Affairs of the Randwick City Council was published effective 30 June 2007, and is available at a cost of $5.00. The Statement of Affairs is also available for downloading from Council's website (www.randwick.nsw.gov.au). 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

The Librarian
Parliament of NSW
Macquarie Street
Sydney NSW 2000

SECTION 7 – 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 and on the Council website (www.randwick.nsw.gov.au). However, should the particular item being sought not be available through these avenues, members of the public are invited to contact Council's Section 12 or Freedom of Information Officers.

The Section 12 & Freedom of Information Officers are available during normal business hours of 8.30am to 5.00pm and, to avoid any inconvenience, contact should first be made by telephone prior to a personal visit.

Administrative Centre (FOI & Section12 Officers)
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

Malabar Community
Library
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 VALLEY COUNCIL

SECTION 1 – 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).

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Council is that for December 2005. Copies may be purchased from Council at a cost of $0.55 per page (minimum charge $2.00).

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr W. S. Halcrow,
Public Officer,
Richmond Valley Council,
Corner Walker Street and Graham Place,
(Locked Bag 10)
Casino NSW 2470
Telephone: (02) 6660 0312
Facsimile: (02) 6662 5198

The Council's office hours are 8.15 am to 4.30 pm, Monday to Friday.

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

SUMMARY OF AFFAIRS

of the

RIVERINA WATER COUNTY COUNCIL

SECTION 1 – POLICY DOCUMENTS

- Code of Conduct
- Code of Meeting Practice
- Consultative Committee
- Delegations of Authority
- Development Servicing Plan
- Drought Management
- 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
- Records Management
- 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

SECTION 2 – 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.

SECTION 3 – 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) 6922 0608
Fax: (02) 6921 2241
Email: admin@rwcc.com.au

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

SUMMARY OF AFFAIRS
of the
RYDE CITY COUNCIL
(F.O.I. Agency No. 2203)

SECTION 1 – POLICY DOCUMENTS

CORPORATE SERVICES

Annual Report 2005/2006
Audited Financial Statements of Account for the year ended 30 June 2006
Business Papers/Minutes of Committee & Council Meetings
Code of Conduct
Code of Behaviour
Code of Conduct –
Standards for Volunteer and Community Representatives on Council Committees
Code of Conduct –
Standards for Contractors, their Employees and Business Associates
Code of Good Governance
Code of Meeting Practice
Competitive Neutrality Complaints Policy
Conditions of Employment Policies
Delegations Register
Disclosures of Pecuniary Interest Register for Councillors & Senior Staff
EEO Management Plan
Employee Relations Policies
Equity & Diversity Policies
Gifts Policy
Employee Induction Policies
Information Technology Policies
Investment Policy and Register
Land Register
Management Plan 2007/2010
Occupational Health & Safety Policies
Organisational Development Policies
Policy on Payment of Expenses & Provision of Facilities for Mayor & other Councillors
Privacy Management Plan
Procurement Policy
Protected Disclosures Information Booklet
Protocol for Meetings with the Mayor
Register of Leases and Licences for use of public land classified as Community Land
Returns as to Candidates Campaign donations

ENVIRONMENT AND 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
Development Application/Approval Records – only upon request
Development Contribution Plan
Development Control Plan 2006
Development Control Plan No.34 – Exempt and Complying Development

Development Criteria:
SECTION 1 – Driveways
SECTION 3 – Title Encumbrances
SECTION 4 – Public Civil Works
Enforcement of Parking Policy Statement
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
Impounding Register
Integrated Development
Legionnaires' Disease: NSW Code of Practice for the Control of Legionnaires Disease
Local Environmental Plans Register
Local Environmental Plans
Master Plans for Town Centres
National Code for the Construction and Fitout of Food Premises
National Code for Food Vending Vehicles and Temporary Food Stalls
Pre-lodgement – Information Package
Planning Agreement Register
Residential Development Strategy 1996 – Improving Housing Choice & Housing Opportunities
Ryde Planning Scheme Ordinance
State of the Environment Report
Stormwater Drainage Design Guidelines
Subdivision Code
Tennis Court Policy
Telecommunications Facilities – Draft Policy
Waste Containers: Conditions for Temporary Placement of Waste Container or Skip on Footpath

PUBLIC WORKS

Conditions for Road Closures/Street Parties
Information on Gutter and Footway Crossings for Vehicular Access to Normal Single Residences
Information Relating to Special Purpose Signs
Recycling & Waste Guide
Register of Graffiti Removal Work
Ryde Local Disaster Plan
Subdivisional Road Requirements
Waste Services Booklet
Waste Management Strategy
Catchment Management – Strategic Review
Ryde Bikeway Plan 1994

COMMUNITY LIFE

Aboriginal Needs Paper – Social Plan 2005
Access and Equity Policy
Children's Needs Paper – Social Plan 2005
Community Arts Policy
Community Buildings Strategy
Community Services Customer Complaints Policy
Conditions of Use of Grounds & Amenities
Culturally and Linguistically Diverse Peoples Needs Paper – Social Plan 2005
Disability Discrimination Act Action Plan
Guidelines for Managing Library resources on loan to Home Library Service institutional members
Guidelines for the Submission of a Tree Preservation Application
Home Library Service Institutional Membership
Home Modification and Maintenance Policy
Immunisation Policy and Procedures

Language Aide Policy
Library Collection Development Policy
Media Policy
Men's Needs Paper – Social Plan 2005
Multi-Purpose Use of Council Meeting Facilities Policy
Older People's Needs Paper – Social Plan 2005
Plain English Policy
People with a Disability Needs Paper – Social Plan 2005
Register of Plans of Management for Parks
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 2005
Sponsorship Policy
Temporary Access through Public Reserves & Parks
Tree Preservation Order & Tree Management Policy
Vacation Care Policies Procedures Guideline
Volunteers Policy
Women's Needs Paper – Social Plan 2005
Young People's Needs Paper – Social Plan 2005

SECTION 2 – STATEMENT OF AFFAIRS

City of Ryde's most recent Statement of Affairs is dated June 2007.

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: cityofride@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
FOI Agency No. 2208

SECTION 1 – POLICY DOCUMENTS

The following policy documents are open for inspection. Certain documents are available for purchase whilst others would be subject to a photocopying charge.

Policy Title	*Minute Number*
DEVELOPMENT CONTROL PLAN REGISTER	Various
Abseiling and Rock Climbing	05.641
Acceptance of Tenders – Reports to Council	04.985
Access Areas for Dogs	05.79
Adult Shops (Premises Selling Sexually Explicit Products) – Guidelines	04.1598
Advertising – Local Newspapers	04.985
Aged Persons Accommodation – Establishment of	04.1443
Aged Persons Accommodation Guidelines	86.1548
Anzac Day Services – Wreath Laying Ceremonies	04.985
Asset Management Plan – Amenities	05.35
Asset Management Plan – Bridges	03.467
Bed and Breakfast Guidelines	05.747
BMX Circuits – Provision in Local Areas	04.1443
Boundary Fences and Courtyard Walls for Single Dwellings	05.595
Building Code – Minimum Building Requirements	76.316
Building Height and Amenity in Residential Areas – Policy to Control	90.618
Building Line – Penguins Head Road, Culburra	05.152
Building Line Setbacks Policy for Residential Development	05.595
Building Lines (front) in South Nowra Industrial Areas	98.2012
Building Over Sewers Policy	97.26
Building Setbacks -Tasman Park Estate (DP 8082)	05.152
Buildings – Flinders Estate – Zincalume Roofs	04.1598
Buildings – Garages on Vacant Allotments of Land	04.1598
Buildings – Storm Water Drainage Control – "Slab on Ground" Construction	04.1598
Buildings – Temporary Moveable Dwellings for Aged or Disabled Persons	05.16
Buildings – Use of Reflective Building Materials – Coastal and Rural Areas	04.1598
Burials – Private	04.1598
Burrill Lake Estuary and Catchment Management Plan	02.1663
Burrill Lake Foreshore Development Guidelines	05.595
Bus Shelter Sheds – Site Selection	04.1322
Bushcare Program Policy and Procedures	05.297
Bushfire Equipment Policy	04.1322
Car Parking Code (Development Control Plan No. 18)	00.924
Caravan Parks – Design Guidelines for Permanent Occupancy of	05.152
Caravans for Commercial or Community Activities Parking of	05.152
Cats and Dogs (Impacts on Native Fauna) – Conditions of Development Consent	05.1776
Cemeteries – Re-purchase of Sites	78.642
Cemeteries, Crematorium and Memorial Garden Policy	Min96.2303
Code of Conduct	05.597
Code of Conduct – Guidelines	05.1226
Code of Meeting Practice	05.597
Collection Development Policy – South Coast Co-Operative Library Service	04.1443
Commercial Home Catering	05.747
Communications / Media Strategy	05.872

Community Consultation for Subdivision and Development Applications and the Formulation of Development Guidelines and Policies	01.70
Community Consultation Strategy	05.263
Community Facilities – Use and Hire for Commercial Activities	04.1591
Community Gardens	05.1164
Community Plan – Executive Summary	01.300
Community Plan – Youth Services Strategy	00.767
Community Service Obligations – Water Supply Wastewater, Effluent, Trade Waste Services and Section 64 Contributions	05.1001
Community Use of Rural Fire Service Stations	05.420
Complaints Policy & Procedures	05.730
Conjola Regional Sewerage Scheme – Connection Policy	05.235
Conservation Management Plan for Nowra Showground	03.50
Contaminated Land Policy	95.710
Correspondence – Service Level Standard for Replying t•	03.1010
Council Meetings – Addendum Reports	04.985
Council Meetings – Staff Pecuniary Interests – Reports to Council	04.985
Council Members – Payment of Expenses and Provision of Facilities	93.2996
Cross-connection Control and Backflow Prevention	05.235
Culburra Beach (Development Control Plan No. 48)	97.2148
Currarong Natural Resources Management Strategy	01.1721
Cycleway/Footpath – Charges Applicable	04.1322
DCP 113 – Policy to Control Development within the Vicinity of the Eagle View Farm Piggery Yatte Yattah	05.1285
Defect and Risk Management Inspection Procedure	03.813
Defence Force Training and Service Leave	05.1224
Demolition of Buildings Containing Asbestos – Conditions of Development Consent	05.1136
Development – Built Environment	04.1449
Development – Coastal Areas	04.1449
Development – Hazardous Industries	04.1449
Development – Highways & Arterial Roads	04.1449
Development – Housing in Residential Zones	04.1449
Development – Land Retention – Canada St Cunjurong Point	92.495
Development – Main Centre Strategy	04.1449
Development – Natural Hazards (other than flood or bushfire)	04.1449
Development – New Development Areas	04.1449
Development – Nuclear Industries & Activities	04.1449
Development – Public Utilities – Electricity	04.1449
Development – Public Utilities – Water & Sewer	04.1449
Development – Urban Expansion of Cambewarra Village	92.3655
Development Application Fees – Waiving of – Community and Charitable Organisations	04.1598
Development Applications – Crematoriums in Funeral Parlours	04.1598
Development Applications – Determination – Draft Policies and Development Control Plans	05.152
Development Applications – Industrial Premises – Retailing Space	04.1598
Development Areas – Minor Water Mains Extension	05.1682
Development Control Plans – Landowner's Advice	04.1596
Development Control Plans – Notations Regarding Flexibility	04.1175
Disability Discrimination Act Action Plan	02.250
Dog Control Policy – Holiday Haven Tourist Parks	04.1443
Domestic Poultry Abandoned on Public Land	05.1228
Donations Policy	04.1165
Down Size, Disconnect or Nominal Sizing of Water Meter Services	04.1503
Drainage Easements – Maintenance of Open Drains	05.138
Drainage Easements – Piping in Old Subdivisions	05.138
Driveway Access to Private Properties	89.2665
Dual Occupancy Development – Subdivision Restriction	05.434
Dual Occupancy Guidelines (Development Control Plan 57)	92.3619
Ecologically Sustainable Development (ESD) – Guidelines for Integrating the Principles of ESD Into SCC Activities	03.777
Effluent Pump-out Charges	04.1172
Emplacement of Plaques & Other Artifacts in Parks & Reserves Policy	04.1443

Exempt and Complying Development (Development Control Plan No. 89)	99.1706
Fair Trading – Dedication of Land for Major Infrastructure Projects	04.1175
Festivals – Council Support	04.985
Film and Video Production	04.1443
Fire Hydrants in Rural Areas, Provision of	04.1172
Flag Protocol – Australian Aboriginal Flag	04.985
Flood Compatible Materials for Minor Extensions	03.595
Flood Planning Levels for the Lower Shoalhaven River Floodplain	03.10
Flood Policy – Flood Levels	90.3385
Flood Policy – Interim	87.2708
Flood Policy – Interim – Caravan Parks on Flood Prone Land	88.172
Food Premises Policy	05.42
Foreshore Areas – Residential Development (Development Control Plan No. 62)	03.1107
Foreshore Reserves Policy	05.814
Garage Sales	04.1598
Generic Plan of Management – General Community Use	01.942
Generic Plan of Management – Natural Areas	01.942
Generic Plan of Management – Parks	01.942
Generic Plan of Management – Sportsgrounds	01.942
Glass Bottle Free Sportsgrounds	04.1693
Greenwell Point Bank Management Plan	04.621
Home Activity Guidelines (Development Control Plan 109)	02.1689
Icon Parks Policy	04.1443
Intellectual Property	04.521
Investment Policy	01.788
Kangaroo Valley – Planning Issues & Policies	91.3357
Keeping of Dogs in the Calymea Street & Albatross Road Area (Nowra)	05.747
Kerb and Guttering – Charges Applicable	04.1322
Lake Conjola Entrance Management Policy	04.575
Land Acquisition – Advice to Owners	04.1593
Library Policy – Children	05.135
Library Policy – General	05.135
Liquid Trade Waste Discharge to the Sewerage System	05.235
Living Futures Shoalhaven Community Safety Plan (previously SCAT)	03.1547
Local Ethnic Affairs Policy Statement (LEAPS)	03.1287
Major Alterations to Existing Dwellings in Flood Prone Areas	02.1139
Management Committees	05.733
Markets – Operation of	94.149
Mayors Relief Fund Rules	04.1165
Medium Density Housing (Development Control Plan 71)	96.1994
Mobile Food Stalls or Vehicles and Temporary Food Premises	05.16
Motor Vehicle Access to Public Reserves	04.1591
Narrawallee Inlet Natural Resources Management Strategy	02.755
No Charge Tipping of Storm Damaged Materials at Waste Depots	04.1322
No Charge Tipping Vouchers	05.137
Noxious Weed – Control and Eradication	04.1322
On-site Sewerage Management – Conjola Regional Sewerage Scheme	04.1655
Outdoor Eating	02.1411
Park Enhancement Policy	05.135
Parkcare Policy and Procedures	05.190
Payment Assistance Scheme Policy – Water and Sewer Usage Accounts	05.821
Pensioner Rates and Charges – Arrears and Interest	Various
Plan of Management for Berrara Creek Flats	01.1380
Plan of Management for Crookhaven Headland	99.1748
Plan of Management for Gannet Beach	96.2214
Plan of Management for Greys Beach & The Grott•	04.13
Plan of Management for Hazel Rowbotham Reserve	02.730
Plan of Management for Kings Point Foreshore	00.1051
Plan of Management for Mahogany Creek Reserve	99.1988
Plan of Management for Termeil Coastal Reserves	98.248
Plan of Management for White Sands / Voyager Memorial Parks	03.923

Plant Replacement – Plant Replacement Reserve	85.105
Playground Strategy Review	04.458
Pressure Sewerage System Policy	05.235
Principal Consultative Bodies – Guidelines for the Conduct of	05.923
Privacy Management Plan	
Prosecutions – Advance Publicity	04.985
Provision of Skate Parks	04.1434
Provision of Water and Sewerage Infrastructure – Rezonings, Major Developments and SEPP 5 Developments	04.1655
Public Access to Council Information	06.938
Public Reserves – Waiving of Fees for Not-for-Profit Organisations	05.21
Rainwater Tank Rebate Policy	05.211
Ratepayer Financing Policy for Kerb Gutter & Footpath Construction	04.740
Rates & Other Monies – Delegation of Authority to Write Off	04.1165
Rates – Overdue Interest Rate	04.1165
Reclaimed Water on Parks, Reserves and Sporting Fields – Use of	04.1655
Recreation Strategy	99.2325
Regional Services Corridor – North Nowra/Bomaderry	92.3623
Relocation of Second-hand Dwellings	05.595
Requests for Council Support for Rural Road Closures	04.1175
Reserve Naming	04.1175
Retention & Destruction of Records (Incorporated in Code of Conduct)	00.1427
Retirement Villages – Section 64 Contribution Assessment	04.1172
Rezoning – Bomaderry	92.3646
Rezoning – Procedures for Requests	04.1175
Risk Management – Gathering Information Policy	04.983
Risk Management Policy	04.853
Risk Management Policy – Managing Volunteers	04.1166
Risk Management Procedure – Coastal Reserves	03.814
Risk Management Procedures – “Signage as Remote Supervision”	03.313
Risk Management Procedures – Footpaths	01.1692
Risk Management Procedures – Gravel Roads	03.950
Risk Management Procedures – Managing Volunteers	04.1166
Risk Management Procedures – Sealed Roads	03.950
Riverview Road Area – Flood Height and Floor Levels for Infill Development	02.1138
Riverview Road Area Floodplain Management Plan	02.1138
Road and Street Naming	04.1175
Road Closures – Temporary in Nowra CBD	04.1593
Road Sealing – Contributions	04.1593
Roadside Environment Management Plan	00.1052
Rural Water Supply Policy	04.1655
Sand Dunes – Risks of Building on	88.2103
Section 64 Contributions – Industrial Development – Water & Sewerage Headworks Charges	04.1172
Section 64 Headworks Charges – Deferment Policy	04.1172
Security Grilles and Gates on Shopfronts and Arcades in the Nowra CBD	05.152
SEPP No 1 Applications – Lots in DP 27575 Woollamia Road, Woollamia – Council Support	05.152
Services – Public Utility – Provision within Footpaths	82.2653
Sewage Management – On-site – (Development Control Plan No. 78)	05.16
Sewerage System (Council’s) – Connection of Properties t•	04.1655
Sexual Services Premises (DCP 85)	98.2426
Shoalhaven Tourism Board Guidelines	02.1172
Sick Leave – Payment of Untaken	04.985
Signage Strategy (Development Control Plan 82 – Section 2)	01.1096
Signs – Identilite Signs Policy	02.1216
Signs – Interim Multi Panel Directional Sign Policy	02.1408
Signs – Public Information Signs	05.267
Signs – Reserve Signage Standard	02.752
Smoke Free Outdoor Sporting Facilities and Playgrounds	05.384
South Ulladulla Business Precinct (Development Control Plan 12)	MIN 06.1003
Sponsorship Policy	04.1165

Sporting Groups Communications	05.930
Sports Facilities Plan – 2016	01.1541
Sports Grounds – User Group Responsibilities	04.1591
Sports Tourism	04.1591
Sportsground Closure Policy	04.1694
Sportsground Fencing	05.1401
Stormwater Protection on Construction Sites	05.595
Streetscape in Nowra CBD – Guidelines for Paving and Tree Planting (Development Control Plan No. 80)	98.41
Subdivision Code (Development Control Plan 100)	01.1749
Subdivisions – Payment of Water Services	92.472
Subdivisions – Sewerage Works Contribution	82.2165
Subdivisions, Rural Dwellings and Tourist Facilities – Leebold Hill Road, Parish of Cambewarra	05.152
Support for Variations of DCP 43 – Landscape Buffer Requirement – Old Southern Road, South Nowra	05.308
Swan Lake Entrance Management Policy	04.575
Swan Lake/Berrara Creek Natural Resources Management Strategy	02.1664
Terara Village Flood Management Plan	
Termite Protection Policy	05.434
Tourism Development in Rural Areas (Development Control Plan 63)	95.1257
Tourist Accommodation Design – Permanent Occupation	92.496
Town Street Tree Planting Strategy	06.322
Transfer of Crown Road Reserves to Council for Private Property Access	05.283
Tree Management Policy	03.1645
Tree Management Policy – Public Land	03.1647
Tree Planting – School Grounds	05.21
Uniforms – Council Employees	96.508
Uniforms – Customer Service Unit	95.874
Verons Estate – Sussex Inlet	05.152
Voluntary User Contributions Policy (Sport Facilities) – For 2006/2007	01.726
Voluntary User Contributions Policy – Effective from 1 July 2007	06.778
Walking Tracks Strategy	00.1647
Waste Minimisation and Management – Controls for (DCP 93)	02.1069
Waste Minimisation and Management Guidelines	N/A
Wastewater Non-Urban Availability Policy	04.1655
Water & Sewer – Minor Mains Extension	05.235
Water & Sewer Usage Charges – Undetected Leak Policy	04.1060
Water & Wastewater Services to Non Property Owners	04.1655
Water Availability and Connection Policy	05.235
Water Billing Frequency for Residential Properties	04.1172
Water Hydrant Standpipe Extraction Policy	04.1655
Water Rates – Exclusion Criteria for Rural Properties	04.1172
Water Safety	05.135
Water Supply by Agreement – Levels of Service	04.1655
Weddings Receptions on Public Reserves	04.1591
Weight and Length Restrictions – Kangaroo Valley Road and Tourist Road	05.283
Wharves and Jetties	93.3328

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
SINGLETON COUNCIL

SECTION 1 – POLICY DOCUMENTS

Community Services

Singleton Council Position Statement on Addictive Substances
Youth Programs Advisory Committee
Colleen Gale Childrens Centre Advisory Committee
Youth Consultation Strategy
Volunteer Day and Heritage Week Recognition
Disability Advisory Committee
Singleton Community Culture Relations Statement
Social Plan steering Committee Terms of Reference
Activity Centre Advisory Committee Terms of Reference
Community Safety Committee terms of Reference
Relocation of the Youth Centre Terms of Reference
Colleen Gale Childrens Centre Code of Conduct
Colleen Gale Childrens Centre Philosophy / Policy Statement
Colleen Gale Childrens Centre Policies and Procedures – Enrolements
Colleen Gale Childrens Centre Policies and Procedures – Health
Colleen Gale Childrens Centre Policies and Procedures – Your Child in Care
Colleen Gale Childrens Centre Policies and Procedures – Awareness of the Individual Child
Colleen Gale Childrens Centre Policies and Procedures – Staff
Mobile Preschool – Policies and Procedures – Parents
Mobile Preschool – Policies and Procedures – Enrolements
Mobile Preschool – Policies and Procedures – Health
Mobile Preschool – Policies and Procedures – Your Child While in Care
Mobile Preschool – Policies and Procedures – Awareness of the Individual Child
Mobile Preschool – Policies and Procedures – Staff
Outside School Hours Care – Policies and Procedures – Parents
Outside School Hours Care – Policies and Procedures – Enrolements
Outside School Hours Care – Policies and Procedures – Health
Outside School Hours Care – Policies and Procedures – Your Child While in Care
Outside School Hours Care – Policies and Procedures – Awareness of the Individual Child
Outside School Hours Care – Policies and Procedures – Staff
Youth Centre – Core Values
Youth Centre – Services Aims
Youth Centre – Rights and Responsibilities of Young People using the Service
Youth Centre – Service Rules
Youth Centre – Access and Equity
Youth Centre – Registration of Young People
Youth Centre – Recording Attendance
Youth Centre – Information on Young People
Youth Centre – Referrals
Youth Centre – Use of Drugs and Alcohol
Youth Centre – Smoking
Youth Centre – Medication
Youth Centre – Code of Conduct
Youth Centre – Duty of Care
Youth Centre – Confideniality
Youth Centre – Behaviour Management
Youth Centre – Incident Reporting
Youth Centre – Safe Sex Information
Youth Centre – Parent Communication

Youth Centre – Parent Access
Youth Centre – Custodial Parents
Youth Centre – Volunteers
Youth Centre – Student Placements
Youth Centre – General Administration
Youth Centre – Maintaining Statistics
Youth Centre – Programming
Youth Centre – Community Development
Youth Centre – Responsible Purchasing
Youth Centre – Resources for Young People
Youth Centre – Equipment (Lone and Hire)
Youth Centre – Cleaning
Youth Centre – Maintenance
Youth Centre – Keys
Youth Centre – Assets
Youth Centre – Complaints (Handling)
Youth Centre – Complaints (About other Services)
Youth Centre – First Aid
Youth Centre – Occupational Violence

Corporate Records

Corporate Records Management Policy

Customer Service

Standards Policy
Hold Up Policy
Visitor Protocol

Emergency Services

Bush Fire Brigades – Equipment
Bush Fire Brigades – Bush Fire Fighting Fund of NSW Funding

Engineering Support

Development Engineering Specification DCP Construction
Development Engineering Specification DCP Design
Kelso Street Widening
Road Reserve Dedication
Singleton Road Link

Executive Support & Civic Duties

Council Sponsorship – Singleton Show
Management of Competitive Neutrality Complaints
Privacy and Personal Information Protection Act
Street Ticket Selling Approvals – John Street
Emergency Management

Finance

Investment of Council Funds
Procurement Policy and Procedures
Debt Recovery Policy and Plan
Rural Halls – Rating

General Manager

Delegation of Authority – General Manager
Organisation Structure
Sustainability Agenda and Strategy (Local Agenda 21)

Human Resources

Asbestos Management Plan
Attendance at Work Variable Hours Policy
Award Consultative Committee – Enterprise Agreement
Award Consultative Committee Constitution

Child Protection Policy
Corporate Wardrobe Policy
Defence Forces Reserve
EEO Advisory Committee Constitution
Equity and Diversity Policy
Expenses Reimbursement Policy
Health Wellbeing and Lifestyle
Job Sharing Policy
Occupational Health and Safety (OHS) Policy
OHS Consultation Committee Constitution
Pay Policy
Redundancy Policy – Director Positions
Removal Expenses
Salary Sacrifice
Salary System Policy
Service Awards
Smoke Free Work Place Policy
Staff – Concessional Leave
Staff Dress Code
Staff Development Policy
Staff Harrassment Free Work Place
Travelling – To and From Education Courses
Unplanned Absences from Work

Information Technology

Communications – Mobile Phones
Internet and Email Usage Policy
Rural Addressing – Council Public and Crown Roads
Security Policy

Library

Community Information And Leaflets Policy
Emergency Procedures Plan
Information Literacy Policy
Membership Policy
Photographic Scanning Policy
Public Access to the Internet Policy
Volunteer Policy
Young Persons in the Library Policy

Mayor and Council

Aboriginal Reconciliation Statement
Australia Day Committee
Coat of Arms – Army
Coat of Arms – Singleton Town Band
Code of Conduct
Code of Meeting Practice
Conflict of Interest Policy
Councillors Travel Policy
Councillors Questions of Which Notice Has Been Given
Elections – Ward Boundaries
Freeman of the Shire
Internal Reporting Policy
Management of Competitive Neutrality Complaints
Payment – Expenses / Provisions of Facilities to Councillors 2004 – 2008
Reimbursement of Expenses for Councillors' Spouse/Partners
Strategic Direction
Support of Armed Forces Personnel

Parks and Facilities

Advertising at Sporting Grounds
Broke Tennis Courts

Bulga Recreation Centre
Buildings – Community Use of 74 George Street
Charges for Use of Council's Community Facilities
Civic Centre Administration Building – Emergency Procedures Plan
Civic Precinct – Prohibiting Alcohol
Clothing Bins – Charitable Institutions
Community Facilities – Management Options
Constitution – Singleton Sports Council
Fences – Dividing Fences
Glennies Creek – Lakes St Clair Development
Gym and Swim Marketing Plan
Hire of Civic Centre
Insurance Public Liability Hirers of Council Facilities
Lake St Clair Recreation Area – Season Tickets
Open Space and Recreation Needs Study
Pesticide use Notification Plan
Parks – Burdekin Park
Plan of Management – Burdekin Park
Plan of Management – Singleton Gully Parks
Plan of Management – Singleton Gym And Swim
Plan of Management – Singleton Town Parks
Plan of Management – Sports Grounds / Riverside Parks
Plan of Management For Village Parks
Playground Management Strategy
Playground Policy
Review of Council Parks and Landscape Policies
Rural Halls – Maintenance and Repairs
Sedgefield Cemetery Operating Policy
Singleton Gym and Swim Advisory Committee
Street Tree Management Policy
Street Trees Policy
Trees – John Street Footpath Trees
Use of Aboriginal Names – Wanaruah

Planning and Development Services

Accommodating Family Relatives
Advertising signs Council Footpaths
Alcohol Free Zones Policy
Animals – Cat Control
Animals – Dangerous Dogs Legislation
Animals – Dog Kennel Policy
Animals – Off Leash Area
Animals – Village of Broke
Army Base Singleton
Army – Coal Mining Operations – Army Camp Area
Army – Combined Army Schools Complex
Army Range Noise Impacts
Army Study Area
Broke Flood Levels
Building Approval to Occupy Substantially Completed Buildings
Building Lines – Corner Allotments
Building Lines – Dwellings
Building Lines – New Residential Subdivisions
Building Lines – Swimming Pool
Building – Temporary Buildings in Commercial Areas
Building on Flood Liable Land
Buildings – Factory Made Dwellings within the Singleton Township
Buildings – Bonds and Occupation Approvals
Bush Rock Policy
CBD Developments
Combined Development / Building Application
Commercial Strategy

Community Consultative Committee Guidelines
Conversion of Sheds for Use as Dwellings
Environmental Penalty Notices
Erection of Country Dwellings with Frontage of Unformed Roads
Flooding Camberwell Village
Local Approvals Policy
Local Environmental Plan
Maintenance – Dedication of Crown, Development and Subdivision Roads
Notice of Determination for Subdivision and Development Applications
Notification Policy
Occupation of Garages, Sheds and Caravans for Residential Purposes
On-Site Sewage Management Strategy
Planning Applications – Glennies Creek Dam Catchment
Proposed Policy for Unformed Roads within Rural Subdivisions
Rain Water Detention Policy
Road Requirements for Rural Subdivisions
Section 94 Contribution Plan
Singleton Council Heritage Strategy
Singleton Council Shed Policy
Singleton Development Contributions Plan
Singleton Heritage Advisory Committee – Terms of Reference
Singleton Jerrys Plains Conservation Area
Singleton Military Area
Storm Water Management Policy Residential and Commercial
Street Trees on Private Property
Town Planning Consents – Large Garages
Town Planning – Time Limit on Development Consents
Unfenced Dams Policy
Upper & Northern Hunter Regional Environmental Management Strategy

Tourism

Tourism Strategy – Singleton
Waterfest – Event Timing

Water & Waste

Acceptance of Waste for Disposal at Singleton Landfill
Building Over or adjacent to Sewers
Capital Works Program for Water and Sewer
Commercial Garbage Service
Commercial Waste Service
Contingency Plan Update Control of Blue – Green Algae
Credit for Water Usage Charges
Discharge of Liquid Trade Waste to Sewer
Domestic Garbage – Owner / Builder – Occupying Temporary Residence
Flooding Levee Bank
Fluoridation
Operating Environment Review
Pipeline Easements
Properties Adjoining – Singleton to Mt Thorley Pipeline Policy
Regulation Country Water Supplies
Sewer Pipeline Easements
Singleton Water Supply Drought Management and Emergency Response Plan
Standard Engineering Requirements – Subdivisions Water and Sewer
Waste Disposal Casual Gate Fees
Water and Sewer Section 64 Developer Charges for Singleton LGA
Water and Sewer Service Declaration – New Subdivisions
Water Billing Rebate Dialysis Life Support Systems
Water Services Multi Occupancy Building
Water Standpipe Use
Water Supply Branxton Rural Residential Zones
Water Supply Glennies Greek Pipeline

Works

Bridge Priorities – Local Roads
Extension to Squash Courts, Pitt Street
Footpaths / Cycleways Management Strategy
Lemington Road – Load Limit on Timber Bridge
Management of Council's Roads – Duty of Care Policy
Roading Policy
Road Safety Strategic Plan
Road Standards – Mt Royal and Cassels Roads
Roads – Council Public – Risk Management Code of Practice
Roads Currently Not Maintained By Council
Roads – Maintenance & Dedication – Crown, Development & Subdivision
Roads – Management Strategy
Roads – Naming Policy
Roads – Non Dedicated In the Villages of Jerrys Plains and Camberwell Management
Roads – Non Maintained Council Dedicated
Roads – Private Commercial Use of Public Roads
Roads – Unmaintained Formed
Roads – Upgrading Crown Roads
Saleyards – Application to Sell Liquor at Kiosk
Saleyards – Response Plan to an Animal Health Emergency
Saleyards – Selling of Raffle Tickets
Saleyards – Singleton Regional Livestock Market Rules of Operation
Urban Stormwater Management Plan
Waterways Structures Code of Practice

Development Control Plans (DCP)

Bulga and Environs – Plan 5
Energy Smart Homes
Erosion and Sediment Control
Exempt and Complying Development
Glennies Creek Dam Catchment Area
Guidelines for Tourism Development
Hunterview Estate – Plan 11
Industrial Land Use
Land in the Putty & Howes Valley Area & the Vicinity Of Wollemi & Yengo National Parks
North-West Singleton Rural Residential Subdivisions – Plan 4
Residential Subdivision
Singleton and Jerrys Plains Heritage Conservation Areas
Singleton Car Parking
Singleton Floodplain Management Plan
Singleton Urban Housing
The Retreat Rural Residential Subdivision – Plan 3
Wollombi Brook and Surrounds

SECTION 2 – STATEMENT OF AFFAIRS

The Annual Statement of Affairs for the Council will be available to the public in accordance with the arrangements set out below.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and enquiries regarding Freedom of Information should be made during office hours, Monday to Friday, 8.30 am – 4.30 pm to:

Margaret Wyatt (Corporate Records Manager) or
Allen Black (Executive Officer)
Singleton Shire Council
PO Box 314
SINGLETON NSW 2330
Telephone: 02 6578 7224 or 02 6578 7221
Facsimile: 02 6572 4197

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

SUMMARY OF AFFAIRS
of the
SNOWY RIVER SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

- ABN Registration of Council Supplies
- Above-ground Water Tanks (Urban Areas)
- Access to Council Information
- Accumulated Sick Leave
- Additional Meter Readings
- Annual Performance Review
- Assessment of Council's Development Applications
- Attendance at Bushfires
- Bonding of Works and Services associated with Developments
- Building Fees
- Carparking – Dwelling Houses
- Cemeteries (Crypts)
- Cemeteries (Moonbah Cemetery)
- Cemeteries (New Sections)
- Code of Conduct
- Commercial Properties
- Communicable Diseases – Employees
- Community Facilities Management
- Community Participation & Consultation
- Complaints Handling and Resolution
- Control of Vegetation Encroaching on Council's Structures in Waterways
- Corporate Credit Card
- Corporate Plan
- Council Dwellings – Employee Accommodation
- Council Picnic Day
- Council's Corporate Name
- Council's Role as a Provider of Community Services
- Council's Role as a Sponsor of Community Services
- Counselling – Resolution of Day-to-Day Performance Issues
- Customer Service Training
- Debt Policy
- Debt Recovery
- Deceased Estates (Rural)
- Designated Persons
- Development Applications
- Disciplinary Procedures
- Dogs
- Donations – CWA
- Donations – Granting of Financial Assistance
- Drug and Alcohol
- Employee Assistance Program
- Employment of Casual Staff
- Employment of Temporary Staff
- Engagement of Contractors
- Exit Interview
- Filling New/Existing Positions
- Financial Borrowing
- First Aid
- First Aid Training
- Footpaths

- Formulation and Adoption of Policies
- Garages, Sheds and The Like
- Garbage Charges and Waste Management – Churches
- Grievance Procedures
- Guidelines for the Use of Contractors
- Harassment in the Workplace
- Hearing Loss Prevention
- Internet Usage
- Investments
- Leave Applications – Senior Staff
- Leave Without Pay
- Legal Advice and Representation
- Liquid Trade Waste
- Living on site whilst building a dwelling house
- Loan Repayment Ratio Levels
- Long Service Leave
- Manual Handling
- Media
- Meeting Procedures
- Mobile Food Vans Trading from Private Land
- Mobile Phone
- Motor Vehicles – Private Use Light Vehicle Fleet
- Nine Day Fortnight
- Non-Residential Waste Water Pricing and Charging
- Occupational Health & Safety
- Occupational Rehabilitation
- Opening of Tenders
- Orientation and Induction Program
- Overtime
- Payment of Contributions
- Payment of Expenses and Provision of Facilities to Councillors
- Penalty Notices under Noxious Weeds Act 1993
- Plant Hygiene
- Plant Replacement
- Policy Format
- Policy Manual
- Precautionary Immunisation
- Pre-Employment Medical Examination
- Pre-Transfer Medical Examination
- Private Practice
- Private Works
- Probationary Guidelines for New Employees
- Professional Skills and Development
- Protected Disclosures Act – included in Code of Conduct
- Provision of Public Toilet Facilities
- Public Art
- Public Grids and Gates
- Public Land Plaques & Memorials
- Purchasing, Contracting and Engagement of Consultants and Professional Services
- Range and Level of Community Services and Facilities
- Range and level of Community Services & Facilities
- Recruitment and Selection
- Relocation Expenses and Rental Assistance for Council Staff
- Residential Waste Water Pricing and Charging
- Review of Policy Manual, Delegations & Appointment
- Risk Management – Approvals to conduct activity on Council or Public lands
- Road Naming
- Rural and Urban Property Address Numbering
- Rural Smallholding Development
- Rural Water Supply Assessment and Associated Impacts
- Safety Equipment

- Salary System
- Salary Sacrificing Laptop/Notebook Computers & Printers OR Electronic Diary (PDA)
- Sewerage Billing and Charging Policy
- Signing of Council and Committee Minutes
- Signs
- Skin Care and Clothing Policy
- Smoke Free Environment
- Software Code of Conduct
- Special Leave for Military Service
- Staff Training – Personal Computer Incentive Scheme
- Staff Uniform
- Street Trading and Vending
- Study Assistance
- Subsidised Hire of Council Halls
- Sunset Clauses
- Surplus Council Dwellings
- Taping of Council Meetings
- Telephone
- Tourism – Council's Role
- Trade Practices Act
- Trade Waste Service
- Training Policy
- Use of Council Chambers
- Use of Penalty Notices for Offences under Noxious Weeds Act 1993
- Vegetation Encroaching – Structures in Waterways
- Water Pricing and Charging Policy
- Water Conservation and Management
- Workers Compensation Gap Insurance
- Youth Employment

Council Documents

- Delegations Register
- Plan of Management
- Annual Report
- Local Environment Plan
- Financial Statements and Auditor's Reports
- Social Plan
- Development Control Plans
- Snowy River Disaster Plan
- Snowy Mountains Airport Aerodrome Emergency Plan
- Minutes of Council and Committee meetings
- State of the Environment Report
- Statement of Business Ethics

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for Snowy River Shire Council is incorporated into the 2004/2005 Annual Report. The Annual Report provides information on the functions and structures of the Council. The 2005/2006 Annual Report will be completed soon however delays in finalising the financial reports have meant it is not available at this time. On 28 June 2007 the Financial Reports for that period were presented to Council by the Auditor.

SECTION 3 – CONTACT ARRANGEMENTS

To access council documents and for applications under the Freedom of Information Act 1989 contact

FOI Coordinator
Snowy River Shire Council
PO Box 143
BERRIDALE NSW 2628

Telephone (02) 6451 1195 or fax (02) 6450 5117
Enquiries can be made between 8.30am and 4.30pm Monday to Friday

Applications under the Freedom of Information Act should be made on the Access to Council Documents and Freedom of Information Application Form and FOI applications should be accompanied by a $30 application fee.

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

SUMMARY OF AFFAIRS
of the
STRATHFIELD MUNICIPAL COUNCIL

SECTION 1 – POLICY DOCUMENTS

Local Environmental Plans

- Strathfield Planning Scheme Ordinance (SPSO) 1969 (as amended)
- Local Environmental Plan 79 (Housing Strategy) – amendment to SPSO
- Local Environmental Plan 86 (Industrial Lands) – amendment to SPSO
- Local Environmental Plan 105 (draft) 2005 – (Heritage)
- Local Environmental Plan 106 (draft) 2006 – (Matthews Park)
- Strathfield Local Plan 2003 (draft)

Development Control Plans

- Consolidated Development Control Plan 2005
- DCP No 13 – Strathfield Town Centre
- DCP No 14 – Part Lot 1 and Lot 2, DP 711168, Davidson Street Greenacre
- DCP No 20 – Parramatta Road Corridor
- DCP No 25 – 79 Courallie Avenue Homebush West.
- DCP No 22 – Conditions of Consent for Complying Developments

Codes and Controls (Building and Development)

- Controls and Guidelines for Outdoor Eating Areas within Strathfield Council
- Strathfield Stormwater Management Code
- Strathfield Landscaping Code (draft)
- Tree Management Strategy
- Strathfield Fencing Guidelines for Existing Domestic Swimming Pools
- Strathfield Fencing Guidelines for New Domestic Swimming Pools
- Strathfield Tree Management Strategy
- Strathfield Council Significant Tree Register (1995)
- Exempt and Complying Development within the Strathfield Municipality (section of SPSO)
- Guidelines for Completing Applications (2007)
- Section 94 Contributions Plan (2001)
- Section 94 Contributions Plan 94 – Schedule 2 Contribution Rates
- Policy for the Management of Development on Contaminated Land
- Interim Flood Prone Lands Policy

Policies and Guidelines

- Aboriginal Recognition and Protocol Policy
- Access to Council Records
- Access and Equity
- Access Policy
- Advertisements
- Aged Services
- Amusement Machines/Devices
- Banner Poles – Strathfield Square
- Bins Policy for replacement of garbage and recycling containers
- Bushland
- Business Ethics Policy
- Caravan Parks
- Clothing Recycling Bins – Policy for the operation of clothing recycling bins
- Code of Conduct
- Community Facilities and Community Bus (Use of)
- Community Grants Policy
- Community Land – Access for non-residential users

- Community Noticeboard Policy
- Communications and Consultation Policy
- Complaint Handling Policy
- Conduct Committee Guidelines
- Council Chambers, Use of
- Council Properties – Leasing
- Councillors – Attendance at Council Meetings
- Councillors – Hosting of Delegations and VIP's
- Councillors – Invitations to Council Functions or Events
- Councillors – Letterhead
- Councillors – Organisational Protocols for Councillors
- Councillors – Policy for the Payment of Expenses and Provision of Facilities to Councillors
- Culturally Diverse Society, Charter of Principles for
- Development Application Processing Policy
- Disorderly Houses
- Drugs – Safe Injecting Rooms
- Environmental Policy
- Equipment and Facilities – Council, Use by Staff
- Events Policy for Community Land
- Fences – Dividing Fences – Public Land
- Financial Assistance Policy
- Flag and Flag Poles
- Foothpath Obstruction
- Freedom of Information
- Gaming Machines Shutdown Policy
- Helicopters, Landing of
- Heritage Awards Policy
- Heritage Financial Assistance Policy
- Heritage Advisory Service
- Heritage Fee Reduction Policy
- Insurance Claims – Public Liability
- Investment Policy
- Land Use – Public
- Leases/Licences – Operational Land
- Library – Collection Development Policy on Literacy
- Library – Copyright Regulations
- Library – Freedom of Collection and Access
- Library – Free Library Services to All
- Library – Freedom to Read
- Library – Guidelines for Volunteer Workers
- Library – Home Library Service
- Library – Joint Use Libraries
- Library – Lending Policy
- Library – Lending Policy on Films and Videos
- Library – Libraries and Literacy
- Library – Libraries and Multiculturalism
- Library – Library Services to People with Disabilities
- Library – Membership eligibility
- Library – Public Access Internet
- Library – User Code of Conduct
- Library – Volunteer Workers in Library
- Meeting Practice, Code of
- Media Policy
- Mediation Policy for Development Applications
- Memorials
- Miscellaneous Grants Policy
- Motor Vehicle Policy
- Nature Strip Maintenance
- Non-Smoking in the Workplace
- Noxious Plants
- Occupational Health and Safety Policy

- Plant and Equipment
- Playgrounds
- Protected Disclosures Act 1994
- Public Exhibition, scheduling of
- Record Management – Retention, Disposal
- Recreation in Strathfield – Open Space System and Policy
- Representations to Federal and State Members of Parliament
- Sale of Goods to Staff or Councillors
- Security Shutters – Shopfronts
- Sewer Choke Policy – Street trees
- Sharps Policy
- Spitting
- Sponsorship Policy
- Sun Protection Policy
- Toilets – Public
- Trees – Issue of
- Tree Preservation Order Policy
- Tree Preservation Order, Breaches of
- Unauthorised Building Works and Activities, Procedures for
- Vandalism – Park Development
- Video Safety Cameras – Code of use overt surveillance
- Voluntary Structural Reform
- Volunteers and Community Representatives Policy

Reports

Council publishes the following statutory reports. The most current report is listed below, however copies of previous years are available by request to Council's Public Officer. Past copies are generally held in the Local Studies Collection of Strathfield Library:

- Management Plan 2006-09, Management Plan 2007-2010 (draft) including fees and charges schedules
- Annual Report 2006
- State of Environment Report 2005/2006
- Statement of Affairs (June 2006) and Summary of Affairs (December 2006)

Plans of Management

- Plan of Management for Significant Parks – Bressington Park (1999)
- Plan of Management for Significant Parks – Airey Park (2000)
- Plan of Management for Significant Parks – Strathfield Park (2000)
- Plan of Management for Significant Parks – Mason Park (2000)
- Plan of Management for Matthews Park (1999)
- Plan of Management for Strathfield Square (2003)
- Plan of Management for Cox's Creek Reserve (2001)
- Plan of Management for Hudson Park Golf Course (1999)
- Plan of Management for Dual Use Open Space (1995)
- Community Facilities Plan of Management (2005)
- Strathfield Playground Management Strategy (2002)
- Cooks River Foreshores Strategic Plan (1997)

Plans and Studies

- Recreation, Community and Cultural Needs Study 2006
- Water Savings Plan 2007
- Social Plan 2004-2009
- Crime Prevention Plan 2007
- Graffiti Management Strategy 2006
- Heritage Study 1986 and Heritage Review 2005 (individual heritage inventory sheets)
- Pesticide Notification Plan 2007
- EEO Management Plan
- Privacy Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Strathfield Municipal Council Statement of Affairs June 2007 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
Executive Manager Corporate Services
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)

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 For Mandatory Reporting Of Suspected Abuse Or Neglect Of Children
Procedures For Dealing With Allegations Of Child Protection Against Employees
Employment Guidelines To Protect Children From Harm
Voluntary Code of Practice for Out of School Hours Service

Civil Works

Vehicular Footpath Crossings
Piping of Existing Open Drains in Private Residential Properties Where Subdivision is Not Involved
Reconstruction and Maintenance of Private Roads or Rights-of-Way
Vehicle Crossing Across Public Roads
Vehicular Access Unmade Road Reserves
Specification For Civil Works Associated With Subdivision And Developments
Guidelines For The Engagement And Use Of Consultants

Communication

Newsletter Editorial Guidelines
Avoidance of Publishing Advertisements that Request Public Comment by a Certain Time During the Christmas Period
Mayor's Message Guidelines
Media And Public Comment Policy
Procedure in relation to invitations or requests for Aboriginal involvement in Council arranged events

Community Grants

Funding Requests From Charities And Community Based Organisations
Annual Community Services Grants Program
Heritage Grant Local Publications Guidelines
Miscellaneous Grant Applications Under Section 356 Of The Local Government Act 1993

Community Services

Aboriginal Reconciliation Statement
Access Policy
Policy Sutherland Shire Community Plan 2006-2010
Sutherland Shire Crime Prevention Plan
Homelessness Policy
Menai Together A Community Safety Action Plan for the Menai Central Business District
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
Film Policy

Engineering

Dredging – Sutherland Shire Waterways
Feral Animal Policy
Policy – Graffiti Management
Memorial Policy – For Public Open Space
Monitoring of Major Projects
Environmental
Air Space Over Railway Stations
ANSTO Radioactive Waste Discharge Into Sewerage System
Biodiversity Strategy
Clean Waters Policy
Community Partnering Policy
Contaminated Land Policy and Guidelines
Development Control Plans and Lodgement of Development Applications
Environment Fund – Policy for Operation and Investment
Enforcement Action for Illegal Work or Unlawful Occupation of Council Land and Public Roads
Greenweb Strategy
Integrated Transport Policy for the Sutherland Shire
Issuing of Section 149 Certificates -Advice on Properties within 4.8 km of Lucas Heights
Local Air Quality Management Plan
Local Approvals Policy of 1997
Local Orders Policy
Policy Position – Desalination Plant
Pilot Eco-Account for Waste Services
Rainwater Tanks
Response to Sewage Bypass Notification at Cronulla Sewage Treatment Plant
Sustainable Timbers Policy
Temporary Food Premises Code

Fleet Management

Light Vehicle Policy

Finance & Purchasing

Advances by Council to Community Groups
Protocol – Allocation of Priorities
Get It Green Purchasing
Interest Payable on Security Bonds
Investment for Cash Balances
Petty Cash and Change Float Policy and Procedures
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
- Guidelines for Community Presentations to Committees of Council

- Process and Rules for the Independent Hearing & Assessment Panel
- Provision of Child Care at Children's Services Sub-Committees for Residents
- Recommendations that require resources or funds
- Residents speaking at Committee Meetings
- Review of Council Sub-Committees And Working Parties That Require Resources or Funds
- Special Committee and Council Meetings

Expenses & Facilities

Interstate and Overseas Travel
Payment of Expenses and provision of facilities to Councillors

General

Conflicts of Interest Policy and Guidelines
Council Seal
Councillor Access to Information and Their Interaction with Staff
Customer Response
Display of Election Material – Council Election
Gifts, Benefits & Hospitality
Internal Ombudsman Guidelines
Lodgement of Disclosure of Interest Returns Primary and Ordinary Returns by Councillors and Designated Persons
Non -Disclosure of Name of Complainants
Privacy Management Plan
Secondary Employment
Sponsorship
Statement Of Business Ethics For Business Dealings Between Sutherland Shire Council, The Private Sector And Other Parties

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
- Policy on the Use, Storage and Retrieval of digital images
- Attendance Reports to be Submitted to Council

Information Technology

Microsoft Access Policy
On-line Service Strategy
2006 Computer Resource Usage Policy
Workplace Surveillance Policy – Overt Surveillance

Legal Services

Financial Contribution Towards Legal Costs
Legal Assistance to Councillors & Staff

Libraries

Library Collection Management Strategy
Community Information Stands And Leaflets In Council Libraries
Use of Corporate Library Services By Councillors And Council Staff

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
Council's Liability in Regard to Trees

Personnel

Training & Study
Study Assistance Program
Training Policy
Workplace
Alcohol and Other Drugs
Corporate Uniform
Counselling & Discipline
Fair Workplace Policy and Procedures
Equal Employment Opportunity Management Plan 2005 – 2008
Language Aide
Occupational Health and Safety Management System
Parental Leave
Parking Permits For Staff With Temporary Or Permanent Infirmity
Recruitment Policy
Sick Leave Management
Use of Council Resources for Private Purposes
Working From Home Policy and Procedures

Planning and Assessment

Applications For Low Or High Impact Mobile 'Phone Installations
Breach of Practice by Private Certifiers
Consideration of Development Applications submitted by Council
Dealing With Incomplete or Non-Compliant Development Applications
Expediting The Determination Of Development Applications Which Are Incomplete Or Propose An Undesirable Development
Review Of Development Application Dispute Resolution Techniques And Mediation Policy
Enforcement of non-compliance with Orders 21 & 22 issues under S124 LGA 1993
Native Title Strategy – Wik Amendments
Precedence for Pre-existing Development Control Plans
Private Certification of Development Applications – a Policy for Enforcement of Conditions of Consent
Rezoning Applications in Prohibited Areas
Waiving or Reducing Development Application Fees

Property

A Frame Advertising Boards
Clothing Appeal Collection Bins
Drainage Easement Acquisition
Kerb / House Numbering
Leases to Community Groups
Licensing of Outdoor Eating Areas, A-Frame Advertising and Shopfront Displays
Naming of Public Facilities
Open Space Land Acquisition Policy
Operation of Community Halls
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 (Community Land)
Policy for Leasing of Council Residential Properties

Roadways

Prevent Rubbish Skips and Dumpsters on Roads
Use of Roads for Community Events – Festivals / Fairs

Sport & Recreation

Active Playing Field Service Plan
Night Competition Games Upon Active Open Space

Strategic Planning

Community Consultation
Competition Policy – The Next Steps in Reform
Policy & Procedures For Undertaking External Contract Work
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
Domestic Waste Service Collection
Local Waste Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Council of Sutherland Shire has produced a Statement of Affairs, as at 30 June 2007. 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
SYDNEY CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

The City of Sydney Council has the following Policy available for inspection. Copies of some of the documents are available for free, some for a set of fee and others for a photocopying charge.

POLICY DOCUMENTS

Animals

Companion Animals

Cleansing & Waste

Graffiti Management
Management of Waste in Public Places – LAP

Community Relations

Aboriginal and Torres Strait Islander Protocols
Social Policy

Community Services

Community Bus Scheme
Local Ethnic Affairs Policy Statement for the City of South Sydney
Public Art

Corporate

Risk Management

Council

Code of Meeting Practice
Councillors Expenses
Sister City
Ticket Allocation Policy

Customer Service

Telephone

Drainage

Stormwater – Development Sites Over 50,000 Sqm

Enforcement

Prosecution and Enforcement Priorities

Environmental

Asbestos

Financial

Accounts Receivable (Debtors)
Aggregation of Land
Cabcharge Usage
Petty Cash

FOI

Freedom of Information

Governance

Code of Conduct

Grants

Accommodation Grants Program
Corporate Sponsorship
Grants and Sponsorships

Health

Mobile Food Vendors and Restriction from Unsuitable Roads

Investments

Policy and Strategy for the Investment of Surplus Funds

Information Technology & Management

Access to Archival Records
Electronic message retention and Disposal
Guidelines for E-mail to all City Staff
Information Technology Asset Acquisition and Management
Internet and E-mail
Records Management
Sydney Town Hall Curatorial

Legal

Obtaining Access to Legal Advice
Obtaining Legal Services

Parks

Flowers displayed in Residential Village Areas
Pesticide Use Notification Plan

Personnel & HR

Advertising of Vacancies
Child Protection Internal Reporting Procedure
Commencing Salaries
Disciplinary Procedures
Drug and Alcohol
Drug and Alcohol Procedures
EEO & Anti Discrimination
Exit Interview
Harassment, Bullying and Unacceptable Behaviour
Higher Education Scheme
Infectious Disease
Injury Management
Internal Reporting Procedure
Interview Expenses
Managing Attendance Behaviour
Managing Staff Complaints
Mobile Phone
Motor Vehicle
Occupational Health and Safety
Part-Time Employment
Performance Feedback
Personal Protective Equipment
Probation
Recruitment
Relocation Expenses
Salary Sacrifice
Secondary Employment
Smoke Free Work Place
Temporary and Casual Employment
Time in lieu
Training & Development

Planning

Archaeological Handbook
Central Sydney Archaeological Zoning Plan
Central Sydney DCP 1996
Central Sydney On-Street Parking
Central Sydney Paving Design 1996
Central Sydney Planning Controls
Central Sydney Tourist & Visitor Accommodation
City of Sydney Access DCP 2004
City of Sydney Access
City of Sydney Adult Entertainment and Sex Industry Premises DCP 2006
City of Sydney Awnings 2000
City of Sydney Boarding Houses DCP 2004
City of Sydney Child Care Centres DCP 2005
City of Sydney Contaminated Land DCP 2004
City of Sydney Convenience Store DCP 2004
City of Sydney Exterior Lighting Strategy
City of Sydney Heritage DCP 2006
City of Sydney Notification of Planning and Development Applications DCP 2005
City of Sydney Outdoor Cafe
City of Sydney Planning Scheme Ordinance
City of Sydney Policy for the Management of Laneways in Central Sydney
City of Sydney Signage and Advertising Structures DCP 2005
City of Sydney Telecommunications and Radiocommunications Development Control Plan 2006
City of Sydney Visitor and Tourist Accommodation DCP 2006
Colonnade
Construction Hours/Noise within the Central Business District 1992
Contributions Plan 2002
Display of Premises Numbers 2005
Green Square Affordable Housing DCP
Guidelines for Alterations and Additions to Terraces
Guidelines for Temporary Protective Structures
Interim Pavement Design and Construction Guidelines 1998
Leichhardt DCP 2000
Leichhardt DCP No. 35 – Exempt and Complying Development
Leichhardt DCP No. 38 – Waste – Avoid, Reuse and Recycle
Leichhardt DCP No. 48 – Managing Activities on Footpaths and Street Verges
Leichhardt Development Control Plan No. 22 – 461-465 Glebe Point Road, Glebe
Leichhardt Development Control Plan No. 23 – Orphan School Creek
Leichhardt Development Control Plan No. 33 – 357 Glebe Point Road, Bidura
Leichhardt Development Control Plan No. 39 – John Fletcher Site & Glebe Depot Site
Leichhardt Interim Development Order 27
Leichhardt LEP 2000
Planning Practice & Procedures Manual
Policy for the Design of Construction Hoardings
Policy for the Management of Warehouse/Courtyard Complexes in Central Sydney
Policy on Trading Hours for New and Existing Premises
Residential Strategy
South Sydney DCP 1997: Urban Design
South Sydney DCP Exempt and Complying Development 1999
South Sydney DCP for Orders
South Sydney DCP No. 11 Transport Guidelines for Development 1996
South Sydney DCP No. 6
South Sydney Development Control Plan 1997: Urban Design – Green Square
South Sydney LEP 114
South Sydney LEP 1998
South Sydney LEP Amendment 16
Strategy for a Sustainable City of South Sydney
Sydney LEP 2005
Sydney LGA Tourist & Visitor Accommodation

Urban Development Plan for Ultimo – Pyrmont Precinct 1999 Update
Warehouses and Woolstores Survey
Waste Code for New Developments

Privacy

Health Records & Information Privacy Act 2002 (HRIPA) Privacy Management Plan
Privacy & Personal Information Protection Act 1998 (PPIPA) Privacy Management Plan

Procurement

Contracts
Corporate Purchasing Cards

Properties

Assignment of Property Leases
City of Sydney Water Savings Action Plan
City of Sydney Energy Savings Action Plan
Conditions of Hire and Sydney Town Hall Venues
Warehouse Sales in the Lower Town Hall and Clothing Apparel

Rating

Categorisation of Land into Residential or Business

Signs

Local Directional

Streets

Banner Poles – Hiring
Busking
City of Sydney Street Safety Camera Program

Traffic & Parking

Parking Permits
Traffic/Parking Controls – Public Consultation

Trees

Street Tree Masterplan
Tree Preservation Order
Urban Tree Management

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

TEMORA SHIRE COUNCIL
(FOI 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.

Policy Register containing the following policies:

- Building and Building Lines
- Industrial Buildings
- Operation of Effluent Recycling Scheme
- Firebreaks
- Keeping of Horses
- Noxious Plant Control
- Construction and Use of Swimming Pools
- Town Hall Lettings
- Street Stall Policy
- Local Environment Plan (Currently Being Updated)
- Use of Caravan Park
- Nixon Park
- Lake Centenary
- Tree Pruning (Currently Being Updated)
- Training Policy
- Staff Education & Development Policy
- 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
- 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

- 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
- Housing
- Cemetery
- Sporting Fields
- Rating Policy
  Commercial Properties in Residential Areas
  Aged Care Facilities
- Vandalism
- Pre School
- Street Lighting
- Investment Policy
- Road & Nature Strip Inspections Policy
- First Aid Policy
- Risk Management Policy
- Policy for Grazing of Stock on Councils Roads
- Engineering 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
- Code of Conduct – Media Policy
- Construction of Foot Paving, Kerb & Gutter
- Disaster Recovery & Continuity Business Plan
- Hearing Conservation Policy
- Policy on Use & Hire of Mobile Stage
- Policy on Remote Supervision Signs
- Saleyard Occupational Health & Safety Policy & Occupational health & Safety Induction manual for Temora Saleyards
- Stress Policy for Employees & Councillors
- Asbestos Policy & Procedures for employees and contractors
- Skin Protection Policy for Outdoor Workers
- Infectious Disease Policy
- Rail Infrastructure Vegetation Control Policy
- Records & Information Management Policy
- Risk Management Critical Incident Response Policy Footpath
- Policy for Personal hardship Applications
- Workplace Injury Management Policy
- Fraud Control Policy
- Critical Incident Response Policy
- Pesticide Use Notification Plan
- Small Claims Policy
- Water Supply – Backflow Prevention Policy
- Home Based Business Policy
- Corporate Credit Card 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
Email: temshire@temora.nsw.gov.au

Enquiries may be directed to Mr Steve Firth by telephoning (02) 69801100 during the hours of 8.00 am and 4.30 pm, Monday to Friday

G C LAVELLE,
General Manager

FREEDOM OF INFORMATION ACT 1989
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SUMMARY OF AFFAIRS

of the

TENTERFIELD SHIRE COUNCIL
(FOI AGENCY No. 2217)

SECTION 1 – POLICY DOCUMENTS

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

Annual Reports including Annual Financial Reports
Auditors Reports
Budget Review
Building Application/Approval Records
Building Certificate Records
Business Papers
Code of Conduct for Local Government – Model Code and Council adopted Code (per Section 440 of LGA)
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
Investments Register
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
Pesticide Use Notification 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
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
- Complaints Policy

- Debt Recovery
- Designated Persons
- Expenditure Authority for the Mayor and General Manager
- Farmland Rating
- Fund Raising Stalls
- Granting of Pensioner Rate Concessions
- Insurance Claims
- Internet, Email & Computer Usage
- International Town Partnership Cultural Committee Exchange Program Policy
- Investment
- Library – Borrowings
- Library – Collection Development Policy
- Library – Family History Group
- Library – Internet Users
- Library – Library and Information Services
- 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
- Rates and Charges – Sewerage Charges
- Rental of Council Residence – General Manager
- Rental of Council Residence – Other Staff
- Reserve Funds
- Resource Sharing
- School of Arts – Collections Acquisition and Deaccession Policy and Procedural Manual
- School of Arts/Theatre Front of House Policy
- Special Exhibitions Collection Policy
- Submissions
- Transfer of Land in Payment of Rates
- Writing Off of Debts
- Water Concession for Home Haemodialysis Use in Private Households

WORKS AND SERVICES

- Casual Hire of Plant
- Council Plant & Motor Vehicles – Council Logo
- 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 – Delegation for Purchase of Light Vehicles
- Plant Operations, Servicing and Maintenance
- Property – Disposal of Obsolete/Surplus Property
- Public Gates and Vehicle 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

- Aerated Wastewater Treatment Systems
- Approval of Sheds Where No Dwelling Exists
- Approvals – Sandwich Board
- Building Control – Building Lines
- Council Property – Pianos
- Development Application Fees
- Excessive Vegetation Control in Residential Areas
- Impounding – Abandoned Motor Vehicles
- Memorial Hall Fees
- Memorial Hall – Hiring of Chairs & Tables
- Noxious Weeds
- On-site Sewage Management
- Rainwater Tanks – Installation Requirements Where Reticulated Water is Connected
- Sewerage – Septic Tank Connections
- Street Vending
- Subdivision for purpose of a Dwelling, or other purpose, without the supply of reticulated electrical power
- Subdivision – Road Naming
- Water Supplies & Sewerage Services – Contributions to Water and Sewer Main Extensions

HUMAN RESOURCES

- Camping Out
- Chainsaws
- Child Protection
- Choice of Superannuation Fund – Employer Chosen
- Conference, Seminar & Training Expenses
- Corporate Uniform
- Education Expenses
- Electrical Inspection of Construction Tools
- Emergency Preparedness
- Employment Screening
- First Aid
- Grievance and Dispute Procedure
- Home Based Work
- Home Based Work – Record of Agreement
- Interview Expenses
- Leave – Emergency Services Duty
- Leave – Picnic Day
- Leave – Rostered –Days-Off
- Lifting Using Chains and Slings
- No Smoking in the Workplace
- Occupational Health and Safety
- Outdoor Staff Clothing
- On-site Facilities
- Personal Protective Equipment (PPE)
- Personnel Files
- Protected Disclosures
- Recognition of Services
- Re-evaluation of a Position Grade
- Removal Expenses
- Salary System
- Staff Appointments
- Staff Benefits
- Staff – Motor Vehicles Private Use
- Staff Recruitment & Selection
- Sun Protection
- Telephone Allowances
- Traffic Control at Work Sites
- Vehicle Salary Packaging Policy – Category One Vehicles
- Work Closedo

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30 June 2006 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 require 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 6000
Facsimile: (02) 6736 6005
E-mail: council@teneterfield.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
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SUMMARY OF AFFAIRS
of the
TUMUT SHIRE COUNCIL
FOI Agency Number 2219

SECTION 1 – POLICY DOCUMENTS

Tumut Shire Council has the following documents available for inspection:

MANAGEMENT DOCUMENTS

1. Urban Stormwater Management Plan
2. Sporting Facilities in the Tumut Shire – 10 year Plan of Management
3. Waste Recycling Committee – Terms of Reference
4. Management Plan
5. Social Action Plan for Tumut Shire Council
6. On-site Sewage Management Plan
7. Works Unit Business Plan
8. Works Unit Capability Statement
9. Strategic Business Plan for Water & Sewerage Systems
10. Fees and Charges
11. Budget – 1 year
12. Aerodrome operations, maintenance & emergency policy & manual
13. Trade Practices Act
14. Tumut River Greenbelt Management Plan
15. Access Committee – Terms of Reference
16. Aboriginal Liaison Committee – Terms of Reference
17. Tumut Aerodrome Committee – Terms of Reference
18. Risk Management Committee – Terms of Reference
19. Wondalga Quarry Committee – Terms of Reference
20. Youth Focus Committee – Terms of Reference
21. Consultative Committee – Terms of Reference
22. Disaster Office Recovery Plan
23. Public Health Plan
24. Risk Management Strategy
25. Road Safety Strategic Plan 2005-2010
26. Apex Club of Tumut Inc to work in Bila Park – Terms of Reference
27. Communications Committee – Terms of Reference
28. Friends of Stockwell Park – Terms of Reference
29. Friends of Tumut Shire Cemeteries – Terms of Reference
30. Independent Service Provider (SWS Board) – Terms of Reference
31. Landcare Wetlands Working Group – Terms of Reference
32. Saleyards Committee – Terms of Reference
33. Third Age Tumut Shire – Terms of Reference
34. Tumut Shire Swimming Pools Committee – Terms of Reference
35. Youth Council Constitution and Roles – Terms of Reference
36. Use of Firearms Safe Work Method Statement
37. Counter Disaster Management of Records & Vital Records Recovery Plan
38. IT Disaster Recovery and Continuity Plan
39. IT Strategy Plan Version 3
40. Management Plan for Batlow Waste Depot Pine Plantation
41. *Caravan Parks Strategy*
42. Parks Strategy 2005-2015
43. Small Neighbourhood Parks & Playgrounds Generic Plan of Management
44. Strategic Plan for the Management of Community Land in the Tumut Shire-Open Space
45. Friends of Riverglade Wetlands – Terms of Reference

46. Telecentre Committee – Terms of Reference
47. Human Resources Strategic Plan
48. Batlow Literary Institute Strategy
49. Batlow Memorial Park Strategy
50. Adelong Show & Recreation Ground Strategy
51. Drought Management Plan Overview Document
52. Tumut Shire Council & Snowy WS Strategic Safety Plan
53. Adelong Falls Committee – Terms of Reference
54. Social Community Action Committee – Terms of Reference
55. *New Hospital for Tumut Committee – Terms of Reference*

STAFF & COUNCILLORS

56. Career Enhancement
57. Salary
58. Loss of Licence
59. Recruitment and Selection
60. Volunteer
61. Volunteer's Handbook
62. Records Management
63. Communications Devices
64. Drug and Alcohol in the Workplace
65. Corruption Prevention Policy
66. Making of Rescission Motions
67. Appointment of Public Officer
68. Conferences, Seminars and Leave
69. Employee Awards
70. Leaseback Vehicles
71. Management of Remuneration Packages
72. Mayoral/General Manager meeting
73. Payments to Councillors
74. Reimbursement of Expenses – Staff
75. Personal Leave
76. Time Off in Lieu (Toil) – Staff
77. Use and Custody of the Common Seal
78. Council Delegate Reports
79. Child Protection
80. Workers Compensation
81. Rehabilitation
82. Noise Control
83. No Smoking in the Workplace
84. Manual Handling
85. Hearing Protection
86. Occupational Health & Safety
87. Occupational Health & Safety Committee Constitution
88. Chemical Safety
89. Employee Assistance Program
90. Eye Protection
91. HIV/AIDS in the Workplace
92. Education & Training Support
93. Service and Communications
94. Complaints
95. Protection from Ultraviolet Radiation
96. *Community Service Order Placements*
97. Information/Interaction between Councillors/staff -ICAC(see Code of Conduct)
98. Council Code of Conduct
99. Council Conflict of Interest (see Code of Conduct)
100. Council Protected Disclosures (see Code of Conduct)
101. Code of Meeting Practice
102. Access Policy
103. Grievance 104. Competency Based Assessment
105. Equal Employment Opportunity – Management Plan

106. Discipline
107. Immunisation
108. Competitive Neutrality – Complaints & Procedures
109. Casual Employment
110. Leave without Pay
111. Formation of Self-managing teams strategy
112. Family Friendly Employment
113. Special Leave
114. Uniform – Corporate
115. *Enforcement*
116. Union Picnic Day
117. Cadetship Program
118. Electrical Tagging/Testing
119. Certificates, Applications & Orders
120. Funeral Leave
121. Gathering Information
122. Harassment
123. Personal & Privacy Information Protection Act
124. Signs as Remote Supervision
125. Signs as Remote Supervision Procedures
126. *Termination of Employment Policy*
127. Light Vehicles Replacement
128. Website
129. Take Home of Vehicles
130. *Payment of Expenses & The Provision of Facilities for Mayor & Councillors*
131. *Safe Swimming Pool Operations Manual*

PLANNING

132. *Access – Disability*
133. Local Approvals
134. Local Orders
135. Dwarf Wall
136. Illegal Building Work
137. Industrial Land
138. Private Water Service
139. Processing Development Applic. construction cert. & complying Development Cert.
140. *Trade Waste*
141. Temporary accommodation in Caravans
142. Access to Tumut Town Common
143. Alcohol Free Zones
144. Building over Sewerage Mains
145. Cemeteries
146. Crown Roads
147. Disposal at Waste Recycling Centres
148. Dining areas & Display on footpaths
149. Ecologically Sustainable Development
150. Fairway Drive Access
151. Footpath and Pedestrian ways
152. Kerb and Gutter
153. Leash free dog exercise area
154. Metal Clad Buildings
155. Private Development of Public Land
156. Prohibited camping on Crown Reserve
157. *Tumut Housing Strategy*
158. Stock Grid
159. Stock or vehicle loading ramps
160. Street tree
161. Street naming
162. Town Planning – Dwellings in general business zones
163. *Collection of Firewood – Council Controlled Road Reserves*
164. Verandahs over footpaths

165. Water Supply Connection
166. Rainwater Tank
167. Adelong Commercial Area
168. Street Setbacks
169. Disposal of Liquid Trade Waste
170. Developer Contribution Plan – Water & Sewerage Supply
171. Environmental Audit
172. Street Stalls
173. Development Control Plan No. 5 – Brothels
174. Development Control Plan No. 3 – Carparking
175. Street Parking Control
176. State of Environment Report
177. Septic Tank Code
178. Orchard Planning Near Rural Dwelling
179. Tumut Local Environmental Plan
180. Rural Local Environmental Study & Urban Strategy
181. Development Control Plan No. 1 – Talbingo
182. Residential Development Control 1(1 & 2 Storey Low Density Development)
183. Urban Subdivision Code
184. Rural Subdivision Code
185. Development Control Plan No. 2 – Rural Residential Development
186. Section 94 Contribution Plan
187. Contaminated Land
188. Car Parking Strategy – Tumut Town Centre
189. Extension of Sealed Road Network
190. Road Service Crossings
191. Development Control Plan No. 4 – Public Notification
192. Development Bonds & Maintenance Bonds
193. *Deferred Payment of Development Contributions*
194. Erosion Control for Building Sites
195. Television & Film Production Shoots
196. Industrial Strategy
197. Private Sewerage Service (Pumping System)
198. Directional Signs
199. *Home Occupation/Home Industry*
200. Maintenance of Public Roads & Property Access
201. Display of Private Second Hand Vehicles for Sale
202. Development Control Plan No. 7 – Rural Tourist Accomodation
203. Development Control Plan No. 6 – Industrial
204. Development Control Plan No. 8 – Residential Fencing
205. Development Control Plan No. 9 – Development of Cedar Crescent & Quandong Avenue
206. Provision of Rural School Bus Routes & Bus Stops & Guidelines
207. *Development Application*
208. OH&S Saleyard Manual
209. Stormwater Drainage Construction & Maintenance
210. Blowering Dam Foreshore

FINANCE

211. Arrangements to settle accounts
212. Waste Disposal
213. Cashiering
214. Debt Recovery
215. Gifts, Donations and Exemptions
216. Financial Management
217. Investment
218. Provision/sale of potable water from Council Standpipes
219. Rates Hardship
220. Purchasing

COMMERCIAL OPERATIONS

221. Tendering

222. Plant Replacement
223. Economic Development
224. Provision of Contract Services by Council
225. Granite quarry
226. Regional Tourist Signpost Strategy
227. Local Tourism Plan
228. Council Caravan Parks – 10 year strategy
229. Lease Lease of Council Land

EMERGENCY SERVICES, COMMUNITY SERVICES, HEALTH, SPORT & RECREATION, WEEDS

230. Fire Station
231. Flood Plain Management
232. Fire Prevention in Pine Plantations
233. Overgrown allotments
234. Activities during fire bans
235. Use of Council Plant at Bushfires
236. Electronic Equipment Usage
237. Sportsground and Facilities Users
238. Sport & Recreation Committee – Terms of Reference
239. Allocation of Sports grounds
240. Noxious Weeds Management
231. Community Service Order Placements
232. Montreal Theatre
233. Community & Welfare Services
234. Interaction with the Business Community
235. Sports Assistance

SECTION 2 – STATEMENT OF AFFAIRS

The Council's Statement of Affairs was produced in the 2005/06 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public requiring 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. The Public 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 Freedom of Information Officer, Tumut Shire Council.

The Public Officer and the Freedom of Information Officer are both available during Council business hours of 9.00am to 5.00pm Monday to Friday at the address below and contact should be made prior to attending:

Public Officer (Mr Rob McMillan)
Freedom of Information Officer (Mr Rob McMillan)
Tumut Shire Council
76 Capper Street
Tumut NSW 2720

Telephone: (02) 69 412 555
Facsimile: (02) 69 412 678
Email : rmcmillan@tumut.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
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SUMMARY OF AFFAIRS
of the
TWEED SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following Policy Documents are held by Council:

a) Aboriginal Statement
b) Access to Information
c) Annual Financial Reports
d) Annual Report
e) Audit Committee Charter
f) Auditor's Report
g) Beach Vehicles
h) Building Line Policy
i) Business Ethics
j) Codes/Policies/Manuals
Tree Preservation Order
Other Planning Policies
k) Code of Conduct
l) Code of Meeting Practice
m) Complaints Handling
n) Corporate Values
o) Correspondence – Response to
p) Council's Policies on Child Protection – Human Resources
q) Development Control Plans Sections – Whole of Shire
Section A1 – Multi-Dwelling Housing and Tourist Accommodation
Section A2 – Site Access and Parking Code
Section A3 – Development of Flood Liable Land
Section A4 – Advertising Signs Code
Section A5 – Subdivision Manual
Section A6 – Biting Midge and Mosquito Control
Section A7 – Child Care Centres
Section A8 – Brothels Policy
Section A9 – Energy Smart Homes Policy
Section A10 – Exempt and Complying Development
Section A11 – Public Notification of Development Proposals
Section A12 – Dual Occupancy Controls
Section A13 – Socio-Economic Impact Assessment
Section A14 – Cut and Fill on Residential Land
Development Control Plans Sections – Specific Sites
Section B1 – Terranora
Section B2 – Tweed Heads
Section B3 – Banora Point – Tweed Heads South
Section B4 – West Kingscliff
Section B5 – Casuarina Beach
Section B6 – Murwillumbah West
Section B7 – Cobaki Lakes
Section B8 – Keith Compton Drive
Section B9 – Tweed Coast Strategy
Section B10 – Koala Beach

Section B11 – Seaside City
Section B12 – Fraser Drive, Banora Point
Section B13 – Marana Park Estate Density Controls
Section B14 – Peter Street (South) Residential Development Controls
Section B15 – Seabreeze Estate – Pottsville
Section B16 – Kingscliff
Section B17 – Planning Controls – Friday Island, Bogangar
Section B18 – Tweed Coast Building Heights
Section B19 – Bogangar / Cabarita Beach Locality Plan
Section B20 – Uki Village

r) Disaster Plan
s) Disposal of Assets
t) Disposal of Land
u) Enforcement – Unlawful Activity
v) Equal Employment Opportunity Management Plan – Human Resources
w) Emergency Management Plan
x) Fencing
y) General Technical Reports on Water Supply and Sewerage, Planning, Design and Operations
z) Guidelines for the Submission of Reports on Contaminated Land 1992
aa) Heights of Building Map
bb) Human Resources Management – Policy and Procedures Manual
cc) Internal Reporting
dd) Landuse Guidelines for Acid Sulphate Soils
ee) Local Environmental Plan Amendments
ff) Lower Tweed River Management Plan
gg) Management Plan, including Financial Management Plan
hh) Minutes of Council Meetings
ii) Payment of Expenses incurred by, and the Provision of Facilities to Mayor & Councillors
jj) Plans of Management for Community Land
kk) Register of Delegations
ll) Register of Investments
mm) Residential Development Strategy
nn) Returns of the Interests of Councillors, Designated Persons and Delegates
oo) Section 94 Contribution Plans

S94 1 – Banora Point West/Tweed Heads South
S94 2 – Banora Point West Drainage Scheme
S94 4 – Tweed Road Contribution Plan
S94 5 – Open Space Contributions
S94 6 – Street Tree Planting in Residential Areas
S94 7 – West Kingscliff
S94 10 – Cobaki Lakes Public Open Space and Community Facilities
S94 11 – Library Facilities
S94 12 – Bus Shelters
S94 13 – Eviron Cemetery / Crematorium Facility
S94 14 – Rural Road Upgrading – Mebbin Springs Subdivision – Kyogle Road
S94 15 – Developer Contributions for Community Facilities
S94 16 – Emergency Facilities (Surf Lifesaving)
S94 18 – Council Admin Offices and Technical Support Facilities
S94 19 – Kings Beach / Kings Forest
S94 20 – Public Open Space at Seabreeze Estate
S94 21 – Terranora Village Estate – Open Space and Community Facilities
S94 22 – Cycleways
S94 23 – Offsite Parking
S94 25 – SALT – Open Space & Associated Car Parking

S94 26 – Shirewide / Regional Open Space
S94 27 – Tweed Heads Master Plan – Local Open Space / Streetscaping
S94 28 – Seaside City

pp) State of the Environment Report
qq) Tweed Local Environment Plan 2000
rr) Tweed Futures
ss) 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 Risk & Human Resources/Public Officer
Tweed Shire Council
PO Box 816
MURWILLUMBAH NSW 2484

It is suggested that initial contact be made with the Public Officer 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.

FREEDOM OF INFORMATION ACT 1989
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SUMMARY OF AFFAIRS
of the
UPPER HUNTER SHIRE COUNCIL

SECTION 1 – DOCUMENTS

A POLICIES AND PROCEDURES REGISTER FOR 2007

01 COMMERCIAL ACTIVITIES

02 COMMUNITY RELATIONS

Awards (Prizes) – Creative Arts Excellence
Awards (Prizes) – Citizen and Young Citizen Awards – Hunter McLoughlin Memorial Citizenship Award

03 COMMUNITY SERVICES

Service Provision – Housing Low Income Units, Merriwa

04 CORPORATE MANAGEMENT

05 COUNCIL PROPERTIES

Hire – Conditions
Tenancy Agreements – Furnishings

06 CUSTOMER SERVICE

Access – Access and Equity

07 DEVELOPMENT & BUILDING CONTROLS

Building Near Water & Sewer Services
Code of Practice – Soil and Water Management on Urban Lands

08 ECONOMIC DEVELOPMENT

09 EMERGENCY SERVICES

10 ENERGY SUPPLY & TELECOMMUNICATIONS

11 ENVIRONMENTAL MANAGEMENT

12 FINANCIAL MANAGEMENT

Investments

13 GOVERNANCE

Authorisations – Delegations Mayor, Deputy Mayor, General Manager
Councillors – Benefits – Payment of Expenses and Provision of Facilities
Councillors – Code of Conduct
Councillors – Code of Conduct – Conflict of Interest Form
Councillors – Code of Meeting Practice
Councillors – Declaration of Interest

14 GOVERNMENT RELATIONS

Inquiries

15 GRANTS & SUBSIDIES

Programs – Section 356 General
Programs – Section 356 Rental Subsidies

16 INFORMATION MANAGEMENT

Freedom of Information

Privacy Management Plan

Records Management for Councillors

17 INFORMATION TECHNOLOGY

18 LAND USE & PLANNING

Planning – Management Plans 114 Mayne Street, Murrurundi
Planning – Management Plans Youth Hostel, Segenhoe Road, Scone
Planning – Management Plans Jefferson Park
Planning – Management Plans Bill Rose Sports Complex
Planning – Management Plans Scone Golf Course

19 LAWS & ENFORCEMENT

Licences – Night Time Open Air Entertainment

20 LEGAL SERVICES

Tendering

21 PARKS & RESERVES

22 PERSONNEL

Employment Conditions – Code of Conduct
Employment Conditions – Computers for Senior Personnel
Employment Conditions – Rates & Charges
Employment Conditions – Recognition of Length of Service
Recruitment – Appointment of Relief Staff – Technical Services
Training and Development – Councillors

23 PLANT EQUIPMENT & STORES

24 PUBLIC HEALTH

25 RATES & VALUATIONS

26 RECREATION & CULTURAL SERVICES

27 RISK MANAGEMENT

Corruption, Maladministration, Serious and Substantial Waste
Footpaths/Cycleways
Fraud Control
Gathering Information
Roads
Roads – Bitumen and Asphalt Resurfacing
Signs as Remote Supervision
Trees and Tree Roots

28 ROADS

29 SEWERAGE & DRAINAGE

Applications – Trade Waste Discharge
Design & Construction – Pressure Sewerage

30 TRAFFIC & TRANSPORT

31 WASTE MANAGEMENT

32 WATER SUPPLY

SECTION 2 – STATEMENT OF AFFAIRS

Copies of Council's Statement of Affairs prepared in June 2007 are available for inspection.

SECTION 3 – CONTACT ARRANGEMENTS

Documents may be inspected at Council's Administration Offices at Merriwa, Murrurundi and Scone, during the hours of 9.00am to 4.00pm 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 Personal Privacy Information Protection Act, Council's Privacy Management Plan and the relevant Privacy Codes of Practice.

Verbal enquires should be directed to either Mrs Lauren Love, Records Officer, or Mr Wayne Cossens, Director of Corporate Services, on (02) 6540 1100.

Written requests should be addressed to Mr Daryl Dutton, General Manager.

By
- Mail — 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 SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The policy documents held by Upper Lachlan Shire Council as prescribed by the Act are:

- the Council's Code of Conduct
- the Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Privacy Management Plan
- the Council's 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
- Returns as to candidates' campaign donations
- 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 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)
- any Codes referred to in the Local Government Act 1993
- 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 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

Other policy / plan documentation held by Upper Lachlan Shire Council are:

1. Debt Recovery Policy
2. Media Policy
3. Public Access to Documents Policy
4. Private Use of Council Motor Vehicles Policy
5. Service Delivery Policy
6. Interaction between Councillors and Staff Policy

7. Cash Handling Policy
8. Credit Card Policy
9. Investment Policy
10. Grievance Policy
11. Harassment Policy
12. Disciplinary Policy
13. Bribes, Gifts and Benefits Policy
14. Protected Disclosures Policy
15. Presentations to Council Policy
16. Fraud Control Policy
17. Petition – Administration Policy
18. Freedom of Information Policy
19. Recruitment and Selection Policy
20. Use of Council Logo and Seal Policy
21. Corporate Uniform Policy
22. Advertisements Policy
23. Internet and Email Policy
24. Salary Sacrificing Policy
25. Transportable Relocatable Dwellings Policy
26. Vandalism Policy
27. Land – Subdivision (Developers) Linen Plan Policy
28. Companion Animal – Dog Control Policy
29. Fund Raising Activities – Street Stall Policy
30. Public Halls – Subsidised Use Policy
31. Rates Hardship Policy
32. Pensioner Concession Policy
33. Section 356 – Financial Assistance Policy
34. Public Halls – Subsidised Use Policy
35. Section 355 Committee Policy
36. Library Sponsorship Policy
37. Tourism New Event Policy
38. Complaints Management Policy
39. Purchasing – Acquisition of Goods and Services Policy
40. Manual Handling Policy
41. Protective Clothing and Equipment Policy
42. Building Over Sewer Policy
43. Safe Diving Policy
44. Roads – Permission to Use Policy
45. Occupational Health and Safety Policy
46. Smoking in the Workplace Policy
47. First Aid Policy
48. Disposal of Council Assets Policy
49. Disposal of Council Real Estate Policy
50. Social and Community Plan 2007-2012
51. Wind Power Generation Development Control Plan
52. Emergency Management Plan – Crookwell Swimming Pool
53. Human Resources Strategic Plan
54. Human Resources Training Plan
55. Information Technology Strategic Plan
56. Secondary Employment Policy
57. Employment Consideration Policy
58. Tourism Signage Policy
59. Access to Community Non-Potable Water Supply Standpipes
60. Tree Management Policy – Rural Roads

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council has been prepared as at 30 June 2007 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 Shire Council should contact the Director of Finance and Administration by telephoning (02) 4830 1000 or by writing to:

The General Manager
Upper Lachlan Shire Council
PO Box 10
CROOKWELL NSW 2583
Email council@crookwell.nsw.gov.au

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

SUMMARY OF AFFAIRS

of the

URANA COUNCIL
(F.O.I. 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
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
Gifts and Benefits Policy
Secondary Employment Policy
Drug & Alcohol Policy
Investments Policy
Safe Driving Policy
Child Protection Policy
Internet & Email Policy

Management Plan -

Management Plan 2006/2007 to 2008/2009
Training Policy (See Management Plan)
Pricing Policy (See Management Plan)
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: (02) 6930 9100

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
WALCHA COUNCIL

SECTION 1 – 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.
- 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.
- Pesiticide Use Notification Plan
- Employee Assistance Policy.
- Disposal of Assets Policy.
- Road Closures Policy – Transport & Communications.
- Statement of Business Ethics Policy
- Complaints Handling Policy.
- Fraud Control Policy.

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.

SECTION 2 – STATEMENT OF AFFAIRS

The Walcha Council's Statement of Affairs may be inspected at the Council Chambers during normal business hours.

SECTION 3 – CONTACT ARRANGEMENTS

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
WARRINGAH COUNCIL

SECTION 1 – POLICY DOCUMENTS

The Council has available for inspection and purchase (where relevant) the following Documents:

1. Living Warringah Strategic Plan
2. 2006 – 2009 Warringah Management Plan – includes the Revenue Policy
3. 2006 – 2009 Fees and Charges
4. Investment Register
5. Delegations Register
6. State of the Environment Report
7. Minutes of Council/Committees
   - Council Meeting
   - IHAP Committee
8. Plans of Management
   - Allenby Park, November 2000
   - Berry Reserve & Adjoining Foreshores, June 2000
   - Brookvale Park, September 2002
   - Coastal Lands Plan of Management, September 2002
   - Dee Why Valley & South Creek Open Space Corridor, November 1996
   - Dee Why Lagoon Wildlife Refuge Plan of Management, August 2002
   - District Park, April 2002
   - Griffith Park, December 2005
   - Jamieson Park, April 2000
   - JJ Melbourne Hills Plan of Management, July 2001
   - John Fisher Park & Surrounds, November 2001
   - Manly Warringah War Memorial Park, July 1998
   - Mooramba Road Plan of Management, April 2005
   - General Community Use Plan of Management, to be adopted May 2005
   - Red Hill & Golden Grove Parks, July 2000
   - Walter Gors Reserve, November 2000
   - Brookvale Community Buildings, February 2005
   - Dee Why Town Square, June 2003
9. Warringah Local Environmental Plan 2000
10. Warringah Development Contributions Plan
11. EEO Policy
12. Warringah Pittwater Manly Disaster Plan
13. Warringah Pittwater Bush Fire Service Standard Operating Procedures
14. Cultural Heritage Strategy
15. Northern Sydney Aboriginal Social Plan
16. Recreation Strategy
17. Environmental Strategy
18. Reconciliation Strategy
19. Library Strategic Plan
20. Policy Register
21. Land Register
22. Social Plan
23. Long Term Financial Plan
24. Living Warringah Strategic Plan

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs is available for inspection free of charge, or purchase at a cost of $5.00 at Council's Civic Centre,

SECTION 3 – CONTACT ARRANGEMENTS

Council's Executive Manager, Corporate Services,
Bob Pigott,
Council's Civic Centre,
725 Pittwater Road,
Dee Why NSW 2099
Telephone: (02) 9942-2444.

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

SUMMARY OF AFFAIRS
of the
WAVERLEY COUNCIL

PART 1 – POLICY DOCUMENTS

Waverley Council is a Council established under the Local Government Act 1993. Council's mission is to lead the way in working together with the whole community to manage our people, resources and assets well for today and future generations. Council has a policy of open government and participation by residents in decision making and policy development.

Waverley Council's Documents

The policy documents listed are available for public inspection free of charge at Waverley Council's Offices. If the document is also available for purchase, a price has been listed. Copies of any documents available for inspection can be provided upon payment of a copying charge.

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

Access and Equity Policy – Aboriginal and Torres Strait Islanders	
Affordable Housing Strategy – August 1996	
Aged Housing – Plan of Management	$30
Annual Financial Reports	
Annual Report 2005/2006	
Appeals to Council – Guidelines	
ArtsPlus Plan (draft)	
Asbestos Policy	
Audit of Accounts	
Blood Borne Communicable Diseases Policy	
Bondi Basin Master Plan	
Bondi Junction Traffic and Transport Study – 2006	$10
Bondi Junction Design Framework and Technical Manual	
Bondi Junction Commercial Centre Joint Local Environmental Plan 1991 (with map)	$40
Bondi Junction Mall Code and Market Policy	
Bondi Junction Strategic Plan	
Bondi Litter and Waste Management Policy	
Bondi Park – Carnivals for Charitable Organisations	
Bondi Park and Pavilion Plan of Management 1995	$10
Bondi/Waverley School of Arts Plan of Management 2004	
Bondi to Bronte Coastal Walk Study	
Boundary Fences	
Bronte Park Plan of Management 2004	$15
Building Applications Register	
Building Waste Containers Guidelines	
Burial Rights to Grave Plots	
Bush Regeneration Project Guidelines	
Business Papers (Produced monthly for all Council and Committee Meetings)	$750 per annum
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
Code of Conduct for Councillors – 2007	
Code of Conduct for Staff, Delegates and Volunteers – 2007	
Code of Practice – Amenities for Construction Work	
Code of Meeting Practice (last amended November 2006)	$10
Committees of the Council: Structure and Responsibilities	
Collection Management Policy (Waverley Library Service).	
Communications Action Plan 2005	
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 (last reviewed 2007)	
Computer Usage and Workplace Surveillance Guidelines	
Construction Work Code of Practice (last updated 2005)	
Consultation Policy and Guidelines	
Correspondence Policy Statement	
Corruption Prevention Plan	
Councillors – Declaration of Interests	
Councillors Expenses and Facilities Policy 2006	
Council Property Register	
Defence Forces – Reserve Training	
Delegation of Authority – Register	
Development Consent Register	
Disability Action Plan and Access Policy	
Discrimination and Harassment Policy	
Drain Blockage Policy	
Economic Development Policy & Guidelines	
Environmental Policy	
Equal Employment Opportunity Grievance Procedures	
Equal Employment Opportunity Management Plan and Policy	
Footpath Gardens	
Garbage Receptacles – Approved	
Genetically Engineered/Modified Foods	
Graffiti Management Policy 2006	
Greenlinks Plan	
Grievance Procedures	
Guidelines for Acquiring/Leasing Council Property	
Guidelines for Council's Conduct Committee	
Guidelines on Leave without Pay	
Hazardous Substances Policy	
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	
Human Resources Strategic Plan 2005	
Injured Workers Reporting Procedures	
In Line Skating – Bondi Beach Promenade	
Integrated Stormwater Management Plan	
Internal Reporting Policy – Protected Disclosures – 2007	
Investment Policy – 2007	
Landscaping of Traffic Management Devices – Guidelines 2001	
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.	
Looking Good Strategy 2006	
Management Plan 2007-2011	
Meeting the Religious and Ceremonial Obligations of Staff	
Mobile Phone Towers Policy (Draft) – May 1997	
Motor Vehicle Users Manual	
Multi Cultural Policy	
No Smoking Policy	
Occupational Health and Safety Constitution and Safety Policy	
Occupational Health and Safety Handbook	
Offshore Sandmining	
Ozone Protection Policy	
Participative Work Design Guidelines	
Part Time Work Guidelines	
Pay Policy	
Payment of Expenses and the Provision of Facilities for Councillors 2006	
Pensioner Rates - Payment by Instalments	
- Penalty for Late Payment	
Performance Management Guidelines	
Personnel and Staff Position File Procedures	
Pesticides Use Policy and Notification Plan	
Power Boats – Control of	
Privacy Management Plan (2007)	
Precinct Policy	
Procurement of Goods and Services Policy	
Protective Clothing and Equipment Code of Practice	
Public Art Policy	
Public Domain Improvement Plan	
Rates – Deferment of – Pensioners (see Pensioner Rates)	
Records Management Policy (last up dated 2007)	
Recruitment Procedures Manual	
Reference under Seal	
Register of Investments	
Rehabilitation Procedures Policy	
Renewable Timbers Policy	
Residential Strategy – August 1996	$10
Responsible Dog Ownership Policy (Draft)	
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	
Sale – Small Parcels of Land	
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 2005 – 2010 Volume 1 & Volume 2	
Sponsorship Grants and Donations Policy	
SSROC Greenhouse Strategy for Southern Sydney	$15
Staff – Appointment	
Staff – Christmas Leave	
Staff Handbook	
State of Environment Report 2005/2006	
Statement of Affairs	

Statement of Business Ethics	
Street Trading Policy	
Stormwater Policy	
Stormwater Management Plans (Waverley area) Draft	
Studies Assistance Guidelines	
Sun Protection Guidelines	
Tamarama Park Plan of Management 2006 (draft)	
Technical Manual – Landscape Design	
Temporary and Casual Employment Guidelines	
Thomas Hogan Reserve Plan of Management (draft)	
Tourism Policy and Visitor Management Strategy	
Training Plan (L&D Plan)	
Transportation Policy (2002)	
Tree Management Plan 2006	
Use of Council Reserves by Commercial Fitness Groups	
Visitor and Tourism Strategy (November 2002)	
Volunteering Policy and Strategy	
Vital Records Protection and Disaster Recovery Plan (2004)	
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 Child Care Plan of Management	
Waverley Cemetery Plan of Management (draft 2005)	
Waverley Community Living Project Policy and Procedures Manual	
Waverley Community Survey 2003	
Waverley Development Contribution Plan 2006 (Section 94 Plan)	$20
Waverley Development Control Plan 2006	$120
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 Park Plan of Management 1993	$10
Waverley Strategic Plan – Waverley Together 2005	
Waverley Transportation Policy	
Youth Services Policy	

SECTION 2 – STATEMENT OF AFFAIRS

The 2007 Statement of Affairs for Waverley Council is available from Waverley Council Chambers. Telephone (02) 9369 8129.

SECTION 3 – CONTACT ARRANGEMENTS

Request for information and access to documents can be directed to

Robert Hogan
Divisional Manager – Governance, Administration and Executive Support
Waverley Council
P O Box 9
Bondi Junction 2022
Telephone 9369 8129

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 Customer Service Centre is located at 55 Spring Street Bondi Junction, 2022. The Centre is 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

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

SUMMARY OF AFFAIRS

of the

WEDDIN SHIRE COUNCIL
FOI Agency No. 2231

SECTION 1 – POLICY DOCUMENTS

Policy Documents affecting members of the Public are listed on Council's Policy Register as follows and are available for perusal at Council's Offices, Camp Street, Grenfell.

Kerbing and Guttering Charges	(1.4.1)
Councillors Fees, Expenses and Facilities	(1.6.1)
Code of Conduct	(1.6.3)
Purchase and Sale of Motor Vehicles	(1.8.1)
Private Work Procedures	(1.9.1)
Stock Routes	(2.2.1)
Keeping of Animals	(2.2.2)
Emergency Pollution Clean Up Grants	(2.4.1)
Use of the Herbicide 2,4,5-T	(3.5.1)
Noxious Weeds	(3.5.2)
Supply of Electricity to Subdivisions	(5.2.2)
Advertising Structures and Advertisements	(5.2.3)
Street Stall Applications	(5.9.1)
Sewer Extensions/Connections	(7.1.1)
Admittance on Season Tickets	(8.2.1)
Rental of Lawson Park	(8.3.1)
Lawson Oval Bookings	(8.3.2)
Building and Development Code	(10.1.1)
Building Alignment	(10.1.2)
Construction and use of Swimming Pools	(10.1.3)
New Fencing Code	(10.1.4)
Notice of Application to Erect a Building	(10.1.5)
Erection of Horse Stables	(10.1.6)
Relocated Dwellings	(10.1.7)
Building Permits for Rural Buildings	(10.1.8)
Vehicular Crossings in Kerbing and Guttering	(11.1.1)
Construction of Driveways	(11.1.2)
Pipes Culverts at Property Entrances	(11.1.3)
Entrances to Properties	(11.2.1)
Public Gate and Motor Bypass	(11.2.3)
Rules for Captain Cook Caravan Park	(12.1.1)
Incentives for New Businesses (Shops)	(12.2.3)
Incentives for New Businesses (General)	(12.2.4)
Incentives for the Expansion of Existing Businesses	(12.2.5)
Retention of Grain Handling Facilities in Grenfell	(12.2.6)
Code of Safety Practice – Policy and Objectives	(14.1.1)
Rehabilitation	(14.1.2)
Smoke Free Areas	(14.1.3)
Noxious Plants Inspector – Annual Leave	(14.1.4)
Admission of Liability	(14.1.5)
Attendance at Funerals	(14.1.6)
Work in Wet Weather	(14.1.7)
Employees in Bushfire Brigades	(14.1.8)
Membership of Grenfell Fire Brigade	(14.1.9)
Direct Credit of Wages	(14.1.10)
Sale of Surplus or Used Goods	(14.1.12)

Telephone Reimbursement	(14.1.13)
Opening of Tenders and Quotations	(14.1.14)
Training and Education Expenses	(14.1.15)
Uniforms for Female Staff	(14.1.17)
Sun Protection	(14.1.18)
Protective Clothing	(14.1.19)
Salary System	(14.1.20)
Resolution of Grievances	(14.1.21)
EEO Management Plan	(14.1.22)
Private Use of Vehicles	(14.1.23)

Other documents held by Council are:

- the Council's Code of Conduct
- the Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- the Council's Land Register
- returns of the interests of Councillors, Designated Persons and Delegates
- business papers for 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)
- annual reports of Bodies exercising delegated Council functions
- records of building certificates
- plans of land proposed to be compulsorily acquired by the Council
- plans of management for community land
- environmental planning instruments and development control plans applying to land within the Council's area

SECTION 2 – STATEMENT OF AFFAIRS

Information regarding Council's most recent Statement of Affairs may be obtained by contacting the Public officer.

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer, Mr Glenn Carroll,
Weddin Shire Council,
PO Box 125,
Grenfell NSW 2810
Telephone: (02) 6343 1212

Applications and inquiries can be made between 9.00 am and 4.00 pm, Monday to Friday.

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

SUMMARY OF AFFAIRS
of the
WELLINGTON COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- Code of Conduct
- Code of Meeting Practice
- Code of Practice – Standards for Customer Service
- Development Contribution Plans
- Strategic Corporate Management Plan
  - Revenue Policy
  - Pricing Policy
  - Fees & Charges Policy
  - Financial Management Plans
  - Strategic Corporate Plans
  - Strategic Management Plans
- Delegations of Authority Register
- Development Control Plans
  - Environmental Planning Instruments
  - Interim Policy Orders
  - Local Approvals Policy
- EEO Management Plan
- Emergency Management Plan
- Emergency Services Policy
- Fence Policy/Code
- Internal Reporting Policy
- Local Orders Policy
- Local Approvals Policy
- State of the Environment Report
- Tree Preservation Order
- Advertising Code
- Annual Report
- Auditors Report
- Business Papers
  - Minutes of Committee Meetings
  - Minutes of Council Meetings
- Disclosures Register
- Investment Register
- Building Certificate Records
- Building Application/Approval Records
- Development Application/Consent Records
- Expenses and Facilities Policy
- Flat Code and Car Parking Code
- Bed and Breakfast Accommodation 1997
- Footway Restaurants and Footpath Obstructions
- Competitive Neutrality Complaints Handling Procedure
- Code of Practice – Councillors Access to Information and their Interaction with Staff
- Code of Conduct
- Councillors Access to Information and their Interaction with staff
- EEO Policy
- Privacy Code of Practice
- Investment Policy
- Emergency Response Procedures

- Outdoor Dining Code
- Payment of Ex-Gratia Allowance
- Payment of Expenses & Provision of Facilities to Mayor & Councillors
- Child Protection Policy
- Protected Disclosures Policy
- Employee related policies

SECTION – STATEMENT OF AFFAIRS

In accordance with Section 14 (3)(b) of the Freedom on Information Act 1989, Council has available its Annual Statement of Affairs which includes a register of all publicly available documents. The Statement of Affairs may be accessed by contacting Council's Director of Corporate Services.

SECTION – CONTACT ARRANGEMENTS

All enquiries in relation to Council's activities, including access to the above documents must be addressed to:

Mr Allan Dive
Director, Corporate Services
Wellington Council
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

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:

Wellington Council
Nanima Crescent
Wellington NSW 2820
Normal Office Hours: 9.00 am – 5.00 pm, Monday – Friday.

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

SUMMARY OF AFFAIRS
of the
WENTWORTH SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Wentworth Shire Council has the following policy documents available for inspection under Section 14(1)(b) and (3) of the Freedom of Information Act 1989.

ADMINISTRATION POLICIES:

Advertising; Amalgamations and Boundaries; Annual/Long Service Leave; Child Protection; Code of Conduct; Code of Meeting Practice; Collection and Recording of Information Policy; Complaints Handling Policy; Council Reports/Supplementary Reports; Council Meetings; Public Forums; Council Vehicles; Councillors Legal Expenses; Payment of Expenses and Provision of Facilities; Criminal Offenders; Deferred Payment Scheme; Delegated Authority; Plant & Equipment; Finance for Future Growth; Freedom of Information Act; Media Statements; Occupational Health and Safety; Pre-Schools; Pensioner Concessions; Rates; Records Management Policy; Staff & Councillors; Staff Gratuity Scheme; Superannuation; Training; Travel for Interstate & Overseas; Filtered Water; Water – Industrial Water Pricing Policy; Water – Metering for Commercial and Industrial Premises; Aboriginal Lands Council; Sewerage Services Rates Policy; Smoking in the Workplace.

LOCAL LAWS POLICIES:

Dog Control; Noxious Weeds; Pollution; Dumping of Radio Active Soil; Alcohol Free Zones; Nuclear Free Zone.

FINANCE POLICIES:

Council issued Credit Cards; Contribution to Kerb & Guttering & Footpath; Donations and Provision of Financial Assistance Policy; Investments; Tendering; Purchasing. Water – Namatjira Avenue Settlement.

TECHNICAL SERVICES POLICIES:

Footpaths Inspection, Evaluation and Maintenance; Levee Banks; Parks and Reserves; Private Works; Ramps & Grids; Roads; Road Tourist Sign; Sewerage Services; Stormwater Drainage; Street Lighting; Showgrounds; Signs as Remote Supervision; Street Trees; Trees and Tree Root Management; Water – Control and Flood Prone Land; Water – Requirements for Construction Works.

COMMUNITY DEVELOPMENT POLICIES:

Capital Contributions; Carnivals, Sideshows, Etc; Development Guidelines – Agricultural Buffers Urban Land/Rural Land; Flood Liable Land; Floodplain Management Committee; Genetically Modified Agriculture; Heritage; Mooring Sites; Notices Environment Operations Act; Planning; Sporting Facilities; Street Stalls; Subdivisions – Policy for Financial Development Incentives – Subdivisions Water Policy – Water Right Transfer – Water – Rural 1C; Water – Rural Residential Land.

OTHER POLICY/DOCUMENTS:

Annual Report, Code of Conduct; Management Plan; Strategic Corporate Plan; Wentworth Shire Council Local Environmental Plan 1993; Statement of Business Ethics; Disaster Plan; Annual Audited Financial Statements; Minutes of Council Meetings; Precuniary Interest of Senior Staff and Councillors; State of the Environment Plan; Draft Drought Management Plan; Water and Sewer Business Plans; Register of Community and Operational Land; Social Plan; Section 94 Contribution Plan.

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs has been prepared to June 2007. This is available for inspection at Council's Civic Centre office.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents under the Freedom of Information Act should be made in writing and addressed to Council's Freedom of Information Officer as follows:

Terri Maguire
Director Corporate and Community Services
Wentworth Shire Council
PO Box 81
Wentworth NSW 2648

Telephone: (03) 5027 5027
Hours: 9:00 am – 5:00 pm

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

SUMMARY OF AFFAIRS
of the
WILLOUGHBY CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Council has the following policy documents, registers, reports, codes, Local Environmental Plans and Development Control Plans available for inspection:

Administrative

- Advertising
  - Council's ovals
  - Public Telephone Boxes
- Amplification – election campaigning
- Anonymous Material
- Code of Conduct for Community Representatives
- Code of Conduct for Volunteers
- Communications
- Complaints Handling Procedures
- Consultative Committee Protocols
- Contracts
- Corporate Image
- Council Flyers
- Council Agendas
- Council Seal
- Disposal of Assets Policy
- Documents – Amending/Reviewing
- Exhibition of Items
- Files – Access To
- Film and Television Locations Policy
- Freedom of Information Act – File access/tape recordings of Council meetings, etc
- House/Property Numbering
- Interviews & Calls – Documenting of same
- Key to the City
- Management, Audit & Reporting Procedures in Relation to Out-sourced Projects
- Nuclear Free Council
- Personal Computers
- Petitions
- Plaques – history detail/corporate image
- Privacy & Personal Information Protection Act – File Access
- Privacy Management Plan
- Representations to Governments
- Sale of Public Land
- Surveillance Camera Tapes – Access
- Tenders
- Web Policy

Building/Development/Planning

- Applications for Approvals – Refund of Fees
- Asbestos Policy
- Assessment of Development Applications
- Building Applications Private Certification
- Building Certificates – Refund of Fees
- Building Setback Controls
- Contributions Plan – Carparking
- Council-owned land – Owner's Consent Building/Development Applications

- Criteria for Assessment of Single Dwelling Houses
- Development Applications
  - Assessment when Council is applicant
  - Assessment by Community Services
  - Conditions of Consent – Artarmon Industrial Area
  - Public Display
- Dividing Fences Act – Council Responsibilities
- Fees – DAs/BAs – Heritage Controls
- Fire Safety Policy
- Floor Space Bonus – Designation of Community Facilities
- Informal Planning Meetings
- Linen Plans – Release of
- Local Approvals Policy
- Mediation in Approval Process (by an external Mediator)
- Neighbour Notification
  - Section 149A (Bldg Certs)
  - Development Applications – on-site requirements
  - Copies to Councillors – BAs/DAs
- Public Exhibition of Plans
- Rezoning – Exhibition of Documents
- Rezoning-Federally-owned Public Land
- Setbacks – Pacific Highway

Compliance Unit

- Unauthorised Building Work – Enforcement

Community

- Access & Equity Policy
- Access and Equity Policy Statement
- Child Care Facilities – Guidelines for Development
- Civic Place Gifts Policy
- Commission/Charities – Chatswood Town Centre
- Community Copying Service
- Community Grants Scheme
- Council Crest & Corporate Mark – Use of by Community Organisations
- Cultural Policy
- Display of Publicity Banners
- Endorsement of Community Projects and Events
- Endorsement of Local Community Organisations
- Housing Policy
- Humanitarian Response Policy
- Library Code of Conduct
- Local Community Facility – Fees and Charges Policy
- Meeting Venues – (for use by Progress Associations)
- Public Art Policy
- Racist/Offensive Messages & Material in the Library
- Recycling Receptacles in Public Places
- S356 Donations to Charity Groups
- Sponsorship
- Tennis Courts – Lighting of
- Transport Arrangements for attending Council events
- Waste Free Events
- Willoughby Collection Policy

Council and 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
- Conferences – Attending and Reporting
  Conflict of Interest
- 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
    - Contacting Council's Legal Advisers
- Inspection Committee (Procedures)
- Councillor Inspection Meetings (Ward) (Procedures)

Finance/Purchasing

- Cashier's Shortages
- Expenditure on Plant/Equipment
- Filming Fees
- Investments
- Petty Cash – Expenditure of
- Purchasing
- Rates – Brochures with notices
- Refunds – School Holiday Activity Centres
- Self Funded Retirees Domestic Waste Service
- S 356 Donations to Charitable & Community Groups
- Veterinary Costs – Seized Dogs

Human Resources

- Children's Services Division – General hygiene & communicable diseases
- 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
- Safety
    - Policy
    - 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

Open Space

- Bushcare Program
- Mowing of nature strips

- Noxious Weed Bamboo
- Park Furniture (memorial plaques)
- Place Names
- Sporting Fields/Ovals
  - Line Marking
  - Sunday use for Competitions
  - Provision of Lighting
- Street Trees
  - Lopping
  - Tree Planting generally

Property

- Bicycle Parking Spaces – Administration building
- Bookings – Conditions of Hire – Civic Centre/Bailey Hall
- Footway Merchandise Display Policy
- Footway Restaurant Policy
- Graffiti Management
- Property Maintenance – Leased Premises
- Civic Centre – Removal of Scenery by Musical Societies
- Sale or Lease of Council Owned Land
- Tennis Courts – Northbridge (hire of)
- Tennis Courts – Lease of

Roads/Footpaths/Drains

- 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
- Laneway access
- Lease of Unused Public Road
- On-site stormwater detention
- Rainwater Tanks
- Street Signs – House Numbering

Traffic/Transport/Parking

- Bicycle Racks – Provision of
- Bus Shelters

ENVIRONMENTAL PLANNING INSTRUMENTS

- Willoughby LEP 1995 (as amended)
- Willoughby LEP 2000 (Chatswood Town Centre) No.3
- 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

DEVELOPMENT CONTROL PLAN

Willoughby Development Control Plan

WILLOUGHBY CITY STRATEGY

Council has prepared the "Willoughby City Strategy" which provides the foundations for development of the City over the next 15 years.

MANAGEMENT PLAN AND BUDGET 2005 – 2010

Council has created a Management Plan and Budget that details Council's vision,

goals and strategic planning for the period 2005 – 2010.

SECTION 2 – STATEMENT OF AFFAIRS

In accordance with the Freedom of Information Act, a Statement of Affairs was prepared during December 2006

SECTION 3 – 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

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

SUMMARY OF AFFAIRS
of the
WINGECARRIBEE SHIRE COUNCIL
FOI Agency No. 2236

SECTION 1 – POLICY DOCUMENTS

In accordance with the Local Government Act 1993, anyone is entitled to inspect the current version of the following documents (see attached list) free of charge:

Documents may be inspected during office hours Monday to Friday, 8.30am to 4.30pm at the Civic Centre, Elizabeth Street, Moss Vale, NSW.

PUBLICLY AVAILABLE DOCUMENTS (*Available for viewing free of charge*)

Adjoining owners notification (see Notification of Adjoining Owners Policy)
Advertising Code
Annual Report
Arts and Culture Policy
Auditors Report
Budget (see also Management Plan)
Building application/approval records
Building Line Policy
Business Papers
Code of Conduct
Code of Meeting Practice
Contributions Plans (see also Section 94 Contributions)
Delegations of Authority Register
Development application/consent records
Development Control Plans
Disaster Plan
Disclosures Register (see also Pecuniary Interest Returns)
EEO Management Plan
Expenses and Facilities Policy (concerning the payment of expenses incurred by, and in the provision of facilities to, Councillors)
Internal Reporting Policy (for the purposes of the Protected Disclosures Act)
Investment Register
Library Annual Report
Local Environmental Plans
Land Register
Local Approvals Policy
Management Plan
Minutes of Committee Meetings
Minutes of Council Meetings
Motor Vehicle Policy (see Private Use of Council Vehicles Policy)
Notification of Adjoining Owners Policy
Occupational Health and Safety Code
Organisational Employment related Policies
Pecuniary Interest Returns (see also Disclosures Register)
Plans of management for community land
Policy Register
Pricing Policy (see also Management Plan)
Private Use of Council Vehicles Policy
Rehabilitation Policy

Revenue Policy (see also Management Plan)
Section 94 Contributions Plans (see Contributions plans)
Smoke Free Work Environment Policy
State of the Environment Report
Statement of Affairs – FOI
Summary of Affairs – FOI
Subdivision Code
Tendering Policy

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at 30 June 2007 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 the Civic Centre, Elizabeth Street, Moss Vale.

SECTION 3 – ACCESS TO DOCUMENTS HELD BY COUNCIL

Council has procedures in place for accessing information, which require completion of a 'File Access Request' form, to record requests and to facilitate ease of access, in accordance with Section 12 of the Local Government Act. Any reasonable request for access to documents held by Council is considered and wherever possible access will be arranged free of charge. However, photocopying charges will apply.

There may however, be reasons why information is not provided and Council's reasons for refusal may include the following:

- The time and resources which may be involved in providing access
- The rights to privacy of others who may be affected by the disclosure of the information
- Legal information
- Other information that is determined by Council not to be in the 'Public Interest' to be released.

FOI Applications

If information is not available under Section 12 of the Local Government Act then a person may make a formal application under the Freedom of Information Act for access to documents held by Council. Formal applications must be made in writing accompanied by a fee of $30.00 and addressed to:

The Freedom of Information Officer
Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577

Applications for a review of a determination regarding an (FOI) application must also be made in writing to the General Manager and accompanied by a fee of $40.

Inquiries

Inquiries may be directed to the Freedom of Information Officer by telephoning (02) 48680 888 during business hours Monday to Friday, 8.30am to 4.30pm.

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

SUMMARY OF AFFAIRS
of the
WOLLONDILLY SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following is a list of policy documents held by Wollondilly Shire Council:

GOVERNANCE

Councillors Fees, Expenses and Facilities
Declaration of Pecuniary and Conflict of Interests
Inappropriate Communication with Council, Councillors and Staff
Internal Reporting
Interstate and Overseas Travel
Media Liaison
Representation of Council – Municipal Association Conferences
Flag Flying Policy
Access to Council Records
Verbal Advice
Staff – Attendance at Meetings of Council and Committees
Staff – Retirement/Resignation Gratuities
Staff – Traffic Regulations
Workplace Smoking
Staff – Employment of Apprentices
On-Charging of Fees and Costs
Staff – Claim for Court Expenses
Staff – Loss of Personal Property
Advertising Policy
Christmas/New Year Closure
Creating Policies
Dealing with Complainants
Guidelines for Tendering
Investment Policy
Debt Recovery
Provisions for Employee Leave
Rating Categories
Rating Exemptions
Archival Material
Amalgamation of Rural Properties for Rating Purposes
Community Title Rates and Charges
Records Management
Internet and Email Access
Public Relations
Illegal Drug and Alcohol
Risk Management
Managing Volunteers' Safety
Occupational Health and Safety Consultation
Equal Employment Opportunity
Harassment
Occupational Health and Safety
Pay Administration System
Skin Care/Clothing
Workplace Smoking
Guidelines for Tendering
Exemption from Payment of Garbage Rates
Project Management – Works by Volunteers and Committees on Council Properties

Keeping of Animals in Wollondilly Shire Orders
Employment and Retention of Quality Staff

COMMUNITY

Local Ethnic Affairs
Role of Community Services in Council
Community Bus
Clothing Bin Collections
Door Knock Appeals
Community Members' Support for Council – Recognition
Effective Service Delivery (WCS)
Interaction with Staff, Carers and Children (WCS)
Complaints, Disputes and Grievances (WCS)
Privacy, Confidentiality and Information (WCS)
Child Protection (WCS)
Recruitment, Professional Development and Selection of Carers (WCS)
Critical Incident (WCS)
Ethical Conduct (WCS)
Behaviour Guidance and Management (WCS)
Facilities and Equipment (WCS)
Nutrition Health and Safety (WCS)

ENVIRONMENT

Aerated Waste Water Treatment System
Tree Preservation Order
Keeping of Animals in Wollondilly Shire Orders
Noxious Weed Control
Phosphorous Action

PLANNING

Election Signs in Public Places
Council and Delegated Determination of Development Applications
Filming Rights
Naming of Streets and Roads and/or Council Facilities
Issuing Section 149 Certificates
Street Stalls
Section 94 Contribution Plan
Picton Interim Local Flood
Requirements for Works affecting Watercourses
Resited Dwelling Procedure
Boundary Fences
Nature Strips
Council and Delegated Determination of Development Applications
Construction, Installation and Use of Swimming Pools
Notification of Development Applications to Councillors
Development Control Plans
Erection of Igloos and Hothouses associated with Intensive Horticulture
Guidelines for the erection of Fencing on Allotments in the vicinity of Easements and Watercourses
Gas Scare Gun operation for the protection of Horticulture Crops from Bird damage, within Wollondilly Shire
House Numbering
Landscape Guidelines
Contributions – Kerb, Gutter and Footpaths
Commercial Use of Public Footpaths and Roadside Verges
Restorations
Road Closures
Fences and Road Reservations – Road Reconstruction
Property Entrances
Hoardings
Street Lighting
Street Signs – Commercial, Directional and Business Directional

Backyard Burning

ASSETS

Motor Vehicles
Accounting and Asset Management
Budget and Priority of Works
Purchasing Policy
Disposal of IT Equipment
Communications Devices
Upgrading a Council Hall
Strategic Management of Councils Assets
Corporate Property Policy

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs is available from the Council office, 62-64 Menangle Street, Picton NSW, 2571.

SECTION 3 – CONTACT ARRANGEMENTS

Written requests for inspection of policy documents should be directed to:

The General Manager
Wollondilly Shire Council
PO Box 21
PICTON NSW 2571

Inspection of the documents can be undertaken at the Administration Building, 62-64 Menangle Street, Picton from 8.00am to 4.00pm, Monday to Friday.

Requests for access to information/documents under the Freedom of Information Act 1989 should be directed to the Public Officer on 4677 1100.

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 49 Residential Development
DCP 53 Brompton Road Redevelopment
DCP 55 Thirroul Village Centre
DCP 94.7 Community Land Management Plan
DCP 94.24 Brighton Lawn Management Plan
DCP 99.1 Complying Development
DCP 99.2 Exempt Development
DCP 00/6 Industrial Land at Berkeley

C Codes, Policies And Guidelines

Abrasive Blasting Industry – Code of Practice
Access to Council Information and Staff
Accounting Procedures
Advertising of Significant Engineering Works
Alcohol Free Zones
Allocation of Community Facilities to Community Groups
Amusement Devices
Applications to Build Retaining Walls
Approval for Building Demolition
Approval Requirements for Septic Tanks and Sewerage Management Systems
Authorities to Enter Land and Undertake Works
Bank Guarantees or Equivalent
Bed and Breakfast Accommodation
Botanic Garden
Bulli Cemetery
Burial Rights
Burials at Berkeley Pioneer Cemetery
Bushcare Groups Management
Camping on Land Owned and Controlled by Council
Cash Collections
Circus Performances on Council Controlled Land
City Beach Plan of Management
City Centre Street Camera Program Code of Practice
Civic Functions
Civil Works Notification Policy
Clothing Collection Bins on Council Land
Code of Conduct
Code pf Meeting Practice
Commercial Leases of Council Land
Community and Sporting Group Rentals
Community Engagement
Community Recognition Program

Computer Systems Acceptable Usage
Concrete or Brick Paved Footpath Constructions
Conduit Blockage Policy
Conference Attendance by Councillors
Conference Attendance by Reference Group and Committee Members
Control of Food Handling Premises and Vehicles
Control of Pollutants from Horse Stables Exercise Yards and Grazing Areas
Control of Specific Activities on Premises
Control of Surface Water Flow
Corporate Records Management
Corporate Sponsorship
Council Procurement of Legal Services
Council Property Leases and Licences – Provision of Liability Protection
Crime Prevention
Crypt Walls
Dealing with Difficult Customers
Delegation of Council Functions to Lord Mayor and Chief Executive Officer
Designated Persons
Development Administrative Unit
Development Application Referral Guidelines to Access Reference Group
Development Assessment and Compliance Notification Policy
Development of Land which may be Subject to Instability
Disposal of Impounded Items
Disposal of Library Items
Disposal of Minor Assets
Disposal of Records
Distribution and Disposal of Mulch
Distribution of Income from the Reclassification and Sale of Community Land
Distribution of Plants
Distribution of Trees and Shrubs
Donated Library Material
Donation Requests
Environmental Risk Assessment of Industrial Premises – Auditing
Erection of a Fence
Evacuate Premises
Farmland Rating
Filming in the Illawarra
Fire Safety
Floral Emblem
Footpaths Mowing
Formal Adoption by Council of Exhibited Development Control Plans and LEPs
Formulation of Council Policies
Fraud Control
Full Monument – Wollongong Lawn Cemetery
Funding Allocation Process
Geotechnical Development Control Plan
Glass Free Areas
Grant of Drainage Easements through Council Land Classified Community
Hardship Assessment Framework
Holding of Cremated Remains
Housebound Library Service
Identification and Protection of Significant Trees and Vegetation Habitats
Illegal Articles on Roads and Footpaths
Indigent Burials and Cremations
Industrial Codes of Practice – Smash repair, Auto Dismantlers and Service Stations
Infants and Children's Section – Wollongong Lawn Cemetery
Informal Planning Conferences
Information Technology – Security
Information Technology Policy and Procedures
Installation of Solid Fuel Heaters
Insurance

Interest Payable – Default by Lessees and Licensees
Inter-Library Loans
Internet Strategy
Investment
Islamic Burials
Keeping of Animals or Birds
Keeping of Pigeons
Keira Village Park Plan of Management
Kerb and Guttering Construction
Kerbside House Numbering
Land Subject to Slip
Leases and Licences – Council Land and Buildings
Leave Premises or not to Enter Premises
Legal Costs Payable by Lessees and Licensees of Council Premises
legal Services to Council
Library Display Facilities
Library Meeting Rooms
Lighting Off Road Shared Pathways
Loans Limit for Library Books
local Ethnic Affairs Policy Statement
Local Studies Photographs
Lord mayor's Sport Recognition Awards
Low Profile Headstone Beam Section – Wollongong Lawn Cemetery
Mall Code
Management of Assets
Management of Council's Website
Media Protocol
Meetings – On Site and in House
Mini Bikes and Tail Bikes
Mobile Food Vans and Kiosks in Mall
Mobile Phones
Motor Vehicle Management
New Coal Washery Refuse in Subdivisions
New Positions
Non resident and Visitor Membership of the Library
Normal Distance – Kerb and Gutter Charge
Noxious Plants
On-Site Stormwater Detention Code
Outdoor Restaurant Liaison and Compliance
Outdoor Restaurants
Parking Infringement Notices
Parking Policy for Wollongong CBD Entertainment Users
Payment of Expenses and Provision of Facilities to Councillors
Payment of Fee to Deputy Lord Mayor or Acting Lord Mayor
Pensioner Rates
Pesticides Notification
Placement of Newspaper Advertisement on Behalf of Council
Playground Provision
Pram Ramps
Premises are Kept in a Safe or Healthy Condition
Preparation of Confidential and Strictly Confidential Reports
Presentations at Councillor Briefing Forums
Privacy Management Plan
Procedural Guidelines for Independent Chairpersons Conducting Public Hearings
Procurement Policy and Procedures
Property Addressing
Property Sales – Minor Matters
Protection of Public Land from Vehicular Vandalism
Public Access Forum
Public Access to Documents and Information
Public Art

Public Exhibition of Development Applications
Public Private Partnerships
Purchase and Sale of Properties by Council
Purchase Card
Rate Hardship
Rate Subsidy – Retirement Centres
Rates Debt Recovery
Reclassification and Sale of Community Land
Recovery of Council Property from Second-Hand Dealers and Pawnbrokers
Reduction or Waiver of Fees for Community Halls
Reference and Information Services
Remediation of Contaminated Land
Rentals – Illawarra Community Housing Trust Ltd
Replacement of Lost Library Books
Resource Allocation for Marketing Activities
Revitalisation of Port Kembla Village
Risk Management
Road Closure and Purchase Applications
Road Naming Policy
Russell Vale Golf Course Fees
Sale of Land for Unpaid Rates and Charges
Scarborough cemetery
School Use of Council Swimming Pools
Section 94A Development Contributions
Security – Council and Committee Meetings
Services for Older People
Shared Sports Fields
Signage to Enhance Community Safety
Sister City and Friendship City Relationships
Siting of Telecommunications and Radio Communication Facilities
Smoking in Council Buildings and Places of Work
Sponsorship of External Events and Activities
Stamp Duty – Liability for Payment
Subdivision Design Code
Surf Club Sponsorship Signage
Surveillance of Employees
Sustainability Policy
Tree Management Order
Urban Design Assessment Policy
Use of Aquatic Facilities
Use of Capacity in Bulk Mailing of Rate Notices
Use of Council equipment by Employees
Use of Human Waste Facility
Use, Re-Use and Reservation of Burial Sites
Valuations for the Sale of Council Land
Vehicular Crossings – Accredited and Authorised paving Contractors
Voluntary Workers – Provision for Division to Pay Financial Recompense
Waiver of Council Liability
Waste Collection and Disposal From Premises
Wollongong Flag

D General Publications

Management of Assets
Annual Report
Annual Financial Reports
Auditor's Report
Management Plan
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 2007 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
Hours: between 9.00 am and 5.00 pm weekdays

FREEDOM OF INFORMATION ACT 1989
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SUMMARY OF AFFAIRS
of the
WOOLLAHRA COUNCIL
(FOI AGENCY No. 2239)

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.
- 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.
- Access Development Control Plan.
- 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
- Child Care Centres DCP

c. Codes

- Landscape Code (11/7/88).
- Private Stormwater Code (1/2/90).
- 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).
- 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).
- Double Bay Strategic Plan (26/6/95)
- Amusement Centre Policy (1980)
- Unauthorised Uses, Buildings or Works (12/71999)
- Playground Policy (11/3/2002)
- Playground Strategy (11/3/2002)
- Community Partnership Program (26/8/2002)
- Community Services Policy (5/09/2005)
- Policy for the Sponsorship of Events & Activities (27/03/2006)
- Community Grants Policy (10/04/2006)
- Recreational Needs Assessment and Strategy 2006
- Policy & Guidelines for Communicating and Consulting with the Community (13/06/06)
- Community Cultural Relations Statement (14/08/06)
- Public Art Policy (9/10/06)
- Reconciliation Statement (13/11/06)

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
- Soil & Water Management 1998
- Significant Trees Register – July 1991
- Tree Preservation Order (2006)
- 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 2002-2007
- Conflict of Interest Policy
- Privacy Management Plan
- Committee Policies and Procedures
- Application Assessment Panel Policy and Procedures
- Woollahra Municipal Council Cultural Plan 2003
- Woollahra Ageing & Disability Services Strategy 2005
- Woollahra Children's Services Strategy 2005

f. Section 94 Contribution Plans

- Woollahra Section 94 Contribution Plan (2002)
- Royal Hospital for Women Section 94 Contribution Plan (9/2/98)

g. Section 94A Contributions Plan

- Woollahra Section 94A Development Contributions Plan 2005

h. 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, Yarranabbe Park and Plantation Reserve (2005)
- 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)
- Royal Hospital for Women Park (2004)

SECTION 2 – STATEMENT OF AFFAIRS

Council has published a Statement of Affairs as at June 2006.

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

or

PO Box 61
Double Bay NSW 1360

Telephone: (02) 9391-7000

Fax: (02) 9391-7044

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SUMMARY OF AFFAIRS
of the
WYONG SHIRE COUNCIL

The following is a list of the policy documents held by the Council of the Shire of Wyong. These documents may be inspected at Council's Civic Centre, Hely Street, Wyong, between the hours of 8.30 am and 4.30 pm from Monday to Friday, (excepting public holidays), by arrangement with the nominated officer, or by enquiring at the Customer Services Counter. It is strongly suggested that an appointment be made beforehand. Enquiries can also be made at the Tuggerah Information Centre situated in the Westfield Shopping Centre, or at the branch offices located in The Entrance Road, The Entrance, and at the Lakehaven Shopping Centre. Telephone enquiries should be directed to the Public Officer on 02 4350 5306.

POLICY DOCUMENT	*CONTACT OFFICER*
Code of Conduct	Manager, Corporate and Administrative Services
Equal Employment Opportunities Management Plan	Personnel and Industrial Relations Officer
Policy – Councillor Expenses	Manager, Corporate and Administrative Services
Local policies concerning approvals and orders	Team Leader – Information and Administration – Shire Planning
Code of Meeting Practice	Manager, Corporate and Administrative Services
Plans of management for community land	Team leader – Information and Administration – Shire Planning
Environmental planning instruments and development control plans	Manager, Development Assessment
Register of delegations	Manager, Corporate and Administrative Services
Manual of Standard Procedures	Manager, Corporate and Administrative Services
Procedure for Protected Disclosures – Internal Reporting Policy	Director, Corporate Services
Procedure for Engagement and Management of Consultants and Professional Service Contractors	Director, Corporate Services
Procedure for Opening and Calling Tenders	Manager, Corporate and Administrative Services
Personnel Policy, Procedures and Practices Manual	Manager, Staff Services
Development Contributions Plan	Contributions Officer
Policy Manual	Manager, Corporate and Administrative Services
Procedure for Use of Council Seal	Manager, Corporate and Administrative Services
Provision of Information between Councillors and Staff	Manager, Corporate and Administrative Services
Purchasing Manual	Supply Manager
Business papers and minutes of council and committee meetings open to the public	Manager, Corporate and Administrative Services
Regional environmental plans	Director, Shire Planning
Management Plan 2007/2008	Finance Manager
Local environmental plans	Director, Shire Planning
Environmental impact studies	Manager, Development Services
Development applications	Customer Service Officer
Register of development consents	Customer Service Officer
Building approval list	Customer Service Officer
Register of building certificates	Team Leader – Information and Administration – Shire Planning

Privacy Management Plan and codes of practice	Public Officer
Records of approvals granted and the result of appeals against approvals/refusals of applications	Team Leader – Information and Administration – Shire Planning
Annual financial reports of Council	Finance Manager
Annual reports of organisations undertaking functions delegated by Council	Public Officer
Returns of donations made to candidates for election to council	Director, Corporate Services
Notices of property transfer	Customer Service Officer
Valuation records	Finance Manager
Auditor's reports	Finance Manager
Register of investments	Finance Manager
Local government inspectors' reports	Director, Corporate and Community Services
Disclosures of interests by councillors and designated staff	Manager, Corporate and Administrative Services
Annual reports of council	Manager, Corporate and Administrative Services
Council's land register	Property Manager
Plans of land to be compulsorily acquired by Council	Property Manager
Leases and licences for use of community land	Property Manager
Stormwater Management Plan	Manager, Natural Resources
State of the Environment Reports	Manager, Natural Resources
Flood studies	Design Engineer (Flooding)

Copies of the documents listed above may be obtained by contacting the Public Officer by telephone on 02 4350 5306, by fax on 02 4351 2098 or by e-mail at "wsc@wyong.nsw.gov.au". Apart from hard-copy access, many documents are also available free of charge on Council's website at "www.wyong.nsw.gov.au".

Apart from access to the above-listed public documentation, there are other procedures that might allow public access to records that are not classified as public documents. Section 12(6) of the Local Government Act requires that access to other documents be permitted, unless they are exempt by provisions contained in Section 12(7), or unless there are overriding public interest issues involved. In addition, the Freedom of Information Act 1989, applies to local authorities, and this means that access is to be granted to other documentation concerning the affairs of individuals, organisations, companies and the council itself, unless those documents are determined by Schedule 1 to that act to be exempt from public access.

Notwithstanding legislative public access provisions, access to certain material might be denied by virtue of the requirements of the Privacy and Personal Information Protection Act 1998, or the Health Records and Information Privacy Act 2002.

The following are the charges applied by Council for the re-production of "documents" (inclusive of GST):

Hard copy to hard copy	$0.60
Microfiche/film to hard copy	$0.20
Electronic to hard copy	$0.20
Electronic to disk	$30.00
Audio tape to audio tape	$30.00
Video cassette to video cassette	$70.00

A statement of affairs of the Wyong Council for the twelve months to June 30, 2007, has been published outlining the structure of council, the decision-making process and how the public may partake in that process, and elaborating on the central policy documentation that may be accessed. A copy of the document may be obtained free of charge by writing to the General Manager, Wyong Council, PO Box 20, Wyong, 2259, by telephoning the Public Officer on 02 4350 5306, or by e-mail to "wsc@wyong.nsw.gov.au".

K YATES
General Manager

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SUMMARY OF AFFAIRS
of the
YASS VALLEY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Yass Valley Council has the following documents available for inspection or purchase:

- The Council's Code of Conduct
- The Council's Code of Meeting Practice
- 2005/2006 Annual Report
- Annual Financial Reports
- Auditor's Report
- 2006/2007 – 2008/09 Management Plan
- 2006-2011 Community Plan
- The Council's 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
- 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 the Local Government Act
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- Equal Employment Opportunity Management Plan
- Disaster Plan
- Personnel Policy Register
- Council's Policy Register
- Pricing Policy
- Internal Reporting Policy
- Council's Code Register
- Plans of Management for Community Land -
  (a) General Community Use Areas
  (b) Parks
  (c) Sports grounds
  (d) Natural Areas
- State of the Environment Report
- Subdivision Code
- Tree Preservation Order
- Section 94 of the Local Government Act Contribution Plan
- Register of Delegations
- Disabled Access Policy
- Private Use of Council Vehicles Policy
- 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 (NSW)*
- Environmental planning instruments, development control plans and contributions plans made under the Environmental Planning and Assessment Act applying to land within the Council's area
- 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 land proposed to be compulsorily acquired by the Council

- The register of graffiti removal work kept in accordance with section 67C of the Local Government Act
- The Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act
- All files and other documents of a non-confidential nature

SECTION 2 – STATEMENT OF AFFAIRS:

Yass Valley Council's most recent Statement of Affairs has been prepared to 30 December 2006.

SECTION 3 – CONTACT ARRANGEMENTS:

Requests for access to documents held by Yass Valley Council and subject to the Freedom of Information Act 1989 and the Privacy and Personal Information Protection Act must be made by written application and accompanied by a fee of $30.00.

The application should be directed to:

The FOI Coordinator
Yass Valley Council
PO Box 6
YASS NSW 2582

Council documents may be inspected and/or purchased at Yass Valley Council, 209 Comur Street, Yass between 8.30am to 5.00pm Monday to Friday.

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SUMMARY OF AFFAIRS

of the

YOUNG SHIRE COUNCIL

SECTION 1 -- POLICY DOCUMENTS

Subject to the Freedom of Information Act 1989 and Section 12 of the *Local Government Act 1993,* Young Shire Council holds the following documents which may be accessed for inspection.

- The Council's Code of Conduct
- The Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- The Council's 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 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 not including Minutes of a meeting of any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Any codes referred to in the *Local Government Act 1993*
- Register of delegates
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- 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
- 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*
- All files and other documents of a non-confidential nature

SECTION 2 – STATEMENT OF AFFAIRS

Not applicable.

SECTION 3 – FREEDOM OF INFORMATION PROCEDURES AND CONTACT PROCEDURES

Public access to documents held by Young Shire Council will be subject to the Freedom of Information Act 1989 or Section 12 of the Local Government Act 1993 and confidentiality restrictions imposed by Council. The latter restrictions will only be applied where the request for information is deemed to compromise issues of privacy, commercial or legal considerations.

Access to documents held by Young Shire Council and subject to the Freedom of Information Act must be made by written application accompanied by a fee of $30.00.

The application should be directed to:

The FOI Co-Ordinator
Young Shire Council
Locked Bag 5
Young NSW 2594

Prior to making an application it is suggested that the applicant contact Council's FOI Officer on (02) 6382 1688 as some information may be provided as part of a free community service.

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