



Government Gazette

OF THE STATE OF
NEW SOUTH WALES

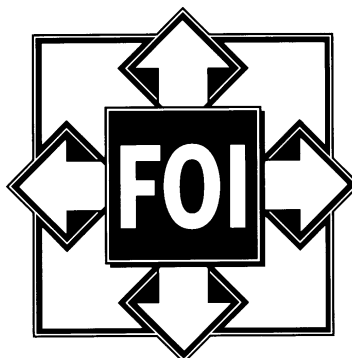
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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 2

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

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

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

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FREEDOM OF INFORMATION ACT 1989
Section 14 (1)(b) and (3)
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF CORRECTIVE SERVICES
(Includes the Parole Board
and
the Serious Offenders Review Council)

Under the terms of section 14(1)(b) and (3) of the Freedom of Information Act 1989, the Department of Corrective Services is required to publish an up-to-date Summary of Affairs at six-monthly intervals. The information contained in this Summary of Affairs is correct as at June 2003.

SECTION 1 - POLICY DOCUMENTS

Section 15(1)(c) of the Freedom of Information Act 1989 requires the Department to make each of its policy documents available for inspection and purchase by members of the public. Section 15(2) allows the Department to delete from a policy document information that would, if included, cause the document to be an exempt document. Where no price is shown, the policy document is a free publication. Documents with an asterisk next to them are available on the internet. The Department's website address is: www.dcs.gov.au

Adult Education and Vocational Training Institute

- AEVTI Management and Procedural Guidelines
- AEVTI Procedures Manual 2002

Alcohol and Other Drugs/HIV & Health Promotion Unit

- AIDS Training Program Leaders Guide & Participants Manual
- Communicable Diseases in Prison Procedures/Management Policies (\$25.00 per copy)
- HIV/AIDS, Communicable Diseases and Health Promotion Policies, Procedures and Management Guidelines
- Inmate HIV & Health Promotion Peer Support Program

Chaplaincy Services

- Chaplaincy Manual
- Mission Statement
- Role and Resourcing of Prison Chaplaincy

Corporate Strategy

- Annual Report (not for sale; freely accessible via Internet on <http://www.dcs.nsw.gov.au>) *
- Corporate Plan (\$5.00 per copy) *
- Strategic Plan (\$5.00 per copy)

Corporate Legislation and Parliamentary Support

- Operations Delegations (\$5.00 per copy)
- Financial Delegations (\$5.00 per copy)

Corporate Media and Community Relations

- DOCS Media Policy (\$5.00 per copy)

Corporate Research, Evaluation and Statistics

- Research program

Corrective Services Industries

- Corrective Services Industries Business Plan 2002/2003 (\$2.75 per copy)
- CSI Business Case
- CSI and Competitive Neutrality (\$11.00 per copy)
- CSI in Focus
- CSI and Other Businesses Brochure
- CSI Working Future Kit - featuring video of Correctional Industries in operation (available on loan)

Disability Services Unit

- Disability Action Plan 2000-2002

Ethnic Affairs Unit

- Ethnic Affairs Priorities Statement *

Finance & Asset Management

- Property Policies & Procedures
- Project Management Manual
- Accounting Manual
- Chart of Accounts
- Corporate Credit Card Policy
- Procurement & Materials Management Manual
- Procurement Procedures
- Service Delivery and Asset Strategy
- Transport Policy and Procedures
- RCH Parking Procedure Manual
- Official & Semi-Official Telephone, Mobile Phone & Pager Procedure
- Fixed Asset Policy
- Accounts Receivable - Debt Recovery Policy
- engagement of Consultants/Contracted Employees Policy & Procedures

Freedom of Information & Privacy Unit

- FOI & PPIPA Applicants - Proof of Identity *
- Public Access to Records, Documents & Personal Information *

Human Resources Management Branch

- Aboriginal Employment & Career Strategy 2002-2005
- Criminal Record Check - Pre-employment guidelines for applicants with criminal records (\$3.60 per copy)
- EEO Management Plan (\$2.50 per copy)
- EEO Report 2001/2002 (\$2.50 per copy)
- The Career Choice for Your Future: a career with the Department of Corrective Services
- Occupational Health and Safety Policy (\$1.20 per copy)
- Occupational Health and Safety Manual (\$25.00 per copy)
- Pregnant Officer Kit (\$10.00 per copy)
Correctional Officer Re-employment Policy
- Secondary Employment Policy - guidelines for departmental employees with second jobs (\$4.00 per copy)
- Uniform Dress Manual

Indigenous Services Unit

- Indigenous Offenders Action Plan Stages 1 & 2 1996-1998 (concise version)

Information Management Branch

- Information Security Policy (2001)
- Internet and E-mail Policy (2001)
- Information Ownership and Classification Policy (2001)

Inmate Classification & Case Management Branch

- Inmate Case Management Policies
- Inmate Classification and Case Management Procedures Manual (\$25.00 per copy)
- Managing Young Adults in NSW Correctional Centres
- Aboriginal and Torres Strait Islander Inmate Handbook *
- Inmate Handbook

Legal Branch

- Section 1.9, "Subpoenas", contained in the Legal Branch Policy & Procedures Manual

Operations Branch

- NSW Corrective Services Operations Procedures Manual - contains policies and procedures relating to the management of correctional centres and inmates. CD ROM (\$10.00 per copy)

Operations Procedures Manual - full and partial deletions

Full deletions

6.3	Escorts from Correctional Centre to Correctional Centre
6.4.1.2	Number of Escorting Officers
6.4.2	While on Medical Escort
6.6	Movement of Extreme and Moderate High Security Inmates
6.7	Costed Escorts
6.8.1	Escorts to Private Medical Practitioners
6.9	Police Escorts
6.10.10	Handcuffing of Inmates
6.10.12	Firearms on Escorts
6.10.13	Use of Toilets on Escorts
7.7	Inmates Access to Private Medical Practitioners
10.1	Medical Attention
10.1.20	Cell Allocation
10.2.6	Inmate Identification Cards and Cell Cards
10.2.8	Gaol Issue Clothing at Initial Reception
10.2.8.5	Reception - Personal Hygiene Items
12.23.4	Basic Security
12.23.5	Delegations
12.23.6	Storage and Maintenance
12.24.12	Armoury Key Control
13.18	Annexure

Partial deletions

6.4.1.5	Firearms
6.4.2.1	Degree of Supervision by Escorting Officers

6.4.2.2	Use of Toilets by Inmate Patients
6.4.3	Security and General Conduct on Medical Escorts
6.4.3.1	Handcuffing of Inmate Patients
6.4.3.5	Protocol Conflict
6.6	Movement of Extreme and Moderate High Security Inmates
6.8.2	Funeral Escorts
6.8.5	Air Escorts
6.8.6	Inmates Appearing before the Parole Board in Hospital Road, Sydney
6.10.5	Escort Security
7.16	Compassionate Leave
13.7.2	The Governor/Most Senior Custodial Officer in Charge of the Correctional Centre

Periodic Detention Administration Branch

- Periodic Detention Policy and Procedures Manual (\$100.00 per copy)

Probation and Parole Service

- Community Service Orders Manual (\$100.00 per copy)
(this document is currently being updated and reprinted)
- Parole Service Policy and Procedures Manual (\$100.00 per copy)
- Probation Service Guide (\$100.00 per copy)
(this document is currently being updated and reprinted)

Probity and Performance Management Division

- Code of Conduct and Ethics
- Protected Disclosures Policy
- Management of Professional Conduct Policy
- Commissioner's Instruction 01/2001 - Preparation of Reports on Offenders

Psychology Services

- Psychologists in Correctional Centres (what to expect from the psychology service in your institution)
- Psychology Policy and Procedures Manual

Records Unit

- Functional Records Disposal Schedule
- Notification of an Access Direction

Restorative Justice Unit

- Are you a Victim of Crime (\$0.50 each)
- You Can Make a Difference (\$0.50 each)
- Victim-Offender Family Group Conferencing Manual (\$0.40 per page)
- Submissions Concerning Offenders in Custody - Information Package
- Restorative Justice Unit - Working with Victims of Crime, Offenders and the Community for Reconciliation and Healing (\$0.40 each)
- What is Community Conference? - Information for Participants (\$0.40 each)
- Restorative Justice - Frequently Asked Questions (\$0.40 each) *
- Victims Register (\$0.40 each) *
- Restorative Justice for Victims of Crime video (\$15.00 each)
This video is available for viewing at the Restorative Justice Unit
- Restorative Justice - Offenders Version video (\$15.00 each)
This video is available for viewing at the Restorative Justice Unit

Security and Investigations Branch

- Fire Safety Manual - Guidelines for Managing the Fire Safety Function (\$10.00 per copy)

Sex Offender Programs

- Guidelines for the Protection of Victims of Abuse and the Management of Sex Offenders October 1997 (\$0.45 per page)

Strategy & Policy Unit

- Interim Guidelines and Procedures in Relation to Child Visits (Pilot) (Sections 7.2 and 7.3 are deleted)
- Community Funding Program - Expression of Interest Information and Submission Package (2002/03-2004/05)
- Victims of Violent Crimes Grants Program *

Throughcare and E-Case Management

- Throughcare Strategic Framework 2002-2005

Welfare Services

- Funeral assistance
- Travel assistance for Families Visiting Inmates

Women's Services Unit

- Bolwara House Transitional Centre Management Plan
- Female Specific Classification Policy - Operational Framework and Procedures
- Management Plan, Grafton Women's Facility (June Baker Unit)
- Management Plan for Jacaranda Cottages of the Emu Plains Correctional Centre
- Management Plan for Stage Two of the Emu Plains Correctional Centre
- Parramatta Transitional Centre Management Plan
- The Mother's and Children's Programme Policy
- Women's Action Plan
- Women's Action Plan 2

SECTION 2 - STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Department of Corrective Services was published in the Department's 2001-2002 Annual Report. The Annual Report is available on the Department's website: www.dcs.gov.au

SECTION 3 - FREEDOM OF INFORMATION PROCEDURES AND POINTS OF CONTACT**How to inspect or obtain the documents listed in section 1**

The documents listed in section 1 can be inspected or obtained by contacting the relevant listed section. The sections can be contacted through the Department's switchboard on telephone number (02) 9289 1333. The Operations Procedures Manual and the Inmate Classification and Case Management Procedures Manual can be purchased from the Freedom of Information & Privacy Unit (FOI&P Unit). Documents with an asterisk next to them are available on the internet. The Department's website address is: www.dcs.gov.au

Applications under the Freedom of Information Act 1989 for documents

Any person may request to gain access to Departmental documents, other than those listed above, by submitting an application under the Freedom of Information Act 1989 (FOI Act). The application is available on the Department's website: www.dcs.gov.au

The address and telephone number of the Manager, Freedom of Information & Privacy Unit, to whom all applications under the FOI Act must be sent, is:

Manager
Freedom of Information & Privacy Unit
Level 11, Roden Cutler House
24 Campbell Street
SYDNEY NSW 2000
Phone: 9289 1067

The Freedom of Information & Privacy Unit is open from 8.30 am to 4.30 pm Monday to Friday.

FEES

Applications for access to documents under the Freedom of Information Act 1989 must be in writing, accompanied by an application fee and directed to the Manager, Freedom of Information & Privacy Unit. In some cases proof of identity will be required. Application fees and processing charges are as follows:

Personal Applications	\$20.00* application fee + \$30.00* per hour processing charge after first 20 hours
Non-Personal Applications	\$20.00* application fee + \$30.00* per hour processing charge
Internal Review **	\$20.00* application fee
Amendment of Records **	Nil

* 50% reduction in cases of financial hardship and public interest requests

** Refunds of personal and internal review application fees may apply as a result of successful internal reviews and subsequent successful applications for amendment of records.

FREEDOM OF INFORMATION ACT, 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
MINISTRY OF TRANSPORT
(Formerly known as the Department of Transport or
Transport Co-ordination Authority)
(F.O.I. Agency No: 20)
AIR TRANSPORT COUNCIL
(F.O.I. Agency No: 1629)

SECTION 1 - POLICY DOCUMENTS

Accessible Transport Action Plan for NSW Transport Agencies
Accreditation Standards for Long Distance Tourist and Charter Bus Service Operators
Accreditation Standards for Operators of Four Wheel Drive Tour Vehicles
Accreditation Standards for Regular Passenger Bus Service Operators
Accreditation Standards for Regular Public Passenger Service Ferry Operators
Accreditation Standards for Restricted Long Distance, Tourist and Charter Services
Application for NSW Air Transport Licence - Air Charter Services
Application for NSW Air Transport Licence - Inclusive Tour Charter
Application for NSW Air Transport Licence - Regular Public Transport Services (Regulated Route)
Application for NSW Air Transport Licence - Regular Public Transport Services (Open Route)
Authorisation Standards for Taxi Drivers
Authorised Taxi Industry Enforcement Officers:
 (a) Delegation of Power - Discussion Paper
 (b) Appointment Documents & Identification
 (c) List of Offences
Authorised Taxi Inspection Stations: Manual of Inspection Standards for Taxi Cabs
Best Practice Guidelines for NSW Public Transport Signage and Information Systems (November 2000)
Bus Passenger Shelter Design Guide - (Jan 1999)
Bus Passenger Shelter Design Guide (October 1999)
Bus Users in Sydney
Code of Practice - Surveillance cameras in buses
Commercial Services Contract (Bus)
Country Passenger Transport Infrastructure Grants Scheme - Guidelines and Application
Driver Authority - Medical Assessment Guidelines (March 1999)
Driver Authority (Bus Services) Procedures 2002
Financial Accountability Standards (Community Transport)
Guidelines for Coordinating Agencies involved with a fire on a Vessel (Marine)
Guidelines for Determining the Safety of a Walking Route to School
Guidelines for Managing School Student Behaviour on School Buses - a Code of Conduct for students and procedures for bus drivers, operators, school principals and parents/carers
Guidelines for Mining Coal Under or Near Railways
Guidelines for the Provision of Transport for Work Related Purposes (Community Transport)
Guidelines for the use of security cameras in taxis

Guidelines to Assess a Request for a Place of Refuge (Marine)
Half Fare Concession Scheme - Operating Guide
Half Fare Concession Scheme - Return Processing Guide
Implementing the Performance Assessment Regime - Discussion Paper No. 2 (October 2000)
Interchange Design Guidelines Draft - (August 2000)
Introducing the Rail Safety Act 2002
Lord Howe Island Information Booklet (Marine)
Lord Howe Island Marine Oil and Chemical Spill Contingency Plan (Marine)
Minimum Performance Specification - Security monitoring system for taxis
Minimum Performance Specification - Surveillance cameras in buses
Minimum Requirements for Lighting Installations for Transport Interchange Projects (October 1999)
Minimum Service Levels Policy - Metropolitan Areas
Minimum Service Levels Policy - Non-urban Areas
Motor Cycle Operator Accreditation Standards for Tourist Services
Multiple Hiring of Taxis
National Guidelines for Rail Safety Accreditation Applications
New South Wales Rail Access Regime
NSW Department of Transport Privacy Management Plan
NSW Intrastate Air Services: New Licensing and Administration Arrangements (August 1998)
NSW Marine Oil Spill Contingency Plan (Marine)
Non Commercial Services Contract (Bus)
Operator Accreditation Standards for Community Transport Services
Performance Assessment Regime for Commercial Bus Contracts in NSW (Sept 1998)
Policy on the Disposal of Surplus Rolling Stock
Private Hire Vehicle Driver - Authorisation Standards
Private Hire Vehicle Services - Operator Accreditation
Private Hire Vehicles - Vehicle Standards
PriceWaterHouseCoopers Review of the School Student Transport Scheme (January 2001)
Procedures Manuals for Licensing, Accreditation & Compliance in respect of taxis and private hire vehicles
Procedures to be followed when a Discharge of oil or a Noxious Liquid Substance occurs in NSW State Waters (Marine)
Protocol for Fire and Life Safety - Heavy Rail Project Tunnels
Public Passenger Vehicle Driver - Medical Guidelines
Recognition - Interstate driving qualifications (Sep 2000)
School Student Transport Scheme brochure for parents
School Student Transport Scheme Policy Manual 2002
School Student Transport Scheme Manual for Bus Operators September 2002
School Student Transport Scheme Manual for Schools November 2002
Taxi Operator Accreditation:
(a) Taxi Operator - Accreditation Standards
(b) Application package - Taxi Cab Operators
(c) Application Package - Taxi Cab Licence Holders (Non-Operator)
Taxi Radio Network Interim Authorisation:
(a) Interim Standards
(b) Lost Property Procedures
(c) Vehicle Cost Recovery and Replacement (Community Transport)
Training Code for Marine Pilots Exempt Masters (Marine)
Transport Services Functional Area Supporting Plan 1999

SECTION 2 - STATEMENT OF AFFAIRS

The most recent Statement of Affairs for the Ministry of Transport was included in the 2001/2002 Annual Report of the former Department of Transport. This can also be viewed at the State Library of New South Wales or alternatively on the Ministry's web site: www.transport.nsw.gov.au.

SECTION 3 - CONTACT ARRANGEMENTS

Enquiries concerning the Ministry of Transport's Statement of Affairs, Summary of Affairs, the inspection and purchase of policy documents, and making a Freedom of Information or Privacy applications should be made during office hours to:

Freedom of Information Coordinator
Ministry of Transport
GPO Box 1620
SYDNEY NSW 2001
Telephone (02) 9268 2221
Fax: (02) 9268 2917
E-mail: mail@transport.nsw.gov.au

Enquires concerning the procedures for inspecting and obtaining documents from the Air Transport Council should be made to this address.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
NEW SOUTH WALES MEDICAL BOARD

SECTION 1 - POLICY DOCUMENTS

The majority of the Medical Board's Policy is embodied in the relevant legislation, namely the Medical Practice Act, 1992 and Regulations.

In addition, the following Policy Documents and Publications are available under the following groupings:

1. Performance, Conduct and Health (PCH)
2. Performance (P)
3. Conduct (C)
4. Health (H)
5. Administration (A)
6. Registration (R)

1. Performance, Conduct and Health (PCH)

Registration in other Jurisdictions	PCH3.1
Transfer of Matters from Conduct to Health	PCH4.1
Medical Practitioners treating relatives and self	PCH5.1
Conflict of interest and pecuniary interest	PCH6.1
Selection & Responsibilities of Supervisor	PCH7.1
Code of Practice for Hearing Members	PCH8.1

2. Performance (P)

(Under development)

3. Conduct (C)

Breaches of the Health Insurance Act	C1.1
Complaints	C2.1
Counselling - Referral to Counselling	C3.2
Expert Reviewers	C4.1
Medical Certificates	C5.1
Medico-legal Consultations and Examinations	C6.1
Payment of Fees	C7.1
Professional Standards Committee	C8.1
Provision of Information to the HCCC	C9.1
Referral of Matters to the Board under s.26 of the Health Care Complaints Act	C10.1
Sexual Misconduct	C11.1
Voluntary Withdrawal from the Register	C12.1

Practitioner Leaves the Practice or is not Practicing	C14.1
Mandating the Use of Chaperones	C13.1
Reconsultation with HCCC on Disciplinary Hearing Referrals	C16.1
Suppression Orders by Professional Standards Committees	C15.1

4. Health (H)

Board-Nominated Practitioners	H1.1
Board Review Interviews	H2.1
Carbohydrate Deficient Transferrin (CDT)	H3.2
Blood Borne Viruses	H4.1
Medical Students	H5.1
Urine Drug Testing	H6.2
Withdrawal of Schedule 8 Drug Authority	H7.1
Schedule 8 Prescribing Authority	H8.1

5. Administration (A)

Privacy Statement	A12.1
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6. Registration (R)

Academic Appointments	R1.1
Additional Qualifications	R2.1
Area of Need (a) Non-specialist Positions	R3.3a
(b) Specialist Positions	R3.3b
Australian Medical Council Graduates	R4.1
Eminent Practitioners	R5.1
General Registration	R6.1
Internship	R7.1
Locum	R8.1
Medical Exchange Program	R9.1
Mutual Recognition	R10.1
Overseas Trained Specialists	R11.1
Postgraduate Training	R12.3
Re-registration	R13.2
Rhodes Scholars	R14.1
Temporary Registration in the Public Interest	R15.1
Visiting Sporting Teams	R17.1
Waiver of Annual Registration Fee	R18.1
Register - contents of	R19.1
Certificates of Good Standing	R20.1
Restoration to the Register	R21.1
Registration of Medical Students	R22.1

SECTION 2 - STATEMENT OF AFFAIRS

The Medical Board has published Statements of Affairs on each of the following.

- (a) Medical Board
- (b) Medical Tribunal
- (c) Professional Standards Committees
- (d) Impaired Registrants Panels
- (e) Performance Review Panels

SECTION 3 - CONTACT ARRANGEMENTS

- (a) Statements of Affairs and Policy Documents may be obtained from:

New South Wales Medical Board Building
off Punt Road
Gladesville NSW

9.00am - 5.00pm normal business days

- (b) Written requests for copies of these documents should be directed to:

Freedom of Information Officer
New South Wales Medical Board
PO Box 104
Gladesville NSW 1675

- (c) Inquiries:

Telephone: 02 9879 6799

Facsimile: 02 9816 5307

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****NSW MINISTRY FOR THE ARTS****(FOI Agency No. 1664)****January to June 2003****SECTION 1 - POLICY DOCUMENTS****General publications**

- Annual Report 2001-02

Arts and Cultural Policy

- Cultural Grants Guidelines 2004 and Fellowships, Scholarships and Awards 2003-2004 (issued by the NSW Arts Advisory Council)
- Constitution and Guidelines of the NSW Arts Advisory Council
- Code of Conduct for the NSW Arts Advisory Council
- Premier's Literary Awards 2003 - guidelines
- Premier's History Awards 2003 - guidelines
- Cultural Accord - Memorandum of Understanding 2002-2005 (between the NSW Ministry for the Arts and the Local Government and Shires Associations of NSW)
- Review of Regional Arts Development in NSW
- The Arts and Cultural Diversity - Principles for multicultural arts support
- Principles for regional programs by State Government cultural institutions (NSW Arts Advisory Council - NSW Ministry for the Arts)
- Exhibitions Indemnification Scheme
- Indigenous Arts Policy
- Indigenous Arts Protocol - A Guide (issued by the Indigenous Arts Reference Group)
- A Strategy for the Arts in Western Sydney, November 1999 (issued in conjunction with the NSW Government's Office of Western Sydney)

Management Practices and Policy

- Code of Conduct
- Our Customer Service in Focus
- Aboriginal Employment Equity Plan
- Ethnic Affairs Priorities Statement
- Grievance and Dispute Resolution Policy and Procedures
- Complaint Handling System
- Harassment Management Policy
- Protected Disclosures Policy - Internal Reporting
- Disability Action Plan
- Privacy Management Plan
- Waste Recycling and Purchasing Plan
- Corruption Prevention Policy and Procedures

- Computer Network Security Policy and Procedures
- Information Technology Strategic Plan
- Records Management Policy
- Internet Protocol

SECTION 2 - STATEMENT OF AFFAIRS

The Ministry for the Arts Statement of Affairs is available free of charge from the Ministry between the hours of 8.30am and 5.30pm Monday to Friday. Prior arrangements should be made with the FOI Co-ordinator, listed in Section 3. A copy of the Ministry's most recent Statement of Affairs is published in the 2000/01 annual report.

SECTION 3 - CONTACT ARRANGEMENTS

Requests for Ministry for the Arts records or documents under the Freedom of Information Act 1989 should be directed to:

Mr Warwick Mundy
Freedom of Information Co-ordinator
Level 9, St James Centre
111 Elizabeth Street
SYDNEY NSW 2000
9228 4599 (tel)
9228 4722 (fax)

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of****NEW SOUTH WALES POLICE****(F.O.I. Agency No. 16)****1 January, 2003 - 30 June, 2003****SECTION 1 POLICY DOCUMENTS****Corporate Policies**

- Business Planning Policy and Guidelines
- Business Planning Process
- Command Management Framework
- Commissioners Policy - Uniform Guidelines for Security Industry
- Corporate Governance Policy Statement
- Corporate Plan 1998-2001
- Destruction of Criminal Records & Spent Convictions Policy
- External Client On-Line Access Policy
- Fraud Prevention Guidelines
- Guide to Conducting a Launch
- Information Management Responsibilities
- Media Policy
- NSW Police Guidelines for Drafting Policy Documents 2002-2006
- NSW Police Guidelines for the Development of Policy
- NSW Police Regulation 2000 Confidential Information
- Overseas Travel Approval Form
- Overseas Travel Approval Form Guidelines
- Policy on Release of Staff for Transfer to Vacancies
- Political Affiliations
- Privacy Code of Practice
- Research Policy & Protocols
- Safe Driving Policy
- Spokespersons Program: Policy and Procedures
- Sponsorship & Endorsement Policy

Human Resource Services Policy & Procedures

- Aboriginal Employment Strategy 2003 - 2005
- Anthrax - Powders or Substances Found in Suspicious Circumstances
- Code of Conduct and Ethics
- Code of Practice - Drug & Alcohol Counsellors
- Community Language Allowance Scheme
- Complaints and Management Reform Kit
- Conditions of Employment - Administrative Officer
- Criminal Record Checks
- Cultural Diversity
- Delegations (Human Resources)
- Disability Action Plan
- Discipline - Administrative Officer
- Disclosure Of Home Address
- Drug & Alcohol Policy
- Employee Management Policy

- Equal Employment Opportunity
- Establishing a New Business Unit Checklist of Procedures
- Ethnic Affairs Priorities Statement
- Excess Officers
- FAQs
- Family & Community Services and Carer's Leave
- First Response Policing Arrangements
- Flexible Rostering - Administrative Officers and Ministerial Employees
- Flexible Rostering (Police Only)
- Flexible Work Practices
- Flexitime Agreement
- Gender Based and Sexual Harassment Policy
- Health and Fitness
- Human Resource Management Teams
- Hurt On Duty
- Induction - Administrative Officer
- Infectious Disease Control Policy
- Injury Management
- Internal Police Complaints - Guidelines for Commanders and Managers
- Internal Witness Policy
- International (in-bound) Secondment Guidelines
- Job Stream Details
- Medical Discharge
- Medical Retirements - Administrative Officers - Last day of Service
- Needle Stick Injuries
- NSW Police Service Employees Personal Files - Policy
- NSW Police Service Senior Executive Service
- Overstrength Positions
- Parental Leave Policy
- Percentage Occupancy Rates of Police Positions on SAP
- Performance Management Level 1
- Performance Management - Remedial
- Personnel Handbook
- Police Chaplaincy Policy
- Police Leave Conditions
- Police Promotional Appeals
- Police Provident Fund
- Policy on Release of Staff for Transfer to Vacancies
- Pregnancy Procedures
- Professional Standards Action Plan - HRS
- Psychological Wellbeing Of Staff
- Rail Passes- Home & Duty
- Rehabilitation
- Remedial Performance Procedures
- Restricted Duties Policy for Police
- Secondary Employment
- Sick Leave Policy
- Special Sick Leave - Guidelines & Procedures
- Study Leave
- Suspension of Police - Policy & Guidelines
- Temporary Appointment Policy and Guidelines
- Term of Office of Non-Executive Commissioned Police Officers - Fixed Term Appointment Policy
- Transfer Policy and Procedures
- Travel Policy
- Work Experience
- Working From Home

Information Technology Policies

- Business System Sponsor Guidelines
- Code of Best Practice for Information Management

- Computer Access Audits - Guidelines
- Computing Network Policy
- Data Sanitisation
- Dial Connect Mainframe - Security Policy
- E-Mail Policy Guidelines
- E-Mail Policy Statement
- MEMO Access
- Enduser Policy & Procedures Guide
- Information Management Policies & Procedures
- Information Management Responsibilities
- Internet Users Policy
- IT Leasing Policy
- Laptop Security
- LAN Security Requirements
- Mobile Data Terminals
- Network Security
- PC Security
- Security Consideration for Applications
- Security Practices (IT)
- Software Policy
- Working From Home - Computer Security

Procedures:

- COPS Audit User Guide
- COPS Statewide Audit User Guide

Operational Policing

- Adult Sexual Assault - Policy & SOPs
- ATSI Status COPS recording
- Bicycle Patrol Operations
- Business Watch Guidelines
- Bushfire Investigations (Operation Tronto 2) SOPs
- Bushfire SOP - deposited Cigarette Butts
- Cannabis Cautioning Scheme Guidelines
- CCTV - Development and Use of
- CCTV - NSW Government Policy Statement and Guidelines for the Establishment and Implementation of
- Child Protection Procedures
- Code of Practice CRIME
- Command Management Framework
- Country of Birth COPS recording
- Department of Immigration and Multicultural and Indigenous Affairs
- Digital Speedometers
- Domestic Violence & SOPs
- Drug Overdoes Guidelines
- Duty Officers Manual
- Duty Officer Statement
- DVLOs - Guidelines for using COPS
- Employer Communication Devices
- Ethnic Affairs Priorities Statement
- Guidelines for Investigating Major Crime
- Guidelines For The Investigation Of Deaths In Custody - Correctional Centres
- Guidelines for the Management and Investigation of Critical Incidents
- Guidelines for Police Interviewing People With Impaired Intellectual Functioning
- Handbook
- Hunter District Disaster Plan (DISPLAN)
- Incident & Emergency SOPs
- Informant Management Manual
- Information Guide - Request for Telecommunications Info
- Innocence Panel Applications
- Investigation Services SOPs

- Investigation Sops
- Investigators Guide to Physical Evidence
- Lesbian & Gay Policy
- MERIT Guidelines
- Methadone And Other Pharmacotherapies Information For Police
- Missing Persons Policies & Procedures
- Neighbourhood Watch Guidelines
- Offender Photograph Standard Operating Procedures
- PACT Guidelines
- Pawnbroker and Second-hand dealer SOPs & Legislation
- Policy for Creation, Classification, etc of COPS Reports
- Procedures for the Evidence Act
- Public Order Management Policy & SOPs
- Random Breath Testing SOPs
- Safety House Guidelines
- SOPs for Search Warrants
- Spokespersons Program: Policy and Procedures
- Stationary Radar & LIDAR duties SOPs
- Suspect Target Management Plan
- Suspect Target Management Strategy
- Threats Against NSW Police Employees
- Tourist Status COPS recording
- Travel - Overseas Application Guidelines
- Tyre Deflation Devices SOPs
- Victim Support Policy & SOPs
- Victim Support SOPs - Homicide
- Warrants - Trouble Shooting Guide
- Youth Policy

Finance and Administration Policies

- Accounts Payable Policy
- Accounts Receivable Policy
- Cab Charge Procedures
- FBT Guide
- Financial Policy
- Fixed Assets Policy
- Funding Policy GST Guide, FAQs and Updates
- Guidelines for Command Funded Additional Vehicles
- Instrument of Delegation of Authority
- Purchasing Policy
- Risk Management Manual
- Risk Management Policy
- Travel Policy

Conduct and Ethics Policies

- Code of Conduct & Ethics
- Code of Practice for Alcohol Counsellors
- Complaints and Management Reform Kit
- Computer Access Audits - Guidelines
- Conduct Management Plan FAQs
- Corruption Hotline Particulars Employer Communication Devices
- Guide to the Conduct of Criminal Investigations Inv Police
- Internal Witness Support Policy & FAQs
- Internal Review Panel - Overview
- Internal Police Complaints - Guidelines for Commanders and Managers
- Professional Standards Action Plan

SECTION 2 STATEMENT OF AFFAIRS

Statement of Affairs for NSW Police can be found in its 2002-2003 Annual Report

SECTION 3 CONTACT ARRANGEMENTS

Requests for access to documents held by NSW Police should be directed to-

The Co-ordinator
Freedom of Information Section
Legal Services
Avery Building
14-24 College Street
DARLINGHURST NSW 2010

Telephone inquiries should be directed to the
Co-ordinator, Freedom of Information Section on (02) 9339 5199.

Hours of Business: 8.30am-12pm
 2.00pm - 4pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
OF NSW LOTTERIES CORPORATION
(FOI Agency No 53)

SECTION 1 - POLICY DOCUMENTS

NSW Lotteries Corporation holds the following documents which are available for public viewing:

- Lotto Rules
- Lotto Strike Rules
- 6 from 38 Pools Rules
- OZ Lotto Rules
- Powerball Rules
- Lucky Lotteries Rules
- Instant Scratchies Rules
- Australian Lotteries Industry Code of Practice
- NSW Lotteries Business Plan Summary
- NSW Lotteries Code of Conduct
- Annual Reports
- "How to Play" pamphlets for all games
- "It's now even easier to claim your prizes" brochure
- Advertising Code of Practice

In addition to highlighting the Rules applying to entry forms, tickets and playing instructions, the game Rules also include information on the determination of prizes and procedures for claiming and the payment of prizes.

The following legislation relates to the conduct of our games and the operation of NSW Lotteries Corporation:

- Public Lotteries Act 1996
- NSW Lotteries Corporatisation Act 1996

SECTION 2 - STATEMENT OF AFFAIRS

The most recent Statement of Affairs has been published in the 2001/02 Annual Report and copies of the Statement may be obtained (free of charge) by contacting the FOI Coordinator.

SECTION 3 - CONTACT ARRANGEMENTS

Formal requests made under the Freedom of Information Act for access to documents held by NSW Lotteries Corporation should be accompanied by a \$30 application fee and directed to:

The FOI Coordinator
NSW Lotteries Corporation
2 Figtree Drive, Homebush Bay NSW 2127

Arrangements can also be made to view the documents listed above between the hours of 9 am and 5 pm, Monday to Friday by contacting the FOI Coordinator at the above address or by telephoning (02) 9752 5783.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****NSW NATIONAL PARKS AND WILDLIFE SERVICE****(FOI Agency No. 32)****NATIONAL PARKS AND WILDLIFE ADVISORY COUNCIL****(FOI Agency No. 1743)****ADVISORY COMMITTEES VARIOUS****(FOI Agency No. 1824)****DIRECTOR-GENERAL OF NATIONAL PARKS AND WILDLIFE****(FOI Agency No. 2255)****SECTION 1 - POLICY DOCUMENTS****GENERAL**

2000-2003 Corporate Plan

Aboriginal Cultural Heritage Standards and Guidelines Kit (Guidelines under review)

Aboriginal Employment and Development Strategy 2002-2006

Aboriginal Place Declarations - Guidelines for their assessment

Accounting Manual (under review)

Advisory Committee Memorandum of Understanding

Amphibian Keepers Licence - Species List (November 2002)

Annual Passes - Guidelines for Agents

Annual Report 2001- 2002

Anti-Discrimination and Workforce Diversity Policy

Beekeeping Policy

Business Case for Managing Diversity

Business Opportunities - Guidelines for Preliminary Assessment

Code of Ethical and Professional Conduct

Commercial Recreation Activities - Licensing in Sydney North Region (interim policy)

Community Biodiversity Survey Manual

Composition of Selection Committees for Aboriginal Heritage Positions

Concessions and Leasing Manual (under review)

Conditions of Employment (NPWS) Award 2000

Conditions of Employment (NPWS) Field Officer and Skilled Trades Award 2000

Conservation Management Plan Policy

Contingency Plan for the Rehabilitation and Rescue of Oiled Wildlife

Contract Management Manual

Contracting for Services Policy 2000

Critical Habitat Register

Cultural Heritage Community Consultation Policy

Cultural Heritage Conservation Policy

Cultural Heritage Information Policy

Cultural Heritage Strategic Policy
Custodian of Media Policy
Customer Services and OH&S - Policy and Procedures Human Resources
Practices (under review)
Dangerous Goods Manual
Developing a Representative System of Marine Protected Areas - an Overview - Marine Parks Authority (2001)
Discovery Policy and Guidelines
Displaced Employees Policy and Procedure (Number 54 of 1997) (under review)
Environmental Management System booklet (October 2000)
Environmental Planning and Assessment Manual Vol I
Environmental Planning and Assessment Manual Vol II Appendices
Environmental Management System (2002)
Ethnic Affairs Policy Statement
Externally Funded Projects - Policy and Procedural Guidelines
Field Management Policies Manual (under review)
Filling of Positions following Job Evaluation Policy (under review)
Filming & Photography Policy and Procedures
Financial Assistance for Study Policy 2001
Fire Management Manual
(NPWS) Firearms Policy
Flight Enterprise Agreement
Fraud and Corruption Prevention Plan
Guarantee of Service (under review)
Guide to Building Conservation Works
Guidelines and Conditions for Marine Reptile Rescue, Rehabilitation and Release in NSW
Guidelines for animal care and use in research and education for NPWS staff,
contractors and volunteers.
Guidelines for Participating in External Committees
Guidelines for approvals: Cultural heritage places, buildings, landscapes and moveable
heritage items on NPWS estate
Guidelines for the Repatriation of Aboriginal Cultural Material
Guidelines for the Preparation of Conservation Management Plans
Guidelines and Conditions for Marine Reptile Rescue, Rehabilitation and Release in NSW
Heritage Asset Management Program (HAMP) Guidelines
Higher Commencing Salary Policy and Procedures (60 of 96) (under review)
Higher Duties Allowance Policy 2001
Hours of Work (PSA)
Hours of Work (AWU)
Induction Manual
Infectious Diseases Manual
Information Security: Access to Computer Accounts / Data
Information Management and Technology Information Security Policy
Information Technology Security Management Framework
Information Management and Technology Acquisition Policy
Internal and External Investigations Guidelines
Internet Access, Internet Email Policy and Procedures
IT Equipment Donation Policy
IT Infrastructure Replacement Program (IIRP) - Replacement Principles
Keeping Birds as Pets

Keeping Frogs as Pets
Keeping Native Mammals as Pets
Keeping Reptiles as Pets
Kosciuszko National Park Ski Resorts - Winter Access Arrangements
Law Enforcement Manual (under review)
Leave Management and Attendance at Work Policy 2001
Leave Without Pay Policy 2000
Management of Personnel Files 2002
Management of Wild Dogs (under review)
Marine Mammals Management Manual
Marine Parks Authority Annual Report
Master IT Acquisition and Asset Management Guide
Media Policy (under review)
Mitigation of Damage to Commercial Fruit Crops by Flying-Foxes
Mobile Computing Products Standards
Mobile Phone Policy and Procedures (under review)
Mooring application and guidelines, Ku-ring-gai Chase National Park
Motor Vehicle Best Practice Guide (under review)
Moveable Heritage Policy
MS Access Software Policy
National Parks and Wildlife Service Skilled Trades Enterprise Agreement 1999
Native Birds that Show Aggression to People
Neighbour Relations Policy
Netting Commercial Fruit Crops to Exclude Flying-Foxes: Best Practice Guidelines to Protect Wildlife
Netting of Garden Fruit Trees: Best Practice Guidelines to Protect Wildlife
NPWS Building Code (under review)
NPWS Northern Directorate Guidelines for Infrastructure Development
NPWS Northern Directorate Criteria for Sealing Roads in National Parks
NPWS Policy on Cetacean Observation and Management
NSW Bitou Bush Strategy
NSW Bird Keepers Licence - Species List (November 2002)
NSW Reptile Keepers Licence - Species List (November 2002)
NSW Kangaroo Management Program 2002-2006
NSW Kangaroo Management Procedural Manual
"Our Commitment to Diversity" Statement
Overseas and Interstate Travel Policy (under review)
Park Furniture Manual
Payment of increments to Casual Employees Policy and Procedures
Perisher Range Resorts Environmental Management System Information Booklet
Perisher Range Resorts Environmental Management System Lodge Workbook 2003-2004
Prevention and Resolution of Workplace Bullying and Harassment Policy
Privacy and Personal Information Protection Management Plan (July 2000)
Privacy and Personal Information Protection Act - Handling public submissions
Privacy and Personal Information Protection Act - Staff Guide
Professional and Ethical Conduct - Guidelines for Staff (March 2000)
Project Proposals and Project Management Policy
Protected and Threatened Plants in the Cut-flower Industry Management Plan 2002-2005
Publication Design Standards
Rates and allowance book

- Records Management Policy
- Records Management Standards and Guidelines
- Recruitment and Employment Policy 2001
- Redeployment in the Service: Managing Displaced Employees Policy and Procedures (55 of 97)
- Repatriation of Aboriginal Cultural Material Policy
- Reporting of Non-Fire Events
- Resolution of Workplace Grievances 2002
- A Resource Worth Protecting - Tour Operators Information Kit
- Review of Revocation Procedures (June 2001 report to the Minister for the Environment)
- Revocation of Land Policy
- Risk Management Policy
- Road Design Manual (under review)
- Schedule 14, National Parks and Wildlife Act 1974: Guidelines for the assessment of reserved land
- Signage Design Standards
- Sponsorship Policy
- Staff Development Policy and Procedure Manual (under review)
- Staff Safety Manual (under review)
- Strategy for the Conservation of Bats in Derelict Mines
- Study Time Leave Policy 2001
- Summary of Standards of Best Practice for Job Evaluation (42 of 96)
- Talking History: Oral History Guidelines
- Temporary Staffing Decisions and Management Policy and Procedures 2000
- Timber Industry Workers (66 of 96)
- Threatened Species Conservation Act 1995 Policy and Procedures
- Statement 1 Director-General's Requirements (March 1996)
 - Statement 2 Concurrence and Consultation (March 1998)
 - Statement 3 Delegations of power and functions (October 1999)
 - Statement 4 Issuing of Scientific Licences for Threatened Flora and Fauna (November 1996)
 - Statement 5 Guidelines for the Exhibition of Draft and Approved Recovery Plans (March 2000)
 - Statement 6 Authorship of Recovery Plans and Ownership of Intellectual Property (August 1999)
 - Statement 7 Provision and Format of Action Costs in Recovery Plans
 - Statement 8 Statewide Prioritisation for Recovery Plan Preparation
 - Statement 9 Policy for the Translocation of Threatened Fauna in NSW (July 2001)
- Threatened Species Conservation Act 1995 Information Circulars
- Circular 1 Threatened Species Conservation Act (January 1996)
 - Circular 2 Threatened Species Assessment under the EP&A Act: the 8 part test of significance (November 1996)
 - Circular 3 Scientific Licences for Threatened Flora and Fauna (November 1996)
 - Circular 4 Critical Habitat Identification and Declaration (December 1996)
 - Circular 5 Species Impact Statements (June 1998)
 - Circular 6 Hygiene Protocol for the Control of Disease in Frogs (August 2001)
- Threatened Species Information Fact Sheets
- Alternation to natural flows as a key threatening process - an overview. July 2002
 - Bushrock removal - a key threatening process. October 1999
 - Clearing of native vegetation as a key threatening process - an overview. September 2001
 - Endangered Ecological communities. December 1998

Recovery planning for threatened species. December 1998
Recovery planning -statewide priorities for plan preparation. May 2001
Removal of dead wood as a key threatening process - an overview. September 2002
Threat abatement planning. December 1998
Translocation of Koalas. July 2002
Wildlife under threat. December 1998
Threatened Species Management Species Information
Toilet Systems Guidelines (under review)
Travel Allowance Policy 2002
Vertebrate Pest Control by 1080
Volunteer Policy and Guidelines
Walking Track Guidelines (under review)
Waste Reduction and Purchasing Policy (under review)
Winter Access Arrangements 2003 - Kosciuszko National Park Ski Resorts
Work and Family Policy 2001
Workers' Compensation and Rehabilitation Manual (under review)
Workforce Diversity Strategy 2002-2006

THREATENED SPECIES RECOVERY PLANS

("DP" means Draft Plan)

Allocasurina portuensis
Araluen Zieria (Zieria adenophora)
Bathurst Copper Butterfly (Paralucia spinifera)
Bellinger River Emydura (Emydura macquarii)
Bertya sp. A Cobar-Coolabah
Black-eared Miner (Manorina melanotis) (DP)
Blue Mountains Water Skink (Eulamprus leuraensis)
Bolam's Mouse (Pseudomys bolami) *Brush-tailed Rock Wallaby Warrumbungles (Petrogale penicillata) (DP)*
Caladenia arenaria (DP)
Central Australian Rock-skink (Egernia margaretae)
Coxen's Fig Parrot (Cyclopsitta diophthalma coxeni)
Davidsonia johnsonii (DP)
Diploglottis campellii (DP)
Crimson Spider Orchid (Caladenia concolor)_(DP)
Downy Wattle (Acacia pubescens) (DP)
East Lynne Midge Orchid (Genoplesium vernale) *Elaeocarpus sp Rocky Creek*
Endangered Population of Little Penguins (Eudyptula minor) at Manly
Epacris hamiltonii
Eriocaulon carsonii (DP)
Flame Spider-flower (Grevillea kennedyana)
Giant Fern (Angiopteris evecta)
Gould's Petrel (Pterodroma leucoptera) (DP)
Granite Boronia (Boronia granitica)
Grevillea obtusiflora
Hakea pulvinifera
Illawarra Greenhood Orchid (Pterostylis gibbosa)
Jervis Bay Leek Orchid (Prasophyllum affine) (DP)
Kultarr (Antechinomys laniger)

Little Tern (*Sterna Albifrons*) (DP)
Long-footed Potoroo (*Potorous longipes*)
Lord Howe Island Large Land Snail (*Placostylus bivaricosus*)
Lord Howe Island Woodhen (*Gallirallus sylvestris*)
Lost threatened flora of south-eastern NSW (*Caladenia rosella*, *Euphrasia collina* ssp *muelleri*, *Irenepharsus magicus*, *Pultenaea parrisiae* ssp *elusa*, *Gentiana baeuerlenii*, *Lepidium pseudopapillosum*, *Viola cleistogamoides*, *Senecio squarrosus*)
Mitchell's Rainforest Snail (*Thersites mitchellae*)
Mongarlowe Mallee (*Eucalyptus recurva*) (DP)
Mountain Pygmy-possum (*Burramys parvus*) Painted Burrowing Frog (*Neobatrachus pictus*)
Nowra Heath Myrtle (*Triplarina nowraensis*) (DP)
Persoonia mollis subspecies *maxima*
Phebalium lachnaeoides
Pterostylis species 15 (Botany Bay)
Rapanea sp A. Richmond River (DP)
Red Goshawk (*Erythrorchis radiatus*)
Sandy Inland and Forrest's Mouse (*Leggadina forresti* & *Pseudomys hermannsburgensis*)
Silky Mouse (*Pseudomys apodemoides*)
Square-stemmed Spike-rush (*Eleocharis tetraquetra*)
Somersby Mintbush (*Prostanthera junonis*)
Southern Corroboree Frog (*Pseudophryne corroboree*)
Spotted Tree Frog (*Litoria spenceri*)
Tallong Midge Orchid (*Genoplesium plumosum*) Terrey Hills Grevillea (*Grevillea caleyi*)
Tarengo Leek Orchid (*Prasophyllum petilum*) (DP)
Thick-billed Grasswren (*Amytornis textilis*)
Threatened Alpine Plant Species: anemone Buttercup, Feldmark Grass, Raleigh Sedge, Shining Cudweed (*Ranunculus animoneus*, *Erythranthera pumila*, *Carex raleghii*, *Euchiton*)
Threatened Flora of Rocky Outcrops: (DP)
Acacia constablie
Acacia georgensis
Genoplesium rhyoliticum
Leionema ralstonii
Westringia davidii
Tumut Grevillea (*Grevillea wilkinsonii*)
Western Pygmy Possum (*Cercartetus concinnus*)
Wollemi Pine (*Wollemia nobilis*)
Yellow-bellied Glider (*Petaurus australis*)
Yellow Spotted Bell Frog/Peppered Frog (*Litoria castanea*/*Litoria piperata*)
Zieria Multispecies Plan (*Zieria parrisiae*, *Zieria buxijugum*, *Zieria formosa*)
Zieria lasiocaulis
Zieria prostata

THREAT ABATEMENT PLANS

("DP" means Draft Plan)

Predation by the Red Fox (*Vulpes vulpes*)

Predation by *Gambusia hobrooki* (DP)

RESERVE FIRE MANAGEMENT PLANS

("DP" means Draft Plan)

Billinudgel NR Reserve Fire Management Plan

Binnaway NR Reserve Fire Management Plan
Bongil Bongil NP Reserve Fire Management Plan (DP)
Broadwater NP Reserve Fire Management Plan
Crowdy Bay NP Reserve Fire Management Plan
Goobang National Park Reserve Fire Management Plan
Kattang NR Reserve Fire Management Plan
Kosciuszko NP Reserve Fire Management Plan
Limeburners Creek NR Reserve Fire Management Plan (DP)
Macquarie Marshes NR Reserve Fire Management Plan
Tarawi NR Reserve Fire Management Plan
Tyagarah NR Reserve Fire Management Plan
Warrumbungle NP Reserve Fire Management Plan
Willi Willi NP Reserve Fire Management Plan

PLANS OF MANAGEMENT

(“DP” means Draft Plan. Not all parks and reserves are in separate plans. Some plans cover a number of parks and reserves)

Agnes Banks Nature Reserve
Andrew Johnston Big Scrub Nature Reserve
Arakoon State Recreation Area
Bald Rock National Park
Ballina Nature Reserve (DP)
Bargo State Recreation Area
Barool National Park (DP)
Barren Grounds Nature Reserve
Bellinger River National Park
Belowla Island Nature Reserve
Ben Boyd National Park
Ben Halls Gap National Park
Bermagabee Nature Reserve
Berowra Valley Regional Park (DP)
Billinudgel Nature Reserve
Bimberi Nature Reserve
Bindarri National Park (DP)
Bird Island Nature Reserve (DP)
Biriwal Bulga National Park (DP)
Blue Gum Hills Regional Park (DP)
Blue Mountains National Park
Boatharbour Nature Reserve
Bongil Bongil National Park (DP)
Boomi Nature Reserve
Boomi West Nature Reserve
Boonanghi Nature Reserve (DP)
Boonoo Boonoo National Park
Booroolong Nature Reserve (DP)
Booti Booti National Park)
Border Ranges National Park
Border Ranges National Park (DP)
Borenore Karst Conservation Reserve
Boronga Nature Reserve

Botany Bay National Park
Bouddi National Park
Bouddi National Park (DP)
Bournda National Park
Bournda Nature Reserve
Brigalow Park Nature Reserve
Brisbane Waters National Park
Broadwater National Park
Broken Head Nature Reserve
Brunswick Heads Nature Reserve
Brush Island Nature Reserve
Budawang National Park
Budderoo National Park
Bundjalung National Park (DP)
Bungabbee Nature Reserve (DP)
Bungonia State Recreation Area
Burning Mountain Nature Reserve
Burratorang State Recreation Area
Cadmans Cottage Historic Site
Cape Byron State Conservation Area
Capoompeta National Park (DP)
Captains Creek Nature Reserve (DP)
Castlereagh Nature Reserve
Cathedral Rock National Park
Cattai National Park
Cecil Hoskins Nature Reserve
Cedar Brush Nature Reserve (DP)
Cocopara National Park
Cocopara Nature Reserve
Comerong Island Nature Reserve
Conimbla National Park
Coocumbac Island Nature Reserve (DP)
Coolah Tops National Park (DP)
Coolumbooka Nature Reserve (DP)
Cooperabung Creek Nature Reserve (DP)
Coorabakh National Park (DP)
Coturaundie Nature Reserve
Crowdy Bay National Park
Cudgen Nature Reserve
Culgoa National Park (DP)
Cullendulla Creek Nature Reserve (DP)
Cunnawarra National Park (DP)
Dalrymple-Hay Nature Reserve (DP)
Davidson Whaling Station Historic Site
Davis Scrub Nature Reserve
Demon Nature Reserve
Dharug National Park
Dooragan National Park (DP)
Dorrigo National Park

Dunggir National Park (DP)
Duval Nature Reserve (DP)
Eagles Claw Nature Reserve
Eurobodalla National Park
Fifes Knob Nature Reserve (DP)
Gads Sugarloaf Nature Reserve (DP)
Gamileroi Nature Reserve (DP)
Garawarra State Recreation Area
Garigal National Park
Georges Creek Nature Reserve (DP)
Georges River National Park
Gibraltar Range National Park
Gibraltar Range National Park (DP)
Glenrock State Recreation Area
Goobang National Park
Goonengerry National Park (DP)
Goulburn River National Park
Goura Nature Reserve
Gundabooka National Park (DP)
Hartley Historic Site
Hat Head National Park
Hayters Hill Nature Reserve
Heathcote National Park
Hexham Swamp Nature Reserve
Hogarth Range Nature Reserve (DP)
Illawarra Escarpment State Recreation Area
Iluka Nature Reserve
Imbota Nature Reserve (DP)
Indwarra National Park (DP)
Ironbark Nature Reserve (DP)
Jervis Bay Marine Park (overview of the zoning plan)
Jasper Nature Reserve (DP)
Kajuligah Nature Reserve
Kanangra-Boyd National Park
Kattang Nature Reserve (DP)
Killarney Nature Reserve (DP)
Kinchega National Park
Kings Plains National Park (DP)
Kirramingly Nature Reserve (DP)
Koonadan Historic Site
Kooragang Nature Reserve
Koorebang Nature Reserve (DP)
Kosciuszko National Park
Kosciuszko National Park Amendments 1994
Ku-ring-gai Chase National Park
Lake Innes Nature Reserve
Lake Macquarie State Recreation Area (DP)
Lake Urana Nature Reserve
Lane Cove River National Park

Langtree Nature Reserve
Limeburners Creek Nature Reserve
Limpinwood Nature Reserve
Limpinwood Nature Reserve (DP)
Linton Nature Reserve (DP)
Lion Island Nature Reserve
Little Broughton Island Nature Reserve
Little Llangothlin Nature Reserve
Long Island Nature Reserve
Macquarie Marshes Nature Reserve
Macquarie Pass National Park
Mallanganee National Park (DP)
Mallee Cliffs National Park
Maria National Park (DP)
Maroota Historic Site
Marramarra National Park
Maryland National Park
Mebbin National Park (DP)
Middle Brother National Park (DP)
Mimosa Rocks National Park
Moon Island Nature Reserve (DP)
Montague Island Nature Reserve
Morton National Park
Mount Canobolas State Recreation Area (DP)
Mount Imlay National Park
Mount Jerusalem National Park (DP)
Mount Kaputar National Park
Mount Seaview Nature Reserve (DP)
Mount Warning National Park
Mount Warning National Park (DP)
Mucklewee Mountain Nature Reserve (DP)
Munghorn Gap Nature Reserve
Munmorah State Recreation Area
Munmorah State Recreation Area (DP)
Muogamarra Nature Reserve
Murramarang Aboriginal Area
Murramarang National Park
Mutawintji National Park
Mutawintji Historic Site
Myall Lakes National Park
Nadgee Nature Reserve (DP)
Nangar National Park (DP)
Narran Lake Nature Reserve
Nattai National Park
Nattai State Recreation Area
New England National Park
Ngambaa Nature Reserve (DP)
Nightcap National Park
Nightcap National Park (DP)

Nocoleche Nature Reserve
Nombinnie Nature Reserve
Numinhah Nature Reserve
Numinhah Nature Reserve (DP)
Nymboida National Park (DP)
Oxley Wild Rivers National Park (DP)
Parr State Recreation Area (DP)
Pee Dee Nature Reserve (DP)
Pilliga Nature Reserve (DP)
Pitt Town Nature Reserve
Popran National Park
Pulbah Island Nature Reserve (DP)
Queanbeyan Nature Reserve
Rawdon Creek Nature Reserve (DP)
Richmond Range National Park (DP)
Richmond River Nature Reserve (DP)
Robertson Nature Reserve
Round Hill Nature Reserve
Royal National Park
Scheyville National Park
Sea Acres Nature Reserve
Seven Mile Beach National Park
Severn River Nature Reserve (DP)
Skillion Nature Reserve (DP)
Snows Gully Nature Reserve (DP)
Spectacle Island Nature Reserve
Stony Batter Creek Nature Reserve (DP)
Stormpetrel Nature Reserve
Stotts Island Nature Reserve
Sturt National Park
Sydney Harbour National Park
Tarawi Nature Reserve
Tarlo River National Park
The Basin Nature Reserve (DP)
The Castles Nature Reserve (DP)
The Rock Nature Reserve
Thirlmere Lakes National Park
Throsby Park Historic Site (DP)
Tinderry Nature Reserve
Tollgate Islands Nature Reserve
Tomaree National Park (DP)
Tooloom National Park
Toonumbar National Park (DP)
Torrington State Conservation Area
Towra Point Nature Reserve
Towarri National Park (DP)
Tuckean Nature Reserve
Tweed Heads Historic Site
Tyagarah Nature Reserve

Ukerabagh Nature Reserve
Ulandra Nature Reserve
Uralba Nature Reserve
Victoria Park Nature Reserve
Wallaga Lake National Park
Wallumatta Nature Reserve
Wamberal Lagoon Nature Reserve
Wambina Nature Reserve (DP)
Warrabah National Park (DP)
Warrumbungle National Park
Washpool National Park (DP)
Watsons Creek Nature Reserve (DP)
Weddin Mountains National Park
Weelah Nature Reserve (DP)
Weetalibah Nature Reserve (DP)
Werrikimbe National Park (DP)
Wiesners Swamp Nature Reserve
Willandra National Park
Willi Willi Caves Nature Reserve (DP)
Wilson Nature Reserve
Windsor Downs Nature Reserve
Wingen Maid Nature Reserve (DP)
Wingham Brush Nature Reserve (DP)
Wollemi National Park
Wolli Creek Regional Park (DP)
Wombeyan Karst Conservation Reserve
Wyrabalong National Park
Yarravel Nature Reserve (DP)
Yathong Nature Reserve
Yatheyattah Nature Reserve
Yengo National Park (DP)
Yerranderie State Recreation Area
Yessabah Nature Reserve (DP)
Yina Nature Reserve (DP)
Yoorigan National Park (DP)
Yuranighs Aboriginal Grave Historic Site
Yuraygir National Park (DP)

SECTION 2 - STATEMENT OF AFFAIRS

The National Parks and Wildlife Service's Statement of Affairs was last published in the Service's 2001-2002 Annual Report. The Annual Report is available for inspection or purchase at:

- the National Parks Centre, 102 George Street, The Rocks, Sydney 2000. Telephone 1300 36 1967 (throughout Australia) or 02 9253 4600
- NPWS Head Office, 43 Bridge Street, Hurstville - for inspection in the Library, Level 7 (9.30am to 4.30pm Monday to Friday, except Wednesday), or for purchase at Reception, Level 7 (8.30am to 5pm Monday to Friday)
- NPWS regional offices.

It can also be viewed on the NPWS website www.nationalparks.nsw.gov.au.

SECTION 3 - CONTACT ARRANGEMENTS**Inspection/purchase of policy documents**

Policy documents are available at the National Parks Centre (102 George Street, The Rocks, Sydney), NPWS Library or various divisions in the Service depending on the nature of the document. The Library is located on Level 7, 43 Bridge Street, Hurstville (9.30am to 4.30pm Monday to Friday, except Wednesday). Details of current prices of documents may be obtained by contacting the National Parks Centre (telephone 1300 36 1967 (throughout Australia) or 02 9253 4600) or by going to the website www.nationalparks.nsw.gov.au.

Many of these documents are also available for downloading from the website.

Policy documents may be inspected or purchased during normal business hours (8.30 am to 4.30 pm Monday to Friday) at some NPWS offices. However, in more remote localities, business hours may vary. Members of the public who wish to inspect or purchase documents at a regional office should telephone the office regarding their local business hours.

NATIONAL PARKS AND WILDLIFE SERVICE***National Parks Centre***

General information, park enquiries, annual passes, retail.

Mon-Fri 9am-5pm

Sat-Sun 9.30am-4.30pm

102 George Street, The Rocks, SYDNEY NSW 2000

Phone: 1300 361 967 or

02 9253 4600

Fax: 02 9251 9192

Email: info@npws.nsw.gov.au

Website: www.nationalparks.nsw.gov.au

Administration Enquiries

Level 7, 43 Bridge Street

(PO Box 1967)

HURSTVILLE NSW 2220

Phone: 02 9585 6444

Fax: 02 9585 6555

FOI/Privacy

Freedom of Information / Privacy Contact Officer

Level 7, 43 Bridge Street

(PO Box 1967)

HURSTVILLE NSW 2220

Phone: 02 9585 6460

Fax: 02 9585 6447

Directorate Offices

The Service's on ground field operations are coordinated by four regional directorates that are responsible for conservation assessment and planning and provide specialist programs and services to the regions.

Regional Offices

Statewide, there are 19 Regional offices within Regional Directorates. The staff attached to these offices look after the national parks, nature reserves and other Service landholdings in their areas as well as providing information to the public on park and wildlife subjects. Additionally, they attend to wildlife management and the administration of the law relating to wildlife.

Central Directorate

Level 1, 10 Valentine Avenue

PARRAMATTA NSW 2150

(PO Box 95 PARRAMATTA NSW 2124)

Phone: 02 9895 7420

Fax: 02 9895 7414

Conservation Programs and Planning Division

Level 6, 43 Bridge Street

(PO Box 1967)

HURSTVILLE NSW 2220

Phone: 02 9585 6678

Fax: 02 9585 6442

Central Coast/Hunter Range Region

Suites 36-38

207 Albany Street

(PO Box 1477)

NORTH GOSFORD NSW 2250

Phone: 02 4324 4911

Fax: 02 4324 7747

Blue Mountains Region

Level 1, 39 Whitton Street

(PO Box 552)

KATOOMBA NSW 2780

Phone: 02 4787 7300

Fax: 02 4782 6199

Sydney North Region

Ku-ring-gai Chase National Park

PO Box 3031

ASQUITH NSW 2077

Phone: 02 9457 8900

Fax: 02 9457 8265

Sydney Region

Level 1

10 Valentine Ave

PARRAMATTA NSW 2150

(PO Box 95 Parramatta NSW 2124)

Phone: 02 9895 7420

Fax: 02 9895 7727

Sydney South Region

Royal National Park
Farnell Avenue
AUDLEY NSW 2232
(PO Box 44
SUTHERLAND NSW 1499)

Phone: 02 9542 0624
Fax: 02 9542 1420

Northern Directorate**Directorate Operations Support and Coordination Unit**

Level 4, 49 Victoria Street
(PO Box 97)
GRAFTON NSW 2460

Phone: 02 6641 1500
Fax: 02 6643 4730

Conservation Programs and Planning Division

Level 7, Federation House
23 Moonee Street
(Locked Bag 914)
COFFS HARBOUR NSW 2450

Phone: 02 6651 5946
Fax: 02 6651 6187

Northern Tablelands Region

Government Office Building
85 Faulkner Street
(PO Box 402)
ARMIDALE NSW 2350

Phone: 02 6776 0000
Fax: 02 6771 1894

Northern Rivers Region

Suite 9, Colonial Arcade,
75 Main Street
(PO Box 856)
ALSTONVILLE NSW 2477

Phone: 02 6627 0200
Fax: 02 6628 3937

North Coast Region

Level 3, 49 Victoria Street
(PO Box 361)
GRAFTON NSW 2460

Phone: 02 6641 1500
Fax: 02 6643 5569

Mid North Coast Region

152 Horton Street
(PO Box 61)
PORT MACQUARIE NSW 2444

Phone: 02 6586 8300
Fax: 02 6584 9402

Hunter Region

Level 1, 12B Teramby Road
(Locked Bag 99)
Nelson Bay Delivery Centre
NELSON BAY NSW 2315

Phone: 02 4984 8200
Fax: 02 4981 5913

Southern Directorate

6 Rutledge Street
(PO Box 733)
QUEANBEYAN NSW 2620

Phone: 02 6299 9700
Fax: 02 6299 4281

Conservation Programs and Planning Division

6 Rutledge Street
(PO Box 2115)
QUEANBEYAN NSW 2620

Phone: 02 6298 9700
Fax: 02 6299 4281

Far South Coast Region

Corner Merimbula & Sapphire Coast Drives
(PO Box 656)
MERIMBULA NSW 2548

Phone: 02 6495 5001
Fax: 02 6495 5055

South West Slopes Region

7a Adelong Road
(PO Box 472)
TUMUT NSW 2720

Phone: 02 6947 7000
Fax: 02 6947 4170

South Coast Region

55 Graham Street
(PO Box 707)
NOWRA NSW 2541

Phone: 02 4423 2170
Fax: 02 4423 3122

Snowy Mountains Region

Kosciuszko Road
(PO Box 2228)
JINDABYNE NSW 2627

Phone: 02 6450 5555
Fax: 02 6450 5514

Resorts Division

Kosciuszko Road
(PO Box 2228)
JINDABYNE NSW 2627

Phone: 02 6450 5555
Fax: 02 6450 5630

Western Directorate

48-52 Wingewarra Street
(PO Box 2111)
DUBBO NSW 2830
Phone: 02 6883 5330
Fax: 02 6884 8675

Conservation Programs and Planning Division

48-52 Wingewarra Street
(PO Box 2111)
DUBBO NSW 2830
Phone: 02 6883 5330
Fax: 02 6884 9382

Far West Region

183 Argent Street
(PO Box 459)
BROKEN HILL NSW 2880
Phone: 08 8088 3220
Fax: 08 8088 3221

Upper Darling Region

18 Barton Street
(PO Box 543)
COBAR NSW 2835
Phone: 02 6836 2692
Fax: 02 6836 3330

Northern Plains Region

100 Maitland Street
(PO Box 72)
NARRABRI NSW 2390
Phone: 02 6792 7300
Fax: 02 6792 1133

Central West Region

Level 2, 203-209 Russell Street
BATHURST NSW 2795
Phone: 02 6332 9488
Fax: 02 6332 3735

Riverina Region

200 Yambil Street
(PO Box 1049)
GRIFFITH NSW 2680
Phone: 02 6966 8100
Fax: 02 6962 5480

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
OF THE
NEW SOUTH WALES RURAL ASSISTANCE AUTHORITY

SECTION 1 - POLICY DOCUMENTS

- Annual Report
- Staff Induction Manual.
- Grievance Procedure
- Job Evaluation Policy
- Public Relations Policy
- Disability Action Plan
- Ethnic Affairs Priority Statement
- Protected Disclosures Internal Reporting Policy
- Occupational Health and Safety Policy
- Rehabilitation Policy
- Corruption Prevention Policy
- Appeal Review Process
- Code Of Conduct
- Conduct Guidelines for Members of the NSW Rural Assistance Authority Board.
- Guarantee of Service
- Assessments Procedure Manual
- Privacy Management Plan
- Delegations of Authority
- Farm Debt Mediation Policy Guidelines
- Policy Guidelines on various assistance measures
- SAP Procedure Manuals

SECTION 2 - STATEMENT OF AFFAIRS

The Authority's most recent Statement of Affairs is dated June 2003. Copies of this document can be obtained as detailed below.

SECTION 3 - INQUIRIES UNDER THE FREEDOM OF INFORMATION ACT

Inquiries can be directed to the F.O.I. Officer by telephone on (02) 6391 3020, or by fax on (02) 6391 3098. Requests for access to documents should be accompanied by a \$30.00 application fee and directed in writing to:

The Freedom of Information Officer
NSW Rural Assistance Authority
Locked Bag 23
ORANGE NSW 2800
email: rural.assist@raa.nsw.gov.au

Freedom of Information Act 1989
Section 14(1) (b) and (3)
Summary of Affairs
of the
NSW Scientific Committee
June, 2003

INTRODUCTION

The NSW Scientific Committee was established in 1996 following the enactment of the Threatened Species Conservation Act (TSC Act).

The Scientific Committee is an independent committee and consists of 11 Scientists appointed by the Minister for the Environment. The membership of the Committee currently includes scientists from the following organisations:

- Australian Museum
- CSIRO
- Department of Land and Water Conservation
- Ecological Society of Australia
- Entomological Society of Australia
- National Parks and Wildlife Service
- NSW Agriculture
- Royal Botanic Gardens
- State Forests of NSW
- Tertiary educational institution

FUNCTIONS OF THE COMMITTEE

The principal functions of the Committee as listed in Section 128 of the TSC Act are to:

- (a) determine which species are to be listed as threatened species* and to advise the Director-General NPWS on the identification of their critical habitat,
- (b) determine which populations are to be listed as endangered populations and to advise the Director-General NPWS on the identification of their critical habitat,
- (c) determine which ecological communities are to be listed as endangered ecological communities and to advise the Director-General NPWS on the identification of their critical habitat,
- (d) determine which threatening processes are to be listed as key threatening processes,
- (e) review draft joint management agreements and the performance of parties under executed joint management agreements,
- (f) advise the Director-General NPWS on the exercise of the Director-General's functions under the TSC Act,
- (g) advise the Minister on any matter relating to the conservation of threatened species, populations or ecological communities that is referred to the Committee by the Minister or that the Committee considers appropriate.

* The phrase "Threatened species" includes both endangered species listed on Schedule 1 of the Act and vulnerable species listed on Schedule 2. Species includes all plants and animals except 'fish' as defined in the Fisheries Management Act 1994 and Fisheries Management Amendment Act 1997 and is not restricted to species of flowering plant or vertebrate animal.

POLICY DOCUMENTS

The Committee makes Determinations regarding the listing, removal or amendment of threatened species, populations, ecological communities and key threatening processes in the Schedules of the TSC Act. Provisional Listing, Preliminary and Final Determinations made by the Committee are placed on public exhibition for 6 weeks. These Determinations are available to the public as indicated below:

Final Determination Booklets

These booklets include the Final Determinations and the Provisional Listing Determinations made by the Committee during the following years:

- 1996 Final Determinations
- 1997 Final Determinations
- 1998 Final Determinations
- 1999 Final Determinations
- 2000 Final Determinations
- 2001 Final Determinations

Limited stocks of these booklets are currently available at no charge.

Internet

Determinations made by the Committee are available on the web site of the National Parks and Wildlife Service www.nationalparks.nsw.gov.au. Determinations are also available from the National Park and Wildlife Service Information Centre, The Rocks, Sydney and NPWS Visitor Centres and Area Offices.

The following final determinations and provisional listing determinations have been made by the Scientific Committee since the 1st January 2002. These determinations include final determinations to list and remove species in the Schedules, change the conservation status of species (eg change a species from a vulnerable species to an endangered species and vice versa) reject proposals to list species and reject proposals to remove species from the Schedules. Refer to the individual determinations for details of the Committee's decision.

Determinations relating to species nominations and proposals

Refer to the individual determinations for details of the Committee's decision.

(† - denotes provisional listing of an endangered species on an emergency basis)

<i>Arctocephalus forsteri</i>	New Zealand Fur-seal
<i>Arctocephalus pusillus doriferus</i>	Australian Fur-seal (Australian sub-species)
<i>Argyreus hyperbius</i>	Laced Fritillary or Australian Fritillary
<i>Asterolasia buxifolia</i>	
<i>Atriplex rhagodioides</i>	
<i>Balaenoptera borealis</i>	Sei Whale
<i>Balaenoptera musculus</i>	Blue Whale
<i>Balaenoptera physalus</i>	Fin Whale
<i>Boronia granitica</i>	
<i>Caladenia rosella</i>	
<i>Caladenia tessellata</i>	
<i>Calotis pubescens</i>	
<i>Calystegia affinis</i>	
<i>Camarophyllopsis kearneyi</i>	
<i>Capparis canescens</i>	
<i>Carmichaelia exsul</i>	
<i>Convolvulus tedmoorei</i>	
<i>Coprosma inopinata</i>	

<i>Correa lawrenciana</i> var. <i>genoensis</i>	
<i>Ctenophorus decressii</i>	Tawny Crevice-dragon
<i>Ctenotus pantherinus ocellifer</i>	Leopard Ctenotus
<i>Cyclodomorphus venustus</i>	
<i>Cyclodomorphus melanops elongatus</i>	Mallee Slender Blue-tongue Lizard
<i>Cyperus rupicola</i>	
<i>Darwinia glaucophylla</i>	
<i>Delma australis</i>	Marble-faced Delma
<i>Diplodactylus conspicillatus</i>	Fat-tailed Diplodactylus
<i>Diurus aequalis</i>	
<i>Doryanthes palmeri</i>	
<i>Dugong dugon</i>	Dugong
<i>Eidothea</i> sp. "Nightcap Range"	
<i>Eucalyptus boliviana</i>	
<i>Eucalyptus oresbia</i>	
<i>Eucalyptus saxicola</i>	
<i>Eucalyptus scoparia</i>	
<i>Euphrasia ciliolata</i>	
<i>Euphrasia orthocheila</i> subsp. <i>perapsera</i>	
<i>Grevillea renwickiana</i>	
<i>Hibbertia tenuifolia</i>	
<i>Homoranthus binghiensis</i>	
<i>Hybomorphus melanosomus</i>	Lord Howe Island ground weevil
<i>Hygrocybe anomala</i> var. <i>ianthinomarginata</i>	
<i>Hygrocybe aurantipes</i>	
<i>Hygrocybe austropratensis</i>	
<i>Hygrocybe collucera</i>	
<i>Hygrocybe griseoramosa</i>	
<i>Hygrocybe lanecovensii</i>	
<i>Hygrocybe reesia</i>	
† <i>Hypsela sessiliflora</i>	
<i>Indigofera baileyi</i>	
<i>Leptorhynchus orientalis</i>	
<i>Litoria daviesae</i>	
<i>Litoria verreauxii alpina</i>	Alpine Tree frog
<i>Macrozamia humilis</i>	
<i>Melicope vitiflora</i>	
<i>Micromyrtus minutiflora</i>	
<i>Mixophyes balbus</i>	Stuttering Frog
<i>Muehlenbeckia costata</i>	
<i>Niemeyera chartacea</i>	
<i>Oberonia complanata</i>	
<i>Ocybadistes knightorum</i>	Black Grass-dart Butterfly
<i>Persoonia glaucescens</i>	
<i>Plinthanthesis rodwayi</i>	
<i>Polystichum moorei</i>	
<i>Pomaderris delicata</i>	
<i>Pomaderris notata</i>	
<i>Pomaderris reperta</i>	
<i>Prasophyllum</i> sp. Majors Creek	

<i>Pseudophryne australis</i>	Red-crowned Toadlet
<i>Pterostylis elegans</i>	
<i>Pultenaea sp. Gibberagee</i>	
<i>Rhizanthella slateri</i>	
<i>Sousa chinensis</i>	Indo-Pacific Humpbacked Dolphin
<i>Stenella longirostris</i>	Spinner Dolphin
<i>Xylosma parvifolium</i>	
<i>Zieria citriodora</i>	
<i>Zieria involucrata</i>	

Determinations relating to population nominations and proposals

Refer to the individual determinations for details of the Committee's decision.

Emu population, NSW North Coast Bioregion & Port Stephens local government area
 Eucalyptus parramattensis subsp. parramattensis population in Wyong local government area
 Eucalyptus seeana population, Greater Taree local government area
 Marsdenia viridiflora subsp. viridiflora population in the Bankstown, Blacktown, Camden, Campbelltown, Fairfield, Holroyd, Liverpool and Penrith local government areas
 Pultenaea villifera population in Blue Mts local government area
 White-browed Treecreeper Climacteris affinis Blyth, 1864 population in Carrathool LGA south of the Lachlan River and Griffith local government area

Determinations relating to ecological community nominations and proposals

Refer to the individual determinations for details of the Committee's decision.

Brigalow within the Brigalow Belt South, Nandewar and Darling Riverine Plains Bioregion
 Cooks River/Castlereagh Ironbark Forest in the Sydney Basin Bioregion
 Duffys Forest Ecological Community in the Sydney Basin Bioregion
 Eastern Suburbs Banksia Scrub in the Sydney Basin Bioregion
 Hunter Lowland Redgum Forest in the Sydney Basin Bioregion
 Illawarra Subtropical Rainforest in the Sydney Basin Bioregion
 Melaleuca armillaris Tall Shrubland in the Sydney Basin Bioregion
 Milton Ulladulla Subtropical Rainforest in the Sydney Basin Bioregion
 Moist Shale Woodland in the Sydney Basin Bioregion
 New England Peppermint (Eucalyptus nova-anglica) Woodland on sediments in the New England Tableland Bioregion
 Quorrobolong Scribbly Gum in the Sydney Basin Bioregion
 Shale Gravel Transition Forest in the Sydney Basin Bioregion
 Umina Coastal Sandplain Woodland in the Sydney Basin Bioregion
 Upland Wetlands of the Drainage Divide of the New England Tableland Bioregion
 Warkworth Sands Woodland in the Sydney Basin Bioregion
 White Box Yellow Box Blakely's Red Gum Woodland

Determinations relating to Key threatening process nominations & proposals

Refer to the individual determinations for details of the Committee's decision.

Alteration to the natural flow regimes of rivers and streams and their floodplains and wetlands
 Competition and grazing by the feral European Rabbit
 Competition from feral honeybees Apis mellifera
 Importation of Red Imported Fire Ants into NSW
 Infection by Psittacine Circoviral (beak and feather) Disease affecting endangered psittacine species and populations
 Infection of native plants by Phytophthora cinnamomi

STATEMENT OF AFFAIRS

The Statement of Affairs for the NSW Scientific Committee is available from the Committee's Executive Officer.

CONTACT ARRANGEMENTS

For information regarding access to documents and assistance with applications for access to documents under the Freedom of Information Act, please contact the Committee's Executive Officer Suzanne Chate. Business hours are: 9:00am to 4:30 pm

Applications under the Freedom of Information Act must be in writing and be accompanied by the application fee of \$30.00. An application form can be obtained from the Committee's Executive Officer.

FOI applications should be forwarded to:

Suzanne Chate
Executive Officer
NSW Scientific Committee
C/- PO Box 1967
HURSTVILLE NSW 2220

Tel: (02) 9585 6940

Associate Professor Paul Adam
Chairperson
Scientific Committee

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of
NSW STATE EMERGENCY SERVICE
Agency No.35

The following information is published in accordance with the Freedom of Information Act which came into operation on 1 July 1989. The information is correct as at June 2003.

SECTION 1 - POLICY DOCUMENTS

- State Emergency Service Corporate Plan 2003 to 2007
- State Emergency Service Annual Report, 2001 to 2002
- State Emergency Service SHQ Standing Operating Procedures
- State Emergency Service Administration Manual
- State Emergency Service Finance Manual
- State Emergency Service Operations Manual
- State Emergency Service Communications Manual
- State Emergency Service Controllers' Handbook
- State Emergency Service Code of Conduct
- State Emergency Service Media Policy
- State Emergency Service Style Guide
- State Emergency Service Protected Disclosures

SECTION 2 - STATEMENT OF AFFAIRS

The 2001-2002 Annual report describes the functions, structure and objectives of the NSW State Emergency Service.

SECTION 3 - CONTACT DETAILS

Requests for access to information held by the Department should be accompanied by a \$50.00 application fee and sent to:

The Freedom of Information Coordinator
State Emergency Service
PO Box MC 6126
WOLLONGONG NSW 2521

Telephone: (02) 4226 2444

FREEDOM OF INFORMATION ACT 1989

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

Summary of Affairs

of the

NSW Treasury

(FOI Agency No. 8)

Updated as at 30 June 2003

SECTION 1 - POLICY DOCUMENTS

Office of Financial Management (OFM)

	Date Issued
<i>NSW Govt White Paper</i>	
Working with Government - Policy & Guidelines for Private Financed Projects	Nov 2001
<i>Treasury Policy and Guidelines Papers</i>	
• TPP 03-4 Tax Equivalent Regime for Government Businesses	Jun 2003
• TPP 03-3 Financial Reporting Code For Budget Dependent General Government Sector Agencies	May 2003
• TPP 03-2 Accounting Policy - Valuation of Physical Non-Current Assets at Fair Value also	May 2003
• TPP 03-1 Fringe Benefits Tax Manual	Mar 2003
• TPP 02-8 A guide to Service & Resource Allocation Agreement Outcome Statements for 2003-2004	Sep 2002
• TPP 02-7 Capital Structure Policy for Government Businesses	Sep 2002
• TPP 02-6 Government Guarantee Fee Policy for Government Businesses	Sep 2002
• TPP 02-5 Treasury Management Policy	Sep 2002
• TPP 02-4 Guidelines for Assessment of Projects of State Significance	Jul 2002
• TPP 02-3 Financial Distribution Policy for Government Business	Jun 2002
• TPP 02-1 Policy Statement on the Application of Competitive Neutrality - Policy & Guidelines Paper	Jan 2002
• TPP 01-5 Guidelines for Budget Funding & Savings Requirements for Public Sector Wage Agreements	Dec 2001
• TPP 01-3 Guide to Economic Performance Measurement for General Government Agencies	Aug 2001
• TPP 01-2 Application of "Competitive Neutrality" (Joint Treasury/TCO Document)	Jun 2001
• TPP 00-4 Financial Management Framework for the General Government Sector	Dec 2000
• TPP 00-3 Guidelines for Capitalisation of Expenditure in the NSW Public Sector	Jun 2000
• TPP 99-6 Energy Trading Policy for Generators	Oct 1999
• TPP 99-5 Energy Trading Policy for Retailers	Oct 1999
• TPP 99-3 Goods & Services Tax (GST) Compliance Plan for Public Sector Agencies	Jun 1999
• TPP 99-2 Review of Credit Card Use - Best Practice Guide	Jun 1999
• TPP 99-1 Economic Appraisal - Principles and Procedures Simplified	Mar 1999
• TPP 97-4 Guidelines for Financial Appraisal	Jul 1997
• TPP 97-3 Risk Management and Internal Control Toolkit [4 volumes]	Sep 1997
• TPP 97-2 Guidelines for Economic Appraisal	Jun 1997

- TPP 96-1 Retail Competition in Electricity Supply Jun 1996
- TPP 95a Statement of Best Practice - Internal Control and Internal Audit Jun 1995
- TPP 95b Internal Control Assessment Jul 1995

Other OFM Publications and Technical Papers (General)

- OFM Annual Report Annually
- OFM Corporate Plan 2001 - 2004
- OFM Commitment to Service [refer OFM Annual Report] Annually
- Treasurer's Directions
- Treasury Circulars (numbered individually)
- Freedom of Information Statement of Affairs and Summary of Affairs (2003)
- Budget Papers (2003/04) Numbers 1-5 Jun 2003
- Budget Papers 2002/03, 2001/02, 2000/01, 1999/00 and 1998/99 (web only)
- Financial Statements Monthly & Half Yearly
- Report on State Finances (previously titled Consolidated Financial Statements of the NSW Total State Sector, incorporating the NSW Public Accounts) Annually
- Electricity Reform Statement May 1995
- Managing State Finances: The NSW Experience (Don Nicholls) June 1991

OFM Policy documents and many of the Other Publications can be accessed from the website www.treasury.nsw.gov.au For printed copies contact the OFM publications officer on 9228 4426.

Office of State Revenue (OSR)

- Duties - Motor Vehicles Registration Duty Factsheet
- First Home Owner Grant Scheme - Factsheet
- First Home Plus - Duty Discounts - Factsheet
- First Home Owner Grant Scheme - Extended \$7 000 grant Factsheet - also Additional \$3 000 Grant Factsheet
- Pay-roll Tax - Information for Employers Factsheet 2003
- Pay-roll Tax - Payments to Contractors Factsheet 2003
- Land Tax Factsheet 2003 - "What You Need to Know"
- Land Tax Information Booklet 2003
- Parking Space Levy - Factsheet
- Taxation Administration Act - What You Need to Know
- Unclaimed Money Listings - OSR Website
- The Investigation Process - Information for Clients
- Electronic Payment Factsheet and Application
- Revenue Rulings (Website)
- Freedom of Information Statement of Affairs and Summary of Affairs (2002)
- OSR Service Commitment (Website)
- OSR Strategic Plan 2005
- OSR Corporate Plan 2002-2003
- OSR People Plan 2005
- Annual Report 2001-2002
- Quarterly Bulletin Newsletter
- OSR Code of Conduct
- FOI Statement of Affairs Annual
- Land Tax Seminar Notes
- Objections and Review - Factsheet
- Petroleum Products Subsidy - Factsheet

- Pay-roll Tax Seminar Notes - an "Overview" and "Business Guide"
- State Taxes and your Business - Factsheet
- Privacy and your Personal Information - Factsheet
- Unclaimed Money Information for Claimants - Factsheet
- Duties Seminar Notes
- Insurance Protection Tax
- Unclaimed Money Information for Enterprises
- EDR (Electronic Duties Returns) Factsheet

Current versions of all the above publications, including Duties Act, Land Tax and Pay-roll Tax Revenue Rulings can be accessed directly from the Office of State Revenue Website: www.osr.nsw.gov.au

Printed copies are available from the Publications and Publicity Unit, Tel: 9689 6742. Fax: 9689 6331. Email: editor@osr.nsw.gov.au

State Debt Recovery Office (SDRO)

The SDRO has been incorporated into OSR's corporate planning and reporting cycle.

The SDRO has published two brochures titled "What will happen if I don't pay my fine?" This brochure is designed especially for the Indigenous community. The second brochure is a general brochure for all of the community and is titled "the fine enforcement system What does it Mean?"

The SDRO has developed and makes available, Guidelines for the Writing Off/Waiver of Fines, as well as an "Annulment Application Information Sheet".

State Debt Recovery Office
PO Box A 2571
Sydney South NSW 1235

Telephone 1300 655 805
TTY: (02) 9277 6314
Email: sdro@agd.nsw.gov.au
Website: <http://www.sdرو.nsw.gov.au>

Telephone enquiries: 8.00am to 6.00pm Monday to Friday and 9.00am to 1.00pm Saturday.

SECTION 2 - STATEMENT OF AFFAIRS

Treasury's most recent Statement of Affairs was published effective from 30 June, 2003.

Copies are available from the FOI Coordinator at no charge.

SECTION 3 - CONTACT ARRANGEMENTS

Applications under the Freedom of Information Act for access to documents held by the NSW Treasury's Office of State Revenue must be accompanied by a \$30 application fee and sent in writing to:

The FOI Coordinator
Office of State Revenue
NSW Treasury
Locked Bag 5215
Parramatta NSW 2124

The FOI coordinator is located on Level 5, 132 Marsden Street, Parramatta. You can also make enquiries by telephone to 9689 6536.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****OFFICE OF THE OMBUDSMAN****Agency No. 31****SECTION 1 - POLICY DOCUMENTS**

This is the Summary of Affairs of the Office of the Ombudsman for the period ending 30 June 2003. The Ombudsman holds the following policy documents as defined in the Freedom of Information Act. Each document is available for inspection or purchase, or copies of individual pages may be obtained at 20c per photocopy, at the address given in Section 3 below.

Inter-agency arrangements

Arrangements between Administrative Decisions Tribunal of New South Wales and the NSW Ombudsman
Determination by the NSW Ombudsman under section 25C (4) of the Ombudsman Act concerning the Catholic Commission for Employment Relations

Determination by the NSW Ombudsman under section 25C (4) of the Ombudsman Act concerning the Department of Education and TAFE Commission

Memorandum of Understanding between the Ombudsman and the Commissioner of Police regarding access to Police Service data on complaint management

Memorandum of Understanding between the Ombudsman and the Community Services Commission

Memorandum of Understanding between the Ombudsman and the Department of Community Services

Memorandum of Understanding between the Ombudsman and the Independent Commission Against Corruption

Memorandum of Understanding between the Ombudsman and the Inspector General of Corrective Services

Memorandum of Understanding between the Ombudsman and the NSW Energy and Water Ombudsman

Police Integrity Commission (PIC) Act Agreements:

- Category 1 Agreement: Agreement pursuant to section 67(a) of the PIC Act between the Commissioner of the PIC and the Ombudsman for Category 1 complaints.
- Administrative Agreement by the Ombudsman to advise the PIC of certain Category 2 complaints.
- Memorandum of Understanding regarding PIC advice to the Ombudsman.
- Police Service Act Agreements
- Guidelines agreed between the PIC and the Ombudsman after consultation with the Commissioner of Police under the Police Service Act. These guidelines incorporate:
 - section 122(2) agreement - matters that need not be treated as complaints
 - section 121 agreement - complaints that must be notified to the Ombudsman
 - section 139(1) agreement - matters that do not need to be investigated under the Police Service Act.

General policies

Access and Awareness Plan

Access Control policy

Business Continuity Plan

Child Protection policy

Code of Conduct

Community Services related policies:

- Community Services Functions and Powers of the Ombudsman 5 September 2002

- Expanded role for the Ombudsman in community services
- Handling complaints
- Reviewable deaths - children and young people, and people with a disability
- Licensed boarding houses
- Community Visitors Annual Report 2001-02 and Summary Report

Complaints and Compliments policy

Complaint Assessment/Management policy (General Area Procedure Manual Part 1 1.5.3)

Consultation with the Ombudsman under Division 2 of the FOI Act

Corporate Plan

Dealing with Difficult Complainants (General Area Procedure Manual Part 2 Appendix 4)

Disability policy

Disability Strategic Plan

Disclosure of information policy

Ethnic Affairs Priority Statement

FOI Standard Letters and Procedures

Guarantee of Service

Harassment Prevention policy

Internal guidelines - difficult complainants (see Dealing with Difficult Complainants)

Internal Reporting System for the Protected Disclosures Act

Media policy

Mediation Protocol for the Ombudsman's Office General Area Procedure Manual Part 1 1.8.1)

Office Interviewing Times

Policy Documents for inclusion in Council Summaries of Affairs

Principles of Administrative Good Conduct - Summary of basic standards of conduct expected of public authorities and officials (3 pages)

Privacy Management Plan

Procedure Manual - Child Protection Team (in draft)

Procedure Manual - Police team (currently under revision)

Procedure Manual - General Area (1998)

Protected Disclosures Act (see Internal Reporting System)

Protocols for the management of multiple complaints by and against individual police officers

Requests for files from State Archives

Section 19 Manual

*Secure Monitoring Unit policy and Procedures

*Witness Protection policy and Procedures

Office management

Accounting Manual

Office Accommodation Strategic Plan

Accounts Payable policy

Co-Lateral Flexible Working Hours Agreement

Compensation for loss to private property policy

Computer file naming of records associated with complaint handling policy

*Computer systems back up and monitoring policy

Content of notes and notations on files policy

Energy Management Plan

*Information Security policy Information Technology Strategic Plan 2001 to 2004

File/folder plan

Policy development and review policy

Reasonable Adjustment policy

Records Management policy
Rehabilitation policy
Style guide
*User password policy
Use of communication devices
Use of office cars policy
Waste Reduction and Purchasing Plan

Publications and Guidelines

Administrative Good Conduct - Guide to basic standards of conduct expected of public authorities and officials (8 pages)

Agency Record Keeping Quick Help Sheet (Child Protection Team)

Agency Investigation Quick Help Sheet (Child Protection Team)

Annual Report 2001/2002 (previous years may also be available or by photocopy)

Annual Report - Law Enforcement (Controlled Operations) Act 1997 for period ending 30 June 2002

Child Protection Legislation: What employers and employees need to know

Child Protection: Responding to Allegations of Child Abuse against Employees

Child Protection : Your new responsibilities - Procedures for notifying the NSW Ombudsman of child abuse allegations and convictions against employees.

Child Protection Team Facts and Help Sheets:

- Agency Record Keeping
- Agency Investigation
- How the NSW Ombudsman audits an agency providing a service for children
- Investigation Planning
- Making a Complaint to the NSW Ombudsman about an allegation of child abuse against an employee
- Recognising and Managing Conflict of Interest
- Reviewing your Child Protection policy
- Risk Management following an allegation of child abuse against an employee
- Stages in the Investigation
- Who is the Head of Agency in a Child Care Centre Guidelines and Pamphlets
- Complaint Information Brochure
- Developing a Child Protection policy - A Practical Guide for Agencies
- Ombudsman's Effective Complaint Handling Guidelines
- Ombudsman's Enforcement Guidelines for Councils
- Ombudsman's FOI Policies and Guidelines (2nd Edition available from July 1997 - currently being revised)
- Ombudsman's Good Conduct and Administrative Practice: Guidelines for Councils (2nd Edition)
- Ombudsman's Good Conduct and Administrative Practice: Guidelines for Public Authorities and Officials
- Ombudsman's Principles of Administrative Good Conduct
- Ombudsman's Principles on Obtaining and Distributing Legal Advice
- Ombudsman's Protected Disclosure Guidelines (4th Edition)
- Child Protection : Your new responsibilities (Head of Agency)
- General Information
- Got a complaint (Youth brochure)
- Guarantee of service
- Mediation
- Some tips for making a complaint
- Problems with a police officer?
- Trouble with council?
- Problems in gaol?
- Unhappy with an FOI decision?
- General Information
- Your Watchdog (available in community languages)
- NSW Ombudsman Stages in the Investigation - Fact Sheet

- Ombudsman's principles on obtaining and distributing legal advice
- Resolving complaints about police - A guide to who does what

Staffing Policies

Conflict of interests

Consultative arrangements policy

EEO policy and Management Plan

Grievance and Dispute Management policy

Higher Duties policy

Managing Unsatisfactory Performance

Performance Management policy

Performance Management policy - SES

Secondment policy

Sick Leave policy

Study leave policy

- * Parts or all of these policies may be considered exempt from disclosure under certain clauses in Schedule 1 to the Freedom of Information Act 1989

SECTION 2 - STATEMENT OF AFFAIRS

The latest edition of the Statement of Affairs of the Office of the Ombudsman was published in June 2003 and is available free of charge at the address below.

SECTION 3 - CONTACT ARRANGEMENTS

Enquiries may be directed to the Freedom of Information staff on telephone numbers (02) 9286 1000 or toll free 1800 451 524. The Statement of Affairs may be obtained and the Office's policy documents may be inspected and purchased during normal office hours (9 am to 5 pm Monday to Friday) at:

Level 24
580 George Street
Sydney NSW 2000

FREEDOM OF INFORMATION ACT 1989
(Section 14 (1) (b) and (3))
SUMMARY OF AFFAIRS
of
THE PARLIAMENTARY COUNSEL'S OFFICE

SECTION 1 POLICY DOCUMENTS

The following documents are available (price, if any, is in brackets):

- Annual Report (\$6.79)
- Corporate Plan
- Code of Conduct
- EEO Management Plan
- Ethnic Affairs Priorities Statement
- Guarantee of Service
- Manual for the Preparation of Legislation (\$15.00)
- Manual for the Drafting of Non-Government Legislation (\$4.50)
- Privacy Management Plan
- Review and Redesign of NSW Legislation (\$30.00)

Most of these documents are also accessible via the Office's website (www.pco.nsw.gov.au).

SECTION 2 STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Parliamentary Counsel's Office was published in the 2001-2002 Annual Report of the Office. Copies of the Statement can be obtained (free of charge) by contacting the FOI Co-ordinator.

SECTION 3 CONTACT ARRANGEMENTS

Written inquiries concerning the procedures for inspecting or obtaining the Parliamentary Counsel's Office policy documents should be made to:

The FOI Co-ordinator
Parliamentary Counsel's Office
GP• ox 4191
SYDNEY NSW 2001

Inquiries may also be made to the FOI Co-ordinator by telephone between the hours of 8.30am-5.30pm ((02) 9228 7235), facsimile ((02) 9232 4796), or e-mail (parliamentary.counsel@pco.nsw.gov.au).

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

Summary of Affairs
of the
OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

as at 30 June 2003

This Summary of Affairs was prepared pursuant to section 14(1)(b) and 14(3) of the Freedom of Information Act 1989 (the Act).

The prosecution policy of the Office of the Director of Public Prosecutions (ODPP) is set out in the "Prosecution Policy and Guidelines of the Director of Public Prosecutions", which was last issued in March 1998. The Policy is currently under review and a revised version will publish later this year. A copy of the current policy can be obtained from the ODPP web site, <http://www.odpp.nsw.gov.au> or from the ODPP Head Office Library at 265 Castlereagh Street, Sydney, by telephoning any member of the Library staff on (02) 9285 8912 between 9am and 5pm on weekdays. The publication is available at no charge. The publication may be inspected by arrangement with a member of the Library staff at the ODPP Head Office at 265 Castlereagh Street, Sydney.

The ODPP has published to its officers four internal procedural manuals relating to the performance of its prosecuting functions, namely the Sentencing Manual, the Child Sexual Assault Manual, the Court of Criminal Appeal Guide and the Solicitors Manual, and a number of Research Flyers on significant aspects of the ODPP's practice. The Director of Public Prosecutions, the Deputy Directors and the Solicitor for Public Prosecutions also publish memoranda to ODPP officers and Crown prosecutors in relation to procedural matters relating to the performance of the ODPP's prosecuting functions. These documents are for internal use only (for training, operational and reference purposes), and are not available to members of the public, in the normal course, for inspection or for purchase. There are exemptions in the Act applicable to operational documents of this type.

The most recent Statement of Affairs of the ODPP published under section 14(1)(a) of the Freedom of Information Act was published as at 30 June 2003.

A copy of the Statement of Affairs and/or a copy of the Summary of Affairs can be obtained from the ODPP website (<http://www.odpp.nsw.gov.au>) or by telephoning the Executive Assistant to the Solicitor's Executive at the ODPP Head Office at 265 Castlereagh Street, Sydney on (02) 9285 8733 between 9am and 5pm on weekdays. The Statement and the Summary are available at no charge.

A copy of the Statement of Affairs and/or the Summary of Affairs may be inspected by arrangement with the Executive Assistant at the ODPP Head Office at 265 Castlereagh Street, Sydney.

Deputy Solicitor (Legal)
Office of the Director of Public Prosecutions
30 June 2003

FREEDOM OF INFORMATION ACT 1989
SECTION 14(1)(b) & (3)

Summary of Affairs
of the
Public Trustee
(FO1 Agency No.52)

SECTION 1 - POLICY DOCUMENTS

General

- Corporate Plan
- Annual Reports
- Level of Authorities
- Guarantee of Service
- Fraud Control Strategy
- Code of Conduct
- Training & Procedure Manuals
- Complaints Handling Procedures
- Protected Disclosure Procedures
- Waste Management Plan
- Ethnic Affairs Policy Statement
- Investment Policy Documents
- Privacy Plan
- Risk Management Policy and Plan

Promotional Brochures and Information Publications

- Will your assets end up in the right hands? - General
- The experience of over 800,000 Wills can work for you? - Wills
- Looking after your life's work is our work - Executor
- A helping hand with managing your financial affairs - Private Client Services
- Who can you trust with your Trusts? - Trusts
- Facts on Fees
- Privacy and Public Trustee NSW
- 2002 Annual Report
- Public Trustee Connect - external client newsletter
- ScriPT - internal staff newsletter
- Guide for beneficiaries
- Beneficiary Communication Plan

Human Resources Policies

- Acceptable Use Policy
- Casuals Policy
- Code of Conduct Policy
- Disability Action Policy

- Equal Employment Opportunity
- Ethical Work Practices Policy
- Filling Substantive Vacancies
- Filling Temporary Positions
- Financial Assistance for Studying
- Flexible Work Practices
- Harassment Free Workplace Policy
- Human Resources Strategic Plans 1 & 2
- Living Away From Home Allowance
- Management of Recreation Leave
- Meals & Travel Allowances
- Mufti Day Dress Code
- Office Security
- OH&S Policy
- Options for Relief
- Procedures for Responding to Poor Performance
- Rehabilitation Policy
- Resolving Grievances in the Workplace
- Sick Leave
- Travel Allowances
- Use of Eligibility Lists
- Workforce Profile
- Working From Home Policy
- Workplace Injury Management

Other Languages

Public Trustee brochures on products and services are also printed in Arabic, Chinese, Croatian, Greek, Italian, Macedonian, Polish, Spanish and Vietnamese.

SECTION 2 - STATEMENT OF AFFAIRS

The Public Trustee's current Annual Report (describing the operation, functions, structure of the organisation and publications available) serves as the Public Trustee's latest Statement of Affairs.

SECTION 3 - CONTACT ARRANGEMENTS

Public access to documents held by the Public Trustee will be subject to the Freedom of Information Act Schedule 1 Part 2 and Schedule 2. The Public Trustee is an exempt body when exercising functions of executor, administrator or trustee.

Requests for information should be made in writing or by telephone between hours 8.30 am - 4.30 pm to:

General Counsel
Level 4
19 O'Connell Street
SYDNEY NSW 2000
Telephone: (02) 9252 0523

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

SUMMARY OF AFFAIRS
of the
PREMIER'S DEPARTMENT

SECTION 1 - POLICY DOCUMENTS.

PUBLIC SECTOR MANAGEMENT OFFICE publications.

(all documents listed can be found on the website: www.premiers.nsw.gov.au)

Contact for Enquiries: Executive Assistant telephone (02) 9228 3572.

Year issued	Current Circulars issued by the Premier's Department	
1993	C93-09	Fringe Benefits Tax on Car Parking and Review of Agency Vehicle Requirements
1993	C93-17	Re: Premier's Memorandum No. 93-36 Managing Excess Employees
1993	C93-07	Availability of Police Academy for Conferences and Training
1994	c94-16	Tax Equivalent Regime (TER) for SES Finance and Data Processing Positions
1994	c94-12	Senior Executive Service - Applications for Compensation and the Right of Return
1994	c94-20	Income Maintenance Provisions for Chief and Senior Executive Officers
1994	c94-04	Senior Executive Service - Changes to Components of Total Remuneration Packages Resulting from Variations to FBT Legislation
1995	c95-21	Option of Cash out Accrued Leave
1995	c95-22	Domestic travel - Members of CES and SES
1995	c95-19	Participation and attendance at External Seminars
1995	C95-03	Protected Disclosures Act 1994
1995	C95-10	SES - Changes to FBT
1996	C96-11	Cessation of Payment for 'Right of Return' - Chief and Senior Executive Service
1996	C96-22	Access to Public Sector Executives Superannuation Scheme
1996	C96-16	Higher Duties Allowance
1996	C96-12	Changes to Motor Vehicle Policy - Wholesale Sales Tax and Leasing
1997	C97-46	Public Sector Management (General) Regulation 1996 - Appointment of Long-Term Temporary Employees
1997	C97-42	Chief and Senior Executive Service (SES) Leave Entitlements (Restricted)
1997	C97-49	Participation in Not-For-Profit and Commercially Run Conferences and Seminars
1997	C97-05	M4 and M5 Cashback
1997	C97-13	Long-term temporary employees
1997	C97-40	Senior Officers Award
1997	C97-45	Recruitment Consultants
1997	C97-48	Commitment to Ethical work Practices and Ethic Training Courses
1997	C97-50	NSW Public Sector Interim Vocational Education and Training (VET) Plan 1998-2000
1997	C97-84	Working for the Dole
1997	C97-69	Commonwealth Announcements Concerning Choice of Superannuation Fund
1998	c98-40	Senior Executive Service - Changes to Motor Vehicle Policy - Wholesale Sales Tax

1998	c98-50	Implementation of Job Evaluation Outcomes
1998	c98-80	Premier's Department Policy and Guidelines: Mature Workforce and Alcohol and Other Drugs
1998	c98-22	SES Mobility System
1998	c98-107	Public Sector Management Act 1988
1998	c98-105	Principles for Review of Awards
1998	c98-41	Increment in Superannuation Guarantee Contributions from 1 July 1998
1998	c98-70	Salary Sacrifice for Superannuation
1998	c98-73	Dispute Resolution
1998	c98-102	Senior Executive Service - Notional Salary
1998	c98-04	Crown Employees (Transferred Officers Compensation) Award , Use of the Crown Solicitor's Office
1998	c98-59	Commencement of Legislation Improving Retrenchment Benefits for State Superannuation Scheme Members
1998	c98-57	Unattached Officers: Chief And Senior Executive Service (SES)
1998	c98-08	Pay Advice Slips
1998	c98-11	Carer's Leave for Employees Covered by the Uniform (Ministerial) Leave Conditions
1998	c98-14	Community Language Allowance Scheme
1998	c98-23	Use of Family and Community Services Leave , Funerals
1998	c98-103	Premier's Department Performance Management Policy and Guidelines
1999	c99-55	Reference Guide For Employees Caring For Older Persons
1999	c99-09	Use of Employer Communication Devices
1999	c99-57	Optional Access to Early Retirement Benefits
1999	c99-51	Managing Displaced Employees Job Search Leave
1999	c99-14	Gender Analysis Checklist for the Review of Community Service Obligations
1999	c99-39	New Superannuation Preservation Rules
1999	c99-69	Qualifications for Senior Financial Management and Accounting Positions
1999	c99-62	Interpreter Budget Requirements In Contracting Out Services And Funding Services Delivered By Non Government Organisations, Government Trading Enterprises And State Owned Corporations
1999	c99-01	Superannuation Amendments
1999	c99-25	2000 By 2000 Strategy
1999	c99-59	Mobility of superannuation for employees transferring employment between the NSW public sector, local government sector and electricity distribution sector
1999	c99-23	Suspension of Advertising and Filling of Vacancies
1999	c99-31	Guidelines for Collaboration and Integrated Services
1999	c99-37	Direction to Take Leave Displaced Employees
1999	c99-15	Senior Executive Service Motor Vehicles Novated Leases
1999	c99-45	Stage 3 Devolution of Evaluation of Senior Executive Positions Levels 4 8.
1999	c99-48	Arrangements re the Suspension of Advertising and Filling Vacancies Following Introduction of the 1999 2000 Budget
1999	c99-49	Payments in Lieu of Employer Superannuation Support for Employees and Former Employees Aged 65 Years and Over
2000	C2000-62	NSW Government Job Vacancy Advertising Procedures
2000	C2000-11	Managing and Supporting Attendance at Work
2000	C2000-33	Taxation of Allowances
2000	C2000-50	CEO Contracts, Performance Agreements and Appraisals
2000	C2000-57	Parking Space Levy
2000	C2000-32	Government Owned Training/Conference Facilities
2000	C2000-26	Employment Health Assessment Policy and Guidelines

2000	C2000-46	Impact of FBT and GST on Salary Sacrifice Arrangements
2000	C2000-16	Sickness Absence Policy
2000	C2000-19	Conditions Applicable to Employees Selected to Participate in Migrant Work Experience Program
2000	C2000-37	Monitoring of Use of Communication Devices (including internet access)
2000	C2000-42	Superannuation Retrenchment Benefits
2000	C2000-73	Disclosure - Commission for Children & Young People
2000	C2000-70	SES Motor Vehicles
2000	C2000-67	Personnel Handbook (October 2000 Electronic version)
2000	C2000-68	Amendment to Premier's Memorandum No. 2000 15, Access To Published Information Laws, Policy and Guidelines
2000	C2000-40	Public Service National Training Package and NSW Implementation Tool kit
2000	C2000-53	Looking for Work with the NSW Government
2000	C2000-05	Superannuation Amendments
2000	C2000-10	Changes to the method of calculating Superannuation on costs for Executive members of First State Super
2000	C2000-78	Award Review of Crowned Employees (Skilled Trades) Awards
2000	C2000-64	Report on the Review of the Spokeswomen's Programme
2000	C2000-74	Staying in Town
2001	C2001-32	Reimbursement of Goods and Services Tax
2001	C2001-39	Reforming the Public Sector
2001	C2001-06	Update of SES Guidelines
2001	C2001-10	Devolution of Establishment of Senior Officer Positions
2001	C2001-08	Principles for Approval of NSW Enterprise Agreements and Information on Reviewed Awards
2001	C2001-01	Australian & Overseas Travelling Allowances
2001	C2001-07	Improving Aboriginal Employment Outcomes within the NSW Public Sector
2001	C2001-16	New Arrangements For The Lifting Of The Suspension Of Advertising And Filling Vacancies
2001	C2001-20	Superannuation Amendments
2001	C2001-14	Crown Employees (Public Service Conditions Of Employment) Award 1997 Section 19 Review
2001	C2001-34	Nomination Of Employer Representatives To The Government And Related Employees Appeal Tribunal
2001	C2001-35	Review of meal, travelling and related allowances
2001	C2001-17	NSW Pilot Project -Workplace Based Assessment of Competency
2001	C2001-51	Allowances Paid To Cadets
2001	C2001-38	Manual Of Delegations To Department Heads
2001	C2001-59	Elsa Dixon Aboriginal Employment Program
2001	C2001-02	NSW Pilot Project - Payroll Deduction to Charities
2001	C2001-68	Accessing Leave Entitlements and Flexible Work Hours Arrangements to Observe Religious Duties
2001	C2001-60	Annual Determination of Remuneration for Judges, Magistrates and Related Group and the Public Office Holders Group
2001	C2001-58	Crown Employees (Skilled Trades) Award. Variations to Expenses Related Allowances, Rostered Days Off - 2002
2001	C2001-52	Crown Employees (Public Service Training Wage) Award 2000
2001	C2001-47	Employer Representatives to the Government and Related Employees Appeal Tribunal
2001	C2001-44	JOBS.NSW
2001	C2001-41	Call Centre Coordination Review Of Options To Share Call Centre Infrastructure

2001	C2001-53	NSW Government Application for Employment/Transfer/Promotion
2002	C2002-65	Crown Employees (Public Service Conditions of Employment) Award, 2002
2002	C2002-28	Stage Wage Case 2002
2002	C2002-36	Public Sector Employment and Management Act 2002
2002	C2002-35	Common Selection Criteria Brochure
2002	C2002-37	Elsa Dixon Aboriginal Employment Program
2002	C2002-40	Increment in Superannuation Guarantee Requirement from 1 July 2002
2002	C2002-42	Australian and overseas travelling allowances - Including Chief Executive Officers, Senior Executive Officers, statutory appointees, and part-time members of boards, committees
2002	C2002-43	Statutory and Public Office Holders - Salary Sacrifice Motor Vehicles
2002	C2002-44	Crown Employees (Skilled Trades) Award Variations to expense related allowances,
2002	C2002-58	Crown Employees (Librarians, Library Assistants, Library Technicians And Archivists) Award 2002
2002	C2002-59	Leave For Staff Affected By The Bush Fire Emergency
2002	C2002 -61	Salary Packaging For Non-Ses Employees
2002	c2002-63	Use Of Government Owned Training/Conference Facilities
2002	C2002-33	National Aboriginal & Islander Day Observance Committee (NAIDOC Week 7-14 July 2002)
2002	C2002-60	Circular no. 2002 -60 Rostered days off - 2003 Crown employees skilled trades Award and General construction & maintenance civil and mechanical engineering state) Award
2002	C2002-09	Crown Employees Wages Staff (Rates of Pay) Award 2002
2002	C2002-66	Crown Employees (Transferred Employees Compensation) Award
2002	C2002-71	Salary Packaging For Non-SES Employees
2002	c2002-62	Superannuation Amendments
2002	C2002-57	Employer Contributions For First State Super And Complying Accumulation Superannuation Funds
2002	C2002-73	New Principles For Approval Of Enterprise Agreements
2002	C2002-55	Crown Employees (Public Service Training Wage) Award 2002
2002	C2002-56	Compliance With NSW Superannuation Legislation
2002	C2002-52	Staged commencement of Public Sector Employment and Management Act 2002
2002	C2002-49	Christmas & New Year public holidays & concessional leave 2002/2003
2002	C2002-13	Clearance of Vacancies - Workforce Management Centre
2002	C2002-50	Public Employees' and Agencies' Involvement in Political Fundraising Activities
2002	C2002-45	Motor Vehicle Policy
2002	C2002-46	Public Sector Employees Contesting State Elections
2002	C2002-34	Review of Meal, Travelling and Related Allowances
2002	C2002-04	SES/Senior Officers Motor Vehicle Charges 2001-2002
2002	C2002-10	Pay Slips and Employers' Records
2002	C2002-11	Deduction of Union Membership Fees - Model Clause
2002	C2002-48	Crown Employees (Major And Community Events Reassignment) Award
2002	C2002-32	Senior executive service Notional salary
2002	C2002-47	Disclosure Of Information In Government Contracts With The Private Sector
2003	c2003-07	Severe Acute Respiratory Syndrome - Travelling Overseas On Official Business
2003	C2002-11	Crown Employees (Storemen &c) Award Variation to Insert Deduction of Union Membership Fees
2003	c2003-01	Accessing leave entitlements and flexible work hours Arrangements to observe religious duties
2003	c2003-11	2003 Premier's Public Sector Awards

2003	C2003 - 12	Salary Packaging Amendment - Annual Public Transport Tickets
2003	C2003 - 13	SES/Senior Officer Motor Vehicle Charges
2003	C2003-18	Reserve Forces Day - Saturday 5 July and Sunday 6 July 2003
2003	C2003-17	Protecting The Archival Heritage Of The State
2003	C2003-16	Briefing Sessions On The Implementation Of Conduct And Performance Provisions Of The Public Sector Employment And Management Act 2002

Year issued **Current Memoranda issued by Premier's Department**

1990	M90-06	Fringe Benefits Tax - Higher Education Contribution Scheme
1990	M90-02	Senior Executive Service - Grievance Mediation Mechanism
1990	M90-13	Performance Agreement Guidelines
1990	M90-29	Remuneration Packaging for Advertising Public Sector Vacancies
1990	M90-26	S.E.S. Grievance Mediation - Co-operation and assistance to the Grievance Mediator
1990	M90-62	Guidelines for Part-time Work
1991	M91-34	Reporting of Grants to Non-Government Organisations
1991	M91-19	Amendment of Superannuation Legislation
1992	M92-28	Parking Space Levy and Government Agencies
1992	M92-30	Privatisation - Staffing Implications
1994	M94-35	Suspension of Public Employees from Duty
1994	M94-45	Quality Customer Service
1994	M94-10	Employee Housing Policy
1995	M95-40	Flexible Work Practices
1995	M95-27	Unattached Officers
1995	M95-14	Instrument of Delegation
1995	M95-45	Performance Agreement Guidelines
1996	M96-20	Executive Council Minutes
1996	M96-11	Dealing with employee work-related concerns and grievances, and harassment free workplace
1996	M96-05	Managing Displaced Employees
1996	M96-24	Protected Disclosures Act 1994
1997	M97-12(A)	Traineeships in the NSW Public Sector
1997	M97-19	Spokeswomen's Programme
1997	M97-10	Model Code of Conduct for NSW Public Agencies
1997	M97-27	Managing Displaced Employees
1997	M97-28	Out-of-Pocket Expenses and Christmas Season Parties
1997	M97-03	Employee sponsored child care
1998	M98-04	Production costs of annual reports
1998	M98-12	Use of probity auditors by public sector agencies
1998	M98-24	Managing displaced employees relocation of employees to available work
1998	M98-37	Executive service model contract of employment
1999	M99-20	Military leave Australian Peace Keeping Force - East Timor
1999	M99-19	Applicability Of Memoranda And Circulars To State Owned Corporations (SOCS)
1999	M99-10	Suspension of advertising and filling of vacancies exemptions
1999	M99-04	Increasing Traineeships In The NSW Public Sector
1999	M99-05	Chief Executive Performance Agreement Guidelines
2000	M2000-15	Access to Published Information - Laws, Policy and Guidelines [library deposit]
2000	M2000-06	Government Owned Training Facilities

2000	M2000-10	Strategies for Flexible Workplace Arrangements
2000	M2000-24	Reappointment to CES and SES Positions
2000	M2000-05	Remuneration and Contracts of Employment for CES & SES Officers
2001	M2001-11	Revised 'Fitness to Continue' Procedures
2002	M2002 - 21	Out Of Pocket Expenses And Christmas Season Parties
2002	M2002-07	Engagement and Use of Consultants
2002	M2002-01	Leave for Staff affected by the Bush Fire Emergency
2002	M2002-05	Departmental Savings Strategies. Expanded Reporting Requirements
2002	M2002-08	Departmental Savings Strategies Productivity Savings Progress Reports
2002	M2002-11	Spokeswomen's Program
2002	M2002-19	2002 Annual Determination of Remuneration for Chief Executive and Senior Executive Service
2002	M2002-04	Acceptable Use of the Internet and E-mail
2003	M 2003 - 14	Membership Of Private Sector/Non-Government Boards By NSW Executive Officers

Year issued **Current Circulars issued by the Public Employment Office**

1995	P95-24	Corporate Incentives - Acceptance of Benefits by Public Employees
1995	P95-59	Re-employment of former Executive Officers who have received compensation for removal from office
1995	P95-58	Removal of Executive Officers
1995	P95-27	Re-appointment of Former Senior Executive Officers to the Public Sector
1995	P95-16	Paid Trade Union Leave
1995	P95-61	Engagement of Companies
1995	P95-34	Guidelines under the Public Sector Management Amendment Act 1995
1995	P95-44	Requirements to Unattached where a position is deleted
1995	P95-25	Administrative Arrangements for Unattached Chief Executive Officers
1995	P95-45	Union Picnic Day
1995	P95-56	Senior Executive Service - Motor Vehicle Leasing Costs
1996	P95-37	Use of Eligibility Lists Under the PSM Act 1995
1996	P96-40	Services for Displaced Employees
1996	P96-01	Protected Disclosures Act 1994
1996	P96-04	Abolition of Salary Maintenance Chief Executive and Senior Executive Service
1996	P96-26	Deletion of SES Positions and Removal and Unattachment of Occupants
1996	P96-54	Senior Officers
1996	P96-23	Engagement and Use of Consultants
1996	P96-27	Public Sector Vacancies
1996	P96-34	Managing Displaced Employees

Year **Other current publications issued by Premier's Department**

1995	Guidelines for the Suspension of Public Employees
1999	Guidelines for Developing Performance Agreements for CEOs
1998	CES Model Contract of Employment
2000	Sickness Absence Policy
1998	Interim Guidelines for Implementation of the Community Language Allowance Scheme
2000	Staying in Town
1998	Mature Workforce Policy
2000	Implementation of National Training Packages

1995	Policy and Guidelines on Flexible Work Practices
1996	Guidelines on Senior Officers Classification
1997	Code of Conduct and Ethics for Public Sector Executives
1997	Model Code of Conduct
1998	Research Scientist Classification
1998	Salary Sacrifice for Superannuation Information Sheet
1998	Salary Packaging of Superannuation
1998	Role of the NSW Public Sector in the 2000 Olympic and Paralympic Games Volunteer Program
1998	Performance Management Policy and Guidelines
1998	Alcohol and other Drugs - Policy and Guidelines
1999	Guidelines for Collaboration and Integrated Services. Working Together in the Public Sector
1999	Administrative Guidelines for the Implementation of the 1999 Annual Determination of the CES and SES
1999	Policy and Guidelines for the use by Staff of Employer Communication Devices
2000	Personnel Handbook
2000	NSW Executive Capabilities
2000	Review of the NSW Government's Spokeswomen's Program
2000	Access to Published Information - Laws, Policy and Guidelines
2000	SGE Travelling Fellowship Reports - 2000 Fire Service Earthquake Preparedness
2000	Employment Health Assessment Policy and Guidelines
2000	Managing and Supporting Attendance at Work
2000	Strategies for Flexible Workplace Arrangements
2000	Review of the NSW Government's Spokeswomen's Program
2001	PSM Act -Delegations Manual
2001	Reforming the Public Sector
2002	Information about PSMO
2002	Government Owned Training Facilities
2002	Motor Vehicle Policy
2002	SES Guidelines
2002	New Directions Strategic Plan

MINISTERIAL AND PARLIAMENTARY SERVICES.

Guidelines for Boards and Committee Members Appointment and Remuneration - Premier's Memorandum 2003-06.

Diversity in the Membership of Public Sector Boards and Committees (pamphlet) May 2002.

Conduct Guidelines for members of Boards and Committees - (Premier's Memorandum 2001-17).

Guidelines for the Engagement and Use of Consultants (Premier's Department Circular No 2000-47).

Appointing Women to Boards, Councils and Committees - "Call for Applicants" (Pamphlet).

In NSW we are gaining wider horizons-a call for applicants for people from culturally diverse backgrounds - "Call for Applicants" (Pamphlet).

NSW Boards and Committees: Premier's Department Register-Application Form.

Appointing People with a Disability to Public Sector Boards, Councils and Committees - Pamphlet - October 2000.

Appointing People from Non-English Speaking Backgrounds to Public Sector Boards, Councils and Committees (Premier's Department Memorandum No 99-7).

Contact: Ms Samantha Reid 9228 3624

Government Boards and Committees - Guidelines.

Contact: Ms Janet Britton 9228 4635 or e-mail: boards@premiers.nsw.gov.au

Freedom of Information

FOI Procedure Manual, Third Edition, 1994 or at www.premiers.nsw.gov.au

FOI Poster and Pamphlets - Poster; Two pamphlets: "Guidelines for Using FOI in NSW" and "Reviews and Appeals", updated January 2003, also available at www.premiers.nsw.gov.au

Contact: Mr Simon Carroll 9228 4441

Sector Wide Media Monitoring Contract (Premier's Department Circular 2002-22, 17 May 2002).

Contact: Ms Karen Howell 9228 4665

Frequent Flyer Points (Premier's Department Circular 2002-29, June 2002).

Contact: Ms Angelina Anassis 9228 4904

Overseas Projects (Premier's Memorandum 2002-03, February 2002).

Overseas Projects Reporting Requirements (Premier's Memorandum 2002-30, 25 June 2002).

Contact: Mr Brad Fitzmaurice 9228 4512

Remuneration Tribunals

Reports and Determinations of the Parliamentary Remuneration Tribunal.

Reports and Determinations of the Statutory and Other Offices Remuneration Tribunal.

Reports and Determinations of the Local Government Remuneration Tribunal.

Statement of Principles in respect to compensation applications.

Contact: Mr Emanuel Sklavounos 9228 3570 or e-mail sklavoe@premiers.nsw.gov.au or reports and determinations may be viewed the Tribunal website at www.remtribunals.nsw.gov.au

STRATEGIC PROJECTS DIVISION.**Publications/Reports Issued in 2003**

- Cabramatta Update - Cabramatta Project newsletter; 1 publication, in three 3 languages (English, Vietnamese, Chinese) (Jan 2003).
- International Year of Volunteers 2001: NSW Report and Recommendations (Dec 2002)
- Redfern Waterloo Partnership Project - Holiday Happenings (Dec 2002)
- Family Matters: How to approach drug issues in your family - community language information sheet versions in Tongan, Samoan, Punjabi and Fijian (May 2003)
- Drug Action Summer 2003- NSW Community Drug Strategies Newsletter (March 2003)
- Drugs and Community Action Strategy and Community Drug Action Teams - Information Sheet (May 2003) (web based only not in print)
- Getting Involved in the Community Drug Information Initiative - A guide to holding community activities (April 2003)
- "Working Together-Achieving Economic Outcomes for the Shire of Wentworth".(Dec 2002)

Publications/Reports Issued in 2002.

- Cessnock Community Renewal Plan of Action 2002-2004 (2002)
- Drug Action Spring 2002 - NSW Community Drug Strategies Newsletter (November 2002)
- A Summary Guide to Consulting With Rural and Regional Communities" (November 2002)
- generate: mapping youth culture and migration heritage in western Sydney - Migration Heritage Centre and Centre for Cultural Research, UWS Publication (November 2002)
- generate: the art of migration - Migration Heritage Centre and Centre for Cultural Research, UWS poster (November 2002)
- Community Wellbeing managing change growth and decline in country towns" (November 2002)
- Supporting Youth in Country Towns (November 2002)
- Drugs and Community Action Strategy And Community Drug Action Teams Information Sheet November 2002)
- Community Support and Human Services Strategy for Wannervale Wadalba (Revised September

- 2002)
- From There to Here project: imagine the stories - Migration Heritage Centre and Community Languages Schools Program of the NSW Department of Education Training Card (September 2002)
 - Drug Action - NSW Community Drug Strategies Newsletter (September 2002)
 - Drug Crime Diversion Information Sheet (August 2002)
 - Redfern Waterloo Partnership Project Brochure (August 2002)
 - Family Matters: How to approach drug issues in your family (July 2002)
 - Tune in to Fairfield City: a multicultural driving tour - Migration Heritage Centre and Fairfield City Council postcard (July 2002)
 - Education on the Move: Sydney Learning Adventures Schools Program 2002 to 2003 - Migration Heritage Centre and Sydney Harbour Foreshore Authority brochure (June 2002)
 - It's Only a Game! - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
 - Going, Going, Gone - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
 - Red and Gold - Sydney's Chinatown - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
 - Greasing the Wheels - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
 - Pack Your Bags - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
 - Youth Partnership with Arabic Speaking Communities Information Sheet (August 2002)
 - Migration Heritage Centre Website Stories - Migration Heritage Centre postcard (June 2002)
 - Capacity Building for NGO Project - Progress Report. (June 2002)
 - Youth Partnership with Arabic Speaking Communities Newsletter No 2 (June 2002)
 - Drugs and Community Action Strategy And Community Drug Action Teams Information Sheet (June 2002)
 - Family Matters: How to approach drug issues in your family- community language information sheet versions in in Bosnian, Chinese, Croatian, English, Khmer, Korean, Lao, Macedonian, Russian, Serbian, Spanish, Thai, Turkish, Vietnamese (September 2002) and also Arabic in the Arabic Parenting Magazine (July 2002).
 - Working with the Media - A Commonsense guide for communities taking action to address drug-related issues. (May 2002)
 - Drugs and Community Action - Website Information Card (May 2002)
 - Cabramatta Anti-Drug Strategy - the first 12 months. Information Sheet (May 2002)
 - Drug Smart Information Card (May 2002)
 - Future Jobs on the Central Coast Report (April 2002)
 - Community Builders NSW Brochure (April 2002)
 - MHC NEWS - Migration Heritage Centre quarterly newsletter (April 2002)
 - A Tapestry of Beliefs and Ideals - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
 - MHC NEWS - Migration Heritage Centre newsletter (April 2002)
 - Audit of Community Leadership Initiatives - Prepared by UTS Shopfront and Issued by Strategic Projects Division Strengthening Communities Unit. (February 2002)

Publications issued in 2001:

- Natural Resources Services Centre NSW "Service Closer to You" pamphlet (December 2001)
- Region Assist - Proposal for Regionally Based Business Support Units (December 2001)
- MHC NEWS - Migration Heritage Centre quarterly newsletter (December 2001)
- Capacity Building for NGOs Project - Framework for Action
- Drug Action NSW Community Drug Strategies Newsletter Spring edition (November 2001)
- Education on the Move: Sydney Learning Adventures Schools Program - Migration Heritage Centre and Sydney Harbour Foreshore Authority brochure (November 2001)
- GENERATE: Youth Culture and Migration Heritage in Western Sydney Institute for Cultural Research (November 2001)
- CommunityLink Feasibility Study - Summary Report - Pilliga / Gwabegar (October 2001)
- CommunityLink Feasibility Study - Summary Report - Toomelah/Boggabilla (October 2001)
- Information Sheet on Youth Partnership with Arabic Speaking Communities (October 2001)
- Youth Partnerships with Arabic Speaking Communities Newsletter (October 2001)
- Tune in to Fairfield city: a multicultural driving tour - Migration Heritage Centre and Fairfield

- City Council Poster (September 2001)
- Cabramatta Update 1 tri-language publication (English, Vietnamese, Chinese) (September 2001)
 - MHC NEWS - Migration Heritage Centre quarterly newsletter (September 2001)
 - Drug Action NSW Community Drug Strategies Newsletter Winter edition (August 2001)
 - Drug Community Action Strategy (DCAS) Special Fund Guidelines 2001/02 (August 2001)
 - Central Coast Moving Forward Strategy 2001-2002 (July 2001)
 - Central Coast Moving Forward Report 2001 - 2002 (July 2001)
 - Framework for Action - Capacity Building for Non Government Organisations (NGO) (July 2001)
 - People Place and Partnerships Conference - A NSW Government and Community Conference 22-23 March 2001- Papers. (July 2001)
 - Communitybuilders.nsw website brochure (July 2001)
 - Drug Action NSW Community Drug Strategies Newsletter Autumn edition (June 2001)
 - generate: the popular culture of middle eastern and asian youth - Migration Heritage Centre and Institute for Cultural Research Brochure(June 2001)
 - Tune in to Fairfield City: a multicultural driving tour - Migration Heritage Centre and Fairfield City council audio tape cassette or CD with printed guide (September 2001)
 - The Migration Heritage Centre New South Wales: A Cultural Heritage Exchange brochure (May 2001)
 - New England / North West NSW Regional Priorities Framework Status Report (April 2001)
 - Moree Place Project Review (April 2001)
 - Riverina- Murray Regional CO-Ordination Program (April 2001)
 - New England / North West NSW Regional Service Delivery Plan (April 2001)
 - Drugs and Community Action Strategy Information Sheet
 - Cabramatta Anti-Drug Strategy Information Sheet (6 versions; English, Spanish, Chinese, Vietnamese, Khmer and Lao).(July 2001)
 - Local Community Drug Action Teams Information Sheet
 - A Multicultural Landscape. Ethnicity and National Park Recreation.” Migration Heritage Centre and National Parks and Wildlife Service publication. (May 2001)
 - Framework for the Expansion of Government Access Program (March 2001)
 - NSW After the Drug Summit- Pamphlet (June 2001)
 - South Western Sydney and Western Sydney Regional Co-ordination Program Newsletter Issue 3 (March 01)
 - Drug Action NSW Community Drug Strategies Newsletter Summer edition (March 2001)
 - The Strengthening Communities Unit- Pamphlet (March 2001)
 - Monitoring Progress of Windale CRS Projects (March 2001)
 - Hunter Community Renewal Scheme Action Plan for Windale 2001 (March 2001)
 - Hunter Community Renewal Scheme Action Plan for Booragul/Bolton Point (2001)
 - “Place Management”, Community Renewal, Whole of Government - Responding to the Disadvantaged Communities, Proceedings of a Conference (March 2001)
 - Strengthening Rural Communities Resource kit (March 2001)
 - International Year of Volunteers - IYV Community Guide (March 2001)
 - NSW Strategic Agenda for International Year of Volunteers (March 2001)
 - 1999/2000 Regional Communities Consultative Annual Report - including RCCC project reports: - Aboriginal Consultation Report; Supporting Older people in Smaller Communities Report; Beyond desolation - understanding suicide in rural NSW Report. (2001)
 - Guidelines for Delivering Shop Front Services in Rural NSW (February 2001)
 - Regional Communities Consultative Council Pamphlet
- Publications issued in 2000:
- NSW Drugs and Community Action Strategy: Framework for Action (December 2000)
 - NSW Regional Community Consultative Council - pamphlet
 - 1998/99 Regional Community Consultative Council Annual Report
 - Working Together in Strengthening Rural Communities - progress report. (February 2000)
 - Working Together in Strengthening Rural Communities - progress report. (August 2000)
 - Workforce Availability Forum, A Regional Service Delivery Plan initiative of the Riverina Murray Regional Co-ordination Management Group. Report from Forum held in Wagga Wagga (November 2000)
 - Wattan: Redfern. Report on the second Phase of the Lebanese and Arab Australian Communities Heritage Project Migration Heritage Centre and Powerhouse Museum. (February 2000)
 - Memorandum to all Ministers and CEOs - International Year of Volunteers 2000-16 (June 2000)
 - Mapping Chinese Heritage in NSW. Migration Heritage Centre and NSW Heritage Office

- Report. (February 2000)
- Mapping Italian Heritage in NSW. Migration Heritage Centre and NSW Heritage Office Report. (February 2000)
- Rich Rewards: Cultural Diversity and Heritage Practice. Report on Stage 1. Ethnic Communities consultation in rural and regional centres. Migration Heritage Centre. (November 1999)
- Songs of flight. A CD Rom of music by Australian Performers who are former refugees. Migration Heritage Centre and Ethnic Affairs Commission. (September 2000)
- Regional Coordination Program Guidelines. (February 2000)
- Regional Coordination Program: Agency Project and Benefit Schedule (June 2000)
- Regional Data Profiles: Overview and CD File Listing (July 2000)

Regional Data Profiles Summary Central Coast

Regional Data Profiles Summary Hunter

Regional Data Profiles Summary Illawarra

Regional Data Profiles Summary Northern Tablelands

Regional Data Profiles Summary North Coast

Regional Data Profiles Summary South West NSW

Regional Data Profiles Summary South East Sydney

Regional Data Profiles Summary Western NSW

Regional Data Profiles Summary Greater Sydney

Regional Data Profiles Summary Western Sydney

Regional Data Profiles Summary NSW Regions

South Western Sydney and Western Sydney- Regional Coordination Program Newsletter (September 2000)

Cabramatta Project Newsletter Vol 2 No 1 (August 2000)

Publications issued in 1999/00:

Working Together for Stronger Rural Communities: A Statement of Commitment to Rural Social Justice by the NSW Government (February 1999)

South Western Sydney and Western Sydney - Regional Coordination Program Newsletter (May 2000)

Graffiti Solutions Handbook (May 2000)

Kings Cross Place Management Project newsletter (April 2000)

Government Access Program. Evaluation Report (February 2000)

Communicating Natural Resources Issues and NESB Communities - Proceedings. Booklet (January 2000)

NSW Regional Community Consultative Council - pamphlet (November 1999)

Papers Associated with the Kempsey Community Economic Renewal Project (November 1999)

Ongoing Strategies for Community and Economic Renewal in Kempsey - brochure (November 1999)

Kings Cross Tourist Vehicle - Code of Conduct - brochure (Spring 1999) (Revised)

Kings Cross Place Management Project Newsletter (Spring 1999 update)

Our Diversity - Our Heritage: Partnerships in Migration Heritage, Migration Heritage Centre Publication (September 1999)

Cabramatta Community Profile (September 1999)

Updated Cabramatta Project Newsletter - Translated into Vietnamese (September 1999)

Updated Cabramatta Project Newsletter - Translated into Chinese (September 1999)

Cabramatta Project Newsletter Vol 1 No 3 (1999)

NSW Graffiti Solutions Brochures: Preventing Illegal Graffiti (July 1999)

NSW Graffiti Solutions: Protection and Removal (July 1999)

Publications issued in 1998/99:

Communitybuilders.nsw - brochure (June 1999)

Protocol on Coordinated State and Local Government Responses to Planning Matters (North Coast) Integrated Development Assessment (June 1999)

Human Services on the North Coast - brochure. Printed in Spanish, Punjabi, Arabic, Chinese (Cantonese) and English

Joint publication with the Ethnic Affairs Commission (May 1999)
Working Together for Stronger Rural Communities. A Statement of Commitment to Rural Social Justice by the NSW Government (February 1999)
Lake Macquarie Task Force Report - Integrated Estuary and Catchment Management Framework (February 1999)
North Coast Regional Coordination Program Update (February 1999)
How to Get Around Safely in Kings Cross - brochure (February 1999)
Places to Visit on Kings Cross - brochure (February 1999)
Indigenous Data Profile of the Many Rivers ATSI Region (North Coast, Hunter & Central Coast), NSW - Part A: Population Census Profiles (December 1998)
Indigenous Data Profile of the Many Rivers ATSI Region (North Coast, Hunter & Central Coast), NSW - Part B: A Compendium of Socio-Economic Data (Non ABS Census Sources) (December 1998)
A Summary Indigenous Data Profile for the Many Rivers ATSI Region (North Coast, Hunter & Central Coast) NSW (December 1998)
Information on the Environment Protection Authority - INTEGRATED DEVELOPMENT - A guide for applicants on the North Coast (December 1998)
Information on the Department of Land and Water Conservation - INTEGRATED DEVELOPMENT - A guide for applicants on the North Coast (December 1998)
Information on NSW Fisheries - INTEGRATED DEVELOPMENT - A guide for applicants on the North Coast (December 1998)
NSW National Parks and Wildlife Service Aboriginal Cultural Heritage - INTEGRATED DEVELOPMENT - A guide for applicants on the North Coast (December 1998)
General Information prepared by the Department of Urban Affairs and Planning - INTEGRATED DEVELOPMENT - (includes information on all State Agencies on the North Coast) (December 1998)
Cabramatta Project Newsletter Vol 1 No 2 (November 1998)
Kings Cross Place Management Project Newsletter (October 1998)
Working together in Strengthening Rural Communities Forum - A Report of the Forum (September 1998)
A Guide to Development Planning - A simple guide to the responsibilities of State Agencies on the North Coast (August 1998)

Publications issued prior to 1998/99:

Access to Government Services in Rural NSW - A Pilot Study (1997)
A Summary Socio-Economic Profile: North Coast of NSW (1998)
Bringing Government Services Closer to You (1997)
Business Information Services (BIS) (1998)
Working together in Strengthening Rural Communities Forum - Progress Report (March 1998)
Cabramatta Project Newsletter Vol 1 No 1 (April 1998)
Club Industry Policy Framework (1998)
Commitment to Service (Government Access Program) (1997)
Government Access Centre Operations Manual (September 1997)
Government Access Program Guidelines (February 1998)
Guidelines for Preparation of Rural Communities Impact Statements (1997)
How to Hold a Quality Event (Kings Cross) (May 1998)
Kings Cross Licensing Accord - brochure (1998)
Kings Cross Place Management Newsletters (November 1997 and January 1998)
Lismore Interagency Case Coordination Model (April 1996)
National Business Information Service Project Brief (1998)
North Coast Region Coordination Program Update (October 1997)
Moree Place Management (April 1998)
Regional Coordination Guidelines (March 1997)
Regional Priorities Framework New England - North West - Northern Tablelands. Report from Workshop (February 1998)

Report of the NSW Rural Communities Consultative Council (1997)
Summary and Conclusion from the New Models for Rural Human Services Forum (April 1997)
Contact: Ms Susan White via 9228 5555

Access to 13/1300 and 1800 telephone numbers (Premier's Memorandum 2002-06, 6 May 2002)
Contact: Ms Fran Schonberg 02 6393 0001

Guidelines for addressing cultural issues for State events
Contact: Mr David Roden, 02 9228 3372

Adjustment Policy for Employees with Disabilities
Disability Action Plan 2000/2002
Ethnic Affairs Priority Statement (EAPS)
Contact: Ms Paula Castile 9228 5047

Code of Conduct
Equal Employment Opportunity
Health Ageing Action Plan
Filling of Short Term Vacancies Policy
Scholarships Program
Contact: Ms Susan Hayes, 9228 3129

Training and Development Policy
Study Assistance Scheme
Working from Home Policy
Workplace Injury Management and Rehabilitation Policy
Contact: Ms Susan Hayes, 9228 3129

Flexible Work Hours Agreement
Waste Reduction and Purchasing Plan
Contact: Ms Susan Hayes, 9228 3129

Grievance and Dispute Resolution Procedures
Preventing and Dealing with Harassment
Contact: Mr David Roden, 9228 3372 or Dr Elizabeth Coombs, 9228 3096

Guarantee of Service
Internal Procedures for Protected Disclosures Act
Contact: Mr David Roden, 9228 3372

Spokeswomen's Program
Contact: Dr Elizabeth Coombs, 9228 3096, Ms Pam Campbell, 9248 3511.

Use of Premier's Department internet, e-mail, computer and network facilities by Departmental employees
Contact: Mr David Roden, 9228 3372

Publications Policy
Contact: Mr David Roden, 9228 3372

REVIEW & REFORM DIVISION.

The former Office of the Council on the Cost of Government and the Corporate Services Reform Unit merged to form the Review & Reform Division (Premier's Department Information Sheet No 2000/3)

Publications:

The Privacy Code of Practice for the NSW Public Sector Workforce Profile - 1999

Overview Report for the NSW Public Sector Workforce Profile - 1999
The NSW Public Sector Workforce Profile 2000 - Data Specifications Workbook
NSW Public Sector Workforce profile 2000 - Excel Template User Guide
NSW Public sector Workforce Profile 2000 - CHRIS User Guide
Business Case Guidelines (December 2000)
The NSW Public Sector Workforce Profile 2001 - Data Specifications Workbook
Partnering Change: Benchmarking Corporate Services (August 2001)
Guidelines for Electronic Self Service Projects in Personnel and Payroll (October 2001)
The NSW Public Sector Workforce Profile 2000 Collection (December 2001)
Overview Report for the NSW Public Sector Workforce Profile 2000
The NSW Public Sector Workforce Profile 2002 - Data Specifications Workbook
Corporate Services Provider Criteria - June 2002
Costing Corporate Services: A Guide - June 2002
Overview Report for the NSW Public Sector Workforce Profile 2001 (August 2002)
Taking Safety Seriously 2002 (October 2002)

Circulars & Memoranda:

Electronic Self Service (ESS) for Personnel and Payroll Functions (Premier's Department Circular 2000-17, 25 March 2000)
NSW Public Sector Workforce Profile: 1999 Findings and 2000 Collection (Premier's Department Circular 2000-39, 28 June 2000)
Business Case Guidelines (Premier's Department Circular 2000-79, 21 December 2000)
Client Surveys (Premier's Memorandum 2000-28, 20 December 2000)
Workforce Profile 2001 - Privacy Requirements (Premier's Department Circular 2001-12, 8 March 2001)
Workforce Profile Data on the Internet (Premier's Department Circular 2001-18, 19 April 2001)
NSW Public Sector Workforce Profile 2001 (Premier's Department Circular 2001-30, 4 July 2001)
Guidelines for Electronic Self Service Projects in Personnel and Payroll (Premier's Department Circular 2001-36, 7 August 2001)
Benchmarking Corporate Services (Premier's Department Circular 2001-42, 24 August 2001)
Occupational Health and Safety Regulation 2001 (Premier's Department Circular 2001-50, 8 October 2001)
Effective Implementation of Electronic Self Service projects in Personnel and Payroll (Premier's Department Circular 2001-56, October 2001)
Implementing the Shared Services Corporate Services Strategy (Premier's Department Circular 2002-01, 7 January 2002)
Second Round of Funding for Electronic Self-Service projects in Personnel and Payroll (Premier's Department Circular 2002-02, 16 January 2002)
Approval for Corporate Services ICT expenditure (Premier's Department Circular 2002-08, February 2002)
Third Round of Funding for Electronic Self-Service projects in Personnel and Payroll (Premier's Department Circular 2002-19, 24 April 2002)
Provision of pay advice via Electronic Self-Service (ESS) systems (Premier's Department Circular 2002-24, 27 May 2002)
New Position Code Field for the Workforce Profile (Premier's Department Circular 2002-05, 1 February 2002)
NSW Public Sector Workforce Profile 2002 (Premier's Department Circular 2002-25, 27 May 2002)
Taking Safety Seriously 2002 (Premier's Department Circular 2002-51, 16 October 2002)

Council on the Cost and Quality of Government**Publications:**

Council on the Cost and Quality of Government, 2002 Annual Report

Council on the Cost and Quality of Government, 2001 Annual Report
Council on the Cost and Quality of Government Information Brochure
Council on the Cost and Quality of Government, 2000 Annual Report
Concise Guide to Service Efforts and Accomplishments - 2001
Overview of NSW Government Services 1995-2000

Circulars & Memoranda:

Council on the Cost and Quality of Government "Value for Money in Public Services" (Premier's Department Memorandum 2000-7, 10 April 2000)

Contact Brenda MacNaughton Review & Reform Division, (02) 9228 3512 or contact the website at www.ccqg.nsw.gov.au

Council on the Cost of Government

Publications:

Reports to Parliament of the Council on the Cost of Government: First Report June 1996, Second Report December 1996, Third Report June 1997, Fourth Report December 1997, Fifth Report June 1998, Sixth Report, Council on the Cost of Government, December 1998, Seventh Report June 1999, Eighth Report December 1999

NSW Police Service Review of Resource Management: Scoping Study Report, November 1996.

Review of Aspects of the Management of the Department of Community Services, February 1997

Review of NSW TAB's Hungarian Project, August 1996

Review of the Workcover Authority of NSW, May 1996

Service Competition Guidelines, Council on the Cost of Government, September 1997

Service Efforts & Accomplishments, 1997 - Arts & Culture

Service Efforts & Accomplishments, 1997 - Fisheries

Service Efforts & Accomplishments, 1997 - Agriculture

Service Efforts & Accomplishments, 1997 - Economic Development

Service Efforts & Accomplishments, 1997 - Sport and Recreation

Service Efforts & Accomplishments, 1997 - Vocational Education & Training

Service Efforts & Accomplishments, 1997 - Housing

Service Efforts & Accomplishments, 1997 - Social and Community Services

Service Efforts & Accomplishments, 1997 - Health

Service Efforts & Accomplishments, 1997 - Law, Order & Public Safety

Service Efforts & Accomplishments, 1997 - School Education

Service Efforts & Accomplishments, 1997 - Transportation

Service Efforts & Accomplishments, 1998 - Environment

Service Efforts & Accomplishments, 1998 - NSW Programs for Aboriginal People

Reporting on Service Efforts & Accomplishments in the NSW Public Sector (October 1999)

Circulars & Memoranda:

Better Government Hotline (Premier's Department Memorandum 96-14, 13 August 1996)

Review of Government Expenditures (Premier's Department Memorandum 96-13)

Service Competition Guidelines (Premier's Department Memorandum 97-24)

Extension of the Life of the Council on the Cost of Government (Premier's Department Memorandum 99-13, 25 June 1999)

Contact Brenda MacNaughton, Review & Reform Division, (02) 9228 3512 or email ccqg@premiers.nsw.gov.au or contact the website at <http://www.ccqg.nsw.gov.au>

Corporate Services Reform Unit

Publications:

Service Level Agreements - Guidelines for Public Sector Organisations (January 1999)
Taking Safety Seriously ? Improving Workplace Safety Management in the NSW Public Sector - Policy and Guidelines (February 1999)
Reform and Redirection - Using Corporate Services Reform to Enhance Government Services in NSW (May 1999)
The NSW Public Sector Workforce Profile First Collection (July 1999)
The Privacy Code of Practice for the NSW Public Sector Workforce Profile 1999 (July 1999)
Electronic Self Service for personnel & Payroll Transactions - Project Report (December 1999)

Circulars and Memoranda:

Publication of Service Level Agreement Guidelines (Premier's Department Circular 99-2, 12 January 1999)
Taking Safety Seriously Improving Workplace Safety Management in the NSW Public Sector (Premier's Department Circular 99-8, 26 February 1999)
Process Redesign: Personnel and Payroll Project (Premier's Department Circular 99-19, 15 April 1999)
Corporate Services Reform Achievements (Premier's Department Circular 99-24, 6 May 1999)
Availability of Contract: Administration of SES Remuneration Packaging (Premier's Department Circular 99-47, 17 August 1999)
Government Selected Application Systems (GSAS) Program Human Resources/Payroll and Financial Management Systems. (Premier's Department Circular 99-67, 22 November 1999)
The Electronic Self Service (ESS) Implementation Project (Premier's Department Circular 99-73, 21 December 1999)
New "Position Code" field for the Workforce Profile (Premier's Department Circular 2002-05, 1 February 2002)
NSW Public Sector Workforce Profile 2002 (Premier's Department Circular 2002-25, 27 May 2002)

OFFICE OF THE DIRECTOR OF EQUAL OPPORTUNITY IN PUBLIC EMPLOYMENT.

Aboriginal people & Torres Strait Islanders

Guidelines: Aboriginal & Torres Strait Islander Cadetship Program in the NSW Public Sector (2001)
Brochure: Aboriginal & Torres Strait Islander Cadetship Program (agency version) (2001)
Brochure: Aboriginal & Torres Strait Islander Cadetship Program (student version) (2001)
Information package: Aboriginal & Torres Strait Islander Cadetship Program (2001)
Booklet: Yarnin' Up: Stories of Aboriginal People's Careers in the NSW Public Sector (2001)
Fair Ways newsletter: Reconciliation (2000).
Poster: Aboriginal Reconciliation in the NSW Public Sector (1999).
Guidelines: Aboriginal Employment in Practice for the NSW Public Sector (2000).
Resource Book: Good Job - Success with Aboriginal & Torres Strait Islander Employment Strategies (1996).

Careers

Brochure: What Are Common Selection Criteria? (2002).
Brochure: Looking for Work with the New South Wales Government (2002).
Resource book: The Choice is Yours: Choosing Your Employment Options in the NSW Public Sector (1996).
Resource book: Mentoring Made Easy: A Guide for Managers (1999).
Fair Ways newsletter: Mentoring (1997).

Diversity

Booklet: I Have the Skills, Do You Have the Job? Case Studies in Productive Diversity (2001).
Booklet: Journeys: Stories from our Culturally Diverse NSW Public Sector (1998).

Resource book: *Managing for Diversity* (1996).
Poster: *Cultural Diversity: Contributing to NSW* (1996).
Poster: *Cultural Diversity: Contributing to the economy of NSW* (1998).
A training kit is also available. See 'Training'.

EEO data collection

Resource book: *Guide to EEO Data Collection* (1995).
Fair Ways newsletter: *EEO Data Collection* (1996).
Handbooks: *Statistical Reporting Requirements for EEO program development: Higher Education* (1997).
Public Health Services (1999).
NSW Government Departments and Public Authorities (1999).

EEO program development

Booklet: *Strengthening EEO: A Focus on Outcomes for EEO Practitioners* (1998).
Booklet: *Strengthening EEO: A Focus on Outcomes for University EEO Practitioners* (2001).
Brochure: *Strengthening EEO: CEO Leadership* (1998).
Brochure: *EEO for Senior Executives & Directors of Employment Equity* (1998).
Brochure: *EEO for University Executives* (2001).
See also 'EEO data collection'.

EEO statistics reports

Workforce Diversity in the NSW Public Sector 2000 \$20 + \$2 GST (2002)
Workforce Diversity in the NSW Public Sector 1999 \$20 + \$2 GST (2001)
Workforce Diversity in the NSW Public Sector 1998 \$20 + \$2 GST (2000)
Workforce Diversity in the NSW Public Sector 1997 \$20 + \$2 GST (1999).
Workforce Diversity in the NSW Public Sector 1996 \$20 + \$2 GST (1998).
2000 Comparative Tables (set of 4) (2001)
1990 EEO Survey Report for the New South Wales Higher Education Sector (1991).
1990 EEO Survey Report for the New South Wales Public Sector (1992).
1991 EEO Survey Report for the New South Wales Area Health Services (1992).

Flexible work practices

Booklet: *Advancing Flexibility: A Case Study on Implementing Flexible Work Practices* (1999).
Fair Ways newsletter: *About Flexible Work Practices* (2002).
Booklet: *Success with Flexible Work Practices* (1997).
Brochures: *Part-Time Work with the New South Wales Government:-*

- *What you need to know* (1997).
- *A practical guide for managers* (1994).

A training kit is also available. See 'Training'.

General EEO information

Fair Ways newsletter: *What is EEO?* (2002).
Fair Ways newsletter: *What is EEO? - for Universities* (2001).
Booklet: *EEO for Community Organisations* \$1.15 per copy + \$5 postage & packing (1997).

Grievance handling

Policy and guidelines: *Dealing with Employee Work-related Concerns and Grievances* (1996).

Harassment & discrimination

Poster: *No Place For Harassment* (1994).
Policy and Guidelines: *Harassment Free Workplace* (1996).

A training kit is also available. See 'Training'.

Merit

Booklet: Picking the Best Person for the Job: Merit Selection Guide for NSW Public Sector Panels (2002)

Migrant Career Development Program 2003-2004

Guidelines for Agencies (2003)

Guidelines for Applicants (2003)

Fair Ways newsletter: Information for Managers (2003)

ODEOPE annual reports

Advancing Equity: Report to the Premier by the Director of Equal Opportunity in Public Employment for 2001-02 (2002).

Advancing Equity: Report to the Premier by the Director of Equal Opportunity in Public Employment for 2000 (2000).

People with a disability

Resource Guide: Employ Able Resource Guide (2003)

Resource Guide: Equal to the Task: A Good Practice Guide (2003)

CD Rom: Employ Able Work Book, Employ Able Resource Guide and Equal to the Task (2003)

Brochure: NSW Public Sector Deaf and Hearing Impaired Employees Network (2003)

Booklet: Moving On Up: Paralympians Contributing to the NSW Public Sector (2002)

Fair Ways newsletter: Traineeships for People with a Disability (agency version) (2002)

Brochure: Traineeships for People with a Disability (applicant version) (2001)

Fair Ways newsletter: Adjustments at Work: Rights of People with a Disability (2003).

Information sheet: Directory of Community Employment Services for People with a Disability (2001).

A training kit is also available. See 'Training'.

Training

All kits include training notes, activities and overheads and have been designed to be used as an integral part of management training or as a part of dedicated workshop(s).

- Employ Able: Employing People with a Disability in the NSW Public Sector Work Book (2003)
- Flexible Work Practices: Training Resource Kit for Managers & Supervisors \$90 + \$9 GST (1997).
- Harassment Free Workplaces: Training Activities for Managers & Supervisors \$90 + \$9 GST (1996).
- Strength in Diversity (multicultural training package) \$200 + \$20 GST (1995).

Women

Booklets: The Changing Roles of Women:

- Strong Women, Strong Communities (2001).
- Women On-Line: Stories by Women in IT (2000).
- Women on the Move (1999).
- Women in the Lead (1998).
- Balancing it All (1997).

Report: Pay Equity Case Study: Librarians and Geologists (1998).

Poster: Should you be part of the Women's Network in the Public Sector? (1996).

Information package: Women's Network Information Package (1999).

Work & family

Brochure: Maternity leave (2002).

Brochure: Nanbaree Child Centre (2001).

Poster: Nanbaree Child Centre (2001).

Other

Information sheet: History of EEO Legislation in NSW (1990).

Further Information

Many of these documents are also available on our web site at <http://www.eeo.nsw.gov.au> . For questions about any of the documents listed above, or to inspect the publications in this Office between 9 am and 5 pm (office hours), please contact: Ms Catriona Sparks, Co-ordinator Information and Publications, or Ms Lyn Nasir, Librarian, on (02) 9248 3555, TTY (02) 9248 3544, Fax (02) 9248 3500 or email eeo@eeo.nsw.gov.au

OFFICE OF PROTOCOL AND SPECIAL EVENTS

Australian Honours and Awards System to include:

- Order of Australia
- Australian Bravery Decorations
- Public Service Medal
- Royal Humane Society

Awards of State Representative Certificates

Emblem Book of New South Wales (includes Flying of Flags)

Forty year Service Medallion Guidelines and Nomination forms

NSW Table of Precedence

Contact: Mr Michael Harkins, 9228 4042

MAJOR EVENTS & VENUES STRATEGY UNIT

- Statement of role of the Major Events Board.

Contact: Mr Chris Bastic, 9228 5777

DIRECTOR-GENERAL'S UNIT

Provision of Information to Members of Parliament (Premier's Department Circular 2003-09, 30 April 2003)

Contact: Alex Smith 9228 3323

SECTION 2 - STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires Agencies to publish an annual Statement of Affairs. The most recent Statement of Affairs of the Premier's Department, which provides information on the structure and functions of the Premier's Department and the categories of documents it holds, was published in its 2001/02 Annual Report at Appendix 15. Copies of the Statement of Affairs can be obtained (free of charge) by contacting the Manager, FOI and Privacy or visit the Premier's Department Internet site at www.premiers.nsw.gov.au

In general terms, many documents contained within this Statement of Affairs are available by visiting the Premier's Department website, www.premiers.nsw.gov.au

SECTION 3 - CONTACT ARRANGEMENTS

Policy documents, unless otherwise stated, are available free of charge and access can be arranged by contacting the officer nominated or the Manager FOI and Privacy by telephone, fax (where indicated) or in person at the address below between the hours of 8:30 am and 5:30 pm.

Many of the documents may be found on the Premier's Department Internet site at

www.premiers.nsw.gov.au

Requests and applications under the Freedom of Information Act 1989 for access to documents in the possession of the Premier's Department (other than policy documents) should be made pursuant to the provisions of the FOI Act, be accompanied by a \$30 application fee and directed in writing to:

Mr Simon Carroll
Manager, FOI and Privacy
Premier's Department
Level 32, Governor Macquarie Tower
1 Farrer Place
SYDNEY NSW 2000

Enquires may be directed to the Manager FOI and Privacy by telephoning the Premier's Department FOI Hotline, (02) 9228-4441. Applications to amend documents of the Premier's Department relating to a person's own personal affairs may also be made to the Manager FOI and Privacy.

13 June 2003.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****MACQUARIE UNIVERSITY****SECTION 1 POLICY DOCUMENTS****1.1 Policies within the Macquarie University Act****1.1.1 By-laws relating to**

Interpretation
The University Council
Election of Members of Council
The Use of the Common Seal
The Election of and Powers of Chancellor and Deputy Chancellor
The Powers of the Vice-Chancellor and other University Officers,
Disciplinary Provisions
Management and Administration
Matriculation
Courses and Degrees
Convocation
Fees
Arms of the University
Academic Costume
Student Misconduct and Discipline
Affiliation of Residential Colleges
University Residential Accommodation

1.1.2 Regulations and Rules relating to

Academic Costume
Academic Senate - its composition, conduct of meetings
Convocation - composition of Standing Committee, conduct of meetings
Fees - including Student Activities Fee, Continuing Education Fees, Tuition Fees for Specified Postgraduate Courses, Higher Education Contribution Scheme, Overseas Students Fees, Late Fee, Housing Occupation Fee, etc.
University Housing, - composition of Board, conditions of licence.
Interdisciplinary Centres
Schools - election of Head of School, composition of Schools, conduct of School meetings
Bachelor Degree - requirements of courses, non-compliance, discontinuance of studies etc.
Rules Governing the Enrolment of Students
Rules Governing the Admission of Students who are not candidates for an Award
Graduate Diploma Rules
Diploma in Community Management Rules
Rules Governing Students' Conduct in Examinations
Rules for Higher Doctoral Degrees

Rules for Doctoral Degrees
Rules for the Degree of Master by Research
Rules for the Degree of Master by Coursework
Rules for Postgraduate Diplomas
Rules for Postgraduate Certificates
Rules on Charges for Examinations, Academic Records, Replacement
Testamurs

1.2 Other Policy Documents

1.2.1 Policies Relating to the Conduct of Council Meetings

Policy on Council Meeting procedures - Confidential Items
Policy on Addresses to Council by Members of the University
Community

1.2.2 Policies Relating to Social Legislation

Equal Opportunity Policy
Occupational Health and Safety Policy
Freedom of Information Policy
Policy on Safety in the Workplace
Policy on Safety - Children in Laboratories
Policy on Protective Clothing

1.2.3 Policies Relating to Courses and Awards

Policy on Admission to Degrees and Diplomas
Policy on Special Admissions
Policy on Advanced Standing
Policy on Externally funded Post Graduate Scholarships
Policy on Externally funded Under Graduate Scholarships
Policy on Awards of Prizes
Policy on Awards of Medals
Policy on Award of Degrees and Diplomas
Policy on Australian Postgraduate Awards

1.2.4 Policies Relating to Students

Policy on Enrolments
Policy on Changes to Enrolment Program
Policy on Confidentiality of Scholarship Rankings
Policy on Continuing Education Courses
Policy on Discrimination and Harassment
Policy Guidelines on Electronic Harassment
Grievance Policy for Students
Policy on Theses Moratoria
Policy on Thesis Submission
Policy on Student Discipline
Policy on Appeals against Student Discipline
Policies on Assessment of Students' Work
Policy on Appointment of Examiners for Research Theses
Code of Supervisory Practice (Research Degree Candidates)
Policy on Examinations

Policy on Disposal of Examination Transcripts
Policy on Plagiarism
Policy on Assessment Procedures
Policy on Student Publications
Policy on Racial Discrimination to Students
Policy on Student Loan Funds
Policy on Student Welfare Service
Policy on Concurrent Enrolment
Policy on Availability of Student Examination Scripts, Marks and Grades
Policy on Disabled Students
Policy on Residential Schools
Policy on Confidentiality of Information on Student Files

1.2.5 Policies relating to Workplace Relations and Services (Personnel)

The Macquarie University Enterprise Agreement 2000-2003 covers a whole range of policies related to staffing the University including -

Advertising for Academic Staff
Academic Salaries
Salaries (General Staff)
Establishment of and Appointment to Chairs
Conditions of Academic Appointments
Appointment of Academic Directors or Assistant Directors
Appointment of Heads of Schools
Academic Appointments on Probation
Procedures for Academic Promotion
Appointment of Emeritus Professor
Academic Tenure
Grants-in-Aid to attend Australian and Overseas Conferences
Exchange/Secondment to other Institutions
Removal and Travel Expenses
Long Service Leave
Maternity/Paternity/Adoption Leave
Recreation Leave (Academic Staff)
Recreational Leave (General Staff)
Repatriation
Outside Studies Program Leave
Outside Employment
Selection Procedures for Academic Staff
Allowances for Travel and Entertainment
Appointment of General Staff (Temporary and Part-Time)
Grant-in-Aid - Staff Development
Study Leave - Staff Development
Overtime (General Staff)
Job Rotation
Salary Allowances for Jury Service
Code of Good Conduct
Procedures for Dealing with Misconduct in Research

1.2.6 Policies relating to Financial Administration

Financial Management Handbook
Policy on General Investment

Policy on Borrowings
Policy on Acceptance of Donations and Grants
Policy on Grants
Policy on Investment
Policy on Accounting Procedures
Policy on Printing Charges - Sale in Bookshop

1.2.7 Policies relating to Control on Campus

Policy on Hiring of University Space to Outside Organisations
Policy on Maintenance of Buildings and Premises
Policy on Use of Land and Facilities
Policy on Naming of Buildings
Policy on Manning of Buildings and Grounds
Policy on Plaques and Posters on Campus
Policy on Installation of Telephones, Duplex Lines and Telex
Policy on Central Transport Pool
Policy on Traffic and Parking
Policy on Travel Service for University

1.2.8 Policies relating to the conduct of research

Macquarie University Research Manual
Academic Manual - Research Section
Macquarie University Intellectual Property Policy
Macquarie University Commercialisation Policy
Macquarie University Invention Disclosure Procedure
Macquarie University Staff Consultancy Policy
Macquarie University Establishment and Management of Divisional and University Research Centres
Joint NHMRC/AVCC Statement and Guidelines on Research Practice (conduct)
Macquarie University Publications Categories for the Internal Allocation of Research Quantum
Macquarie University Code of Supervisory Practice applicable to Research Degree Candidates
Vancouver Protocol (ethics of authorship)

1.2.9 Policies relating to animal ethics

Australian Code of Practice for the Care and Use of Animals for Scientific Purposes
NHMRC 6th edition 1997
NSW Animal Research Act 1985
NSW Animal Research Amendment Act 1997
NSW Animal Research Regulations 1995
NSW Poisons and Therapeutic Goods Regulations 1994

1.2.10 Policies relating to human ethics

National Statement on the Ethical Conduct of Research involving Humans, NHMRC 1999
Commonwealth Privacy Act 1988
NSW Privacy and Personal Information Act 1998
NSW Child Protection Act 2000

1.2.11 Policies relating to ethics (Biosafety)

Gene Technology Act 2000

Gene Technology Regulations 2001 (Office of the Gene Technology Regulator)

1.2.12 Policies relating to computing services

Policy on Security and Rules Governing The Use Of The Computing and Communications Facilities at Macquarie University

IT Guidelines for Campus

Policy on Copyright Guidelines

Policy on Accessibility Guidelines

Policy on Epublishing

Policy on Modem use

Rules for Staff / Student Accounts

Rules for Remote Access for Students (OzEcampus)

Rules for Staff Every-one / Student Alerts, Current Alerts

Policy on Operational hours & Maintenance

1.2.10 Other Policies

Policy on Macquarie University Records

Policy on Museums and Collections

Policy on University Centres

Policy on Committee Membership

Policy on Honorary Awards

Policy on Discipline for Sexual Harassment

Policy on Publishing Assistance

Policy on Statistics

Policy on Works of Art - Official Portraiture

Policy on Writing Style

Policy on Selection of Residents for Housing

Policy on Teaching Programs Publications

Policy on Intellectual Property

Policy on Availability of Various Forms of the Convocation Roll

SECTION 2 - STATEMENT OF AFFAIRS

The University's latest Statement of Affairs is incorporated within its 2002 Annual Report. The Statement of Affairs is published in three places and it can be found at pages 19 to 25 of the hardcopy Macquarie University Annual Report 2002. The respective URLs for the Statement of Affairs are

- <http://www.reg.mq.edu.au/Sections/Publications/Homepage/StatementofAffairs.pdf>; and
- <http://www.reg.mq.edu.au/Sections/Publications/Homepage/AnnRep2002.html>.

Copies of the 2002 Annual Report are available free of charge from the

Publications Unit
Division of the Registrar and Vice-Principal
Macquarie University NSW 2109
Telephone (02) 9850 7381

While the URL's mentioned above are located within the web site structure the University has been mindful of the first time website visitor who will be searching for these vital publications. By selecting the front-page option About Macquarie a person can access the Annual Report, Summary of Affairs, and Statement of Affairs at the URL of <http://www.mq.edu.au/about/>.

If a website visitor searched on the term - Freedom of Information - then the highest score (of four stars) would be for the URL http://www.cal.mq.edu.au/p2/pt2f_081.htm which is part of the University Calendar. At this URL there is a hyperlink for the Freedom of Information Officer that can be clicked to locate the full contact details the Macquarie University Freedom of Information Officer. This section of the University Calendar will soon be expanded with the addition of the renewed Freedom of Information Policy.

SECTION 3 - CONTACT ARRANGEMENTS

3.1 Specific Policies

Inquiries should be directed, in the first instance, to the Officer indicated in the appropriate area. In general, personal inquiries should be made between 9.00 am and 5.00 pm Monday to Friday.

3.1.1 Student Related Policies

Assistant Registrar
Undergraduate Studies
Office of the Registrar & Vice-Principal
Macquarie University NSW 2109
Telephone (02) 9850 7327
Manager Postgraduate Studies (coursework)
Office of the Registrar & Vice-Principal
Macquarie University NSW 2109
Telephone (02) 9850 7342

Manager, Higher Degree Research Unit (research)
Vice-Chancellor's Office
Macquarie University NSW 2109
Telephone (02) 9850-7769

3.1.2 Workplace Relations and Services Related Policies

Director, Workplace Relations and Services
Workplace Relations and Services
Macquarie University NSW 2109
Telephone (02) 9850 9700

3.1.3 Policies relating to Financial Matters

Director, Financial Services and Bursar
Level 1
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7369

3.1.4 Policies relating to Equal Employment Opportunity

Equal Employment Opportunity Officer
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7471

3.1.5 Policies relating to Occupational Health & Safety

Occupational Health & Safety Officer
Workplace Relations and Services
Macquarie University NSW 2109
Telephone (02) 9850 9723

3.1.6 Policies relating to animal ethics**3.1.7 Policies relating to ethics (human)****3.1.8 Policies relating to ethics (Biosafety)**

The Ethics Officer
Research Office
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7854

3.1.9 Policies relating to the conduct of research

The Manager
Research Office
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 8612

3.2 General Inquiries

Non-specific inquiries should be directed to the
Freedom of Information Officer
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7362

3.3 The University Calendar

The University Calendar is published in three volumes -

1. The Handbook of Undergraduate Studies
2. The Handbook of Postgraduate Studies
3. The Calendar of Governance, Legislation and Rules

The University Calendar is the official handbook published each year by the University. It is intended for use by prospective, new and continuing students, academic and administrative staff, other university and industrial colleagues, and the general public as the official reference to Macquarie University.

The Calendar of Governance, Legislation and Rules includes the Macquarie University Act, By-laws, Regulations and Rules. This publication may be purchased from the Cashier, Level 1, Lincoln Building, and Macquarie University. The cost is \$7 or if posted, \$3 including postage and packing (within Australia).

A web edition of the 2003 University Calendar is located at the URL: <http://www.cal.mq.edu.au/> along with archive editions for the years - 1997, 1998, 1999, 2000, 2001, and 2002.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
UNIVERSITY OF NEWCASTLE
(FOI Agency No 95)

SECTION 1 - POLICY DOCUMENTS

Policy Library

The University's Policy Library is on line at www.newcastle.edu.au/policy/index.htm.

Policy Library - Contents

Policy Library for Students <http://www.newcastle.edu.au/policy/students.html>

- Admissions
 - Admission and Enrolment - Rules
 - Approved Admissions Test (STAT)
 - Criminal Records Check
 - Deferment Policy
 - English Proficiency Policy
 - Entry Provisions for Aboriginal and or Torres Strait Islander Applicants
 - Prohibited Employment Declaration
 - Recognition of Prior Learning Policy
 - Regional and Rural Preference Scheme
- Appeals and Grievances
 - Grievance Procedure for Students
 - University Grievance Officer Role
 - Mediators Role
 - Grievance Enquiry Team Role
 - Policy on Harassment
 - Procedure for Review of Grades
- Awards, Programs and Courses
 - Program Rules and Schedules
 - Higher Research (Doctoral) Degrees
 - Master Degrees by Research
 - Postgraduate Coursework Programs
 - Undergraduate Awards
 - Assessing for Learning - Underlying Principles
 - Combined Degree Programs
 - Fourth Year Honours Programs - AVCC Guidelines
 - Internal Program Transfer Policy
 - Posthumous Awards
- Conduct and Discipline
 - Code of Conduct for Residents
 - Code of Practice for Teaching and Learning - The University and Its Students: Responsibilities

- and Expectations
- Copyright Law
- International House - Rules and Policies
- Library Use Policy
- Policy on Harassment
- Provision of Education for International Students - AVCC Guidelines
- Receipt of Gifts by Members of the University
- Residential Licence Conditions
- Student Discipline Rules
- Use of Computing and Communication Facilities
- Work, Study and Family Responsibilities Policy
- Enrolment and Graduation
 - Academic Dress Rules
 - Admission and Enrolment - Rules
 - Changing - Enrolment
 - Cross-Institutional Enrolment
 - Leave of Absence (Enrolment)
- Environment
 - Awareness and Promotion Plan (Environment)
 - Energy Management Plan
 - Hanging Pictures, Framed Posters or Photographs
 - International House - Rules and Policies
 - Natural and Built Environment Plan
 - Paper Usage Action Plan
 - Policy on Naming Rights for Buildings and Facilities
 - Poster and Banner Policy
 - Resource Use/Waste Management Plan
 - Transport Management Plan
 - Water Management Plan
- Equity and Diversity
 - Cultural Sensitivity Book
 - Ethnic Affairs Priority Statement
 - Gender Inclusiveness
 - Policy on Harassment
 - Policy on Inclusive Language
 - Policy on Prejudicial Relationships
 - Policy on Racism
 - Policy on Students with a Disability
 - Student Equity Plan 2002 - 2004
 - Work, Study and Family Responsibilities Policy
- Examinations and Other Assessment
 - Examination Rules
 - Formal Examinations
 - Missing an Examination
 - Policy on Plagiarism
 - Policy Statement - Special Consideration in Assessment
 - Procedure for Review of Grades
 - Procedures for Addressing Unsatisfactory Progress

- Publication of Student's Results in Assessment
- Use of Calculators and Other Devices in Formal Examinations
- Use of English Dictionaries in Formal Examinations
- Fees and Charges
 - Refunds
 - Refund Policy for Full Fee Paying International Students in Australia
 - Student Indebtedness
- Health and Safety
 - Critical Incidents Handbook
 - Emergency Procedures - Callaghan Campus
 - Emergency Procedures - Central Coast Campuses
 - Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
 - Failure of Essential Services - Callaghan and Newcastle CBD
 - Failure of Essential Services - Ourimbah
 - First Aid Officer Procedures
 - Guidelines and Regulations for Implementation of the Alcohol and Other Drugs Policy
 - Guidelines for Infection Prevention and Control for Blood Borne Pathogens
 - Guidelines for Safe Working with Electricity
 - Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research Activities
 - Occupational Health and Safety Policy
 - Occupational Noise Policy
 - Policy on Alcohol and Other Drugs
 - Policy on First Aid
 - Policy on Laser Safety Eye Examinations for Laser Workers
 - Protective Clothing and Footwear in Laboratories Policy
 - Radiation Safety Manual
 - Smoke-free Environment Policy
- International Applicants/Students
 - English Proficiency Policy
 - Education Provision For International Students - AVCC Guidelines
 - Refund Policy for Full Fee Paying International Students in Australia
- Library and Information Services
 - Copyright Law
 - Equipment Lending Policy
 - Guidelines for Acceptable Use of the Internet
 - IESD Computing Laboratories - Bookings Policies
 - Information Access Policy
 - IT Security Policy
 - Library Use Policy
 - Privacy Management Plan
 - Scholarly Information Resources and Access Policy
 - Use of Computing and Communications Facilities
 - Web Publishing Policy
- Parking and Vehicles
 - Damage to Vehicles
 - Motor Vehicle Entry Fee Policy

- Traffic and Parking Rules
- Postgraduate Students
 - Postgraduate Coursework Programs
 - Higher Research (Doctoral) Degrees
- Research Higher Degrees
 - Admission and Enrolment Procedures (Research Higher Degree Candidates)
 - Audio and Video Taping (Human Research Ethics)
 - Code of Practice for Research Higher Degree Candidature
 - Collaborative Research and Ethics Approval (Human Research Ethics)
 - Copyright (Research Higher Degree Candidates)
 - Deception (Human Research Ethics)
 - Effective Surveillance and Monitoring of Projects (Animal Ethics)
 - Entry of Animals into Approved Protocols (Animal Care & Ethics)
 - Extension of Approval to Cover Funding Applications (Human Research Ethics)
 - Guidelines for Confidentiality (Animal Care & Ethics)
 - Guidelines on Research Practice
 - Higher Research (Doctoral) Degree Rules
 - Intellectual Property Policy (Research)
 - Joint NHMRC/AV-CC Statement and Guidelines on Research Practice (AV-CC Website)
 - Letterhead for Information Documents (Human Research Ethics)
 - Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research Activities
 - Minimisation of Animal Number used in Research and Teaching - Part A (Animal Care & Ethics)
 - Minimisation of Animal Number used in Research and Teaching - Part B (Animal Care & Ethics)
 - Monitoring of animals used for research or teaching purposes (Animal Care & Ethics)
 - Overheads Policy (Research)
 - Policy on Plagiarism
 - Preparation and Submission of Research Higher Degree Theses
 - Publication of Teaching Evaluation Outcomes (Human Research Ethics)
 - Publication (Research)
 - Research and Research Training Strategic Plan (1999-2003)
 - Research in Schools (Human Research Ethics)
 - Responsibilities of Chief Investigators (Animal Care & Ethics)
 - Rules Governing Postgraduate Research Scholarships
 - Students as Subjects - Research Activities
 - Telephone Interviewing (Human Research Ethics)
 - The Use of Native Animals in Research (Animal Care & Ethics)
 - The Use of S4 and S8 Drugs (Animal Care & Ethics)
 - Training and profession development of ACEC members (Animal Care & Ethics)
 - Witness to Participant's Signature (Human Research Ethics)
- Scholarships and Prizes
 - Postgraduate Research Scholarships - Rules
 - University Undergraduate Scholarships - Rules
- Security
 - Emergency Procedures - Callaghan Campus
 - Emergency Procedures - Central Coast Campuses
 - Failure of Essential Services - Callaghan Campus and Newcastle CBD
 - Failure of Essential Services - Ourimbah Campus

Security Patrol

- University Bodies and Committees

Acts and By-Laws:

Higher Education (Amalgamation) Act 1989

University of Newcastle Act 1989

University of Newcastle By-law

Institutional Strategic Plan 2002-2005

Miscellaneous

Council Meeting Protocols

Meetings Protocols

University Bodies and Officers:

Boards of Studies Rules and Schedules

Constitution of the Academic Senate

Council Election Rules

Establishment of Faculties and Other Bodies (Excluding Schools)

Rules Governing Faculties (including Faculty Boards)

Rules Governing Schools and use of the title "Dean"

Rules Governing the Operation of the Standing Committee of Convocation

Officers of the University

Making of Rules by the Vice-Chancellor

Role of Chancellor and Deputy Chancellor

Rules Concerning Pro Vice-Chancellors, Assistant Deans and other Faculty Officers

Policy Library for Staff <http://www.newcastle.edu.au/policy/staff.html>

- Awards, Programs and Courses

Academic Dress Rules

Boards of Studies Rules and Schedules

Combined Degree Programs

Fourth Year Honours Programs - AVCC Guidelines

Internal Program Transfer Policy

Program Rules and Schedules

Higher Research (Doctoral) Degrees

Master Degrees by Research

Postgraduate Coursework Programs

Undergraduate Awards

Procedures for Undertaking a Program Review

Posthumous Awards

Protocol for the Administration of Summer School Dec 2002 - Feb 2003

Protocol for the Conduct of Summer Schools - 2000

- Computing, Library and Records

Checklist for Management of Electronic Records

Copyright

Copyright Law

Copyright Warning Notices

Electronic Copying - a Short Guide

How the Copyright Act Applies - Flowcharts

Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only)

Part VA - Audio-Visual Copying and Communication Guidelines (local access only)

Part VB - Electronic Copying and Communication Guidelines (local access only)

- Equipment Lending Policy
- File Notes
- Guidelines for Acceptable Use of the Internet
- Guidelines for Managing Your Electronic Mail
- Guidelines for the Approval of and Variation to Academic Subject Codes on NUSTAR.
- IESD Computing Laboratories - Bookings Policies
- Information Access Policy
- IT Security Policy
- Library Use Policy
- Privacy Management Plan
- Protected Disclosures Internal Reporting Policy
- Records and Their Disposal
- Records Management Policy
- Scholarly Information Resources and Access Policy
- Selection and Ordering Library Resources
- Staff Use of University Libraries
- Supply of Windows Based Desktop Computers
- Use of Computing and Communications Facilities
- Web Publishing Policy
- Equity and Diversity
 - Bullying and Workplace Violence
 - Code of Conduct
 - Cultural Sensitivity Book
 - Equity and EEO Matters - Academic Staff
 - Equity and EEO Matters - General Staff
 - Ethnic Affairs Priority Statement
 - Gender Inclusiveness - Academic Staff
 - Gender Inclusiveness - General Staff
 - Grievance Procedures for Staff
 - University Grievance Officer Role
 - Grievance Advisors Role
 - Mediators Role
 - Grievance Enquiry Team Role
 - Policy on Avoiding Conflicts of Interest
 - Policy on Harassment
 - Policy on Inclusive Language
 - Policy on Prejudicial Relationships
 - Policy on Racism
 - Policy Statement on Affirmative Action and Equal Employment Opportunity
 - Student Equity Plan 2002 - 2004
 - Student With a Disability Policy
 - Work, Study and Family Responsibilities Policy
- Financial Services and Policies
 - Aircraft Hire/Charter
 - Assets and Attractive Items
 - Authority to Incur Hospitality Expenditure
 - Bookshop Advice Form Procedures (Course Notes)
 - Capital Works and Major Contracts - Policy and Procedures

- Code of Practice for Australian University Philanthropy - AVCC Guidelines
- Controlled Substances (Radioactive Materials) - Policy and Procedures
- Damage to Vehicles
- Diners Travel Card - Policy and Procedures
- Disposal of Surplus and Obsolete/Unserviceable Equipment
- Donations to the University
- Engagement of Employees/Sub-Contractor Individuals/Companies
- Field Excursions
- Fringe Benefits Tax
- Fuel Cards
- Furniture, Building Alterations and Air Conditioning - Purchasing
- General Debtors - Billing
- Guidelines for Strategic Initiative Funding 2004
- Incurring Hospitality Expenditure
- Mobile Phones - Purchasing and Use
- Ordering Animals (Research)
- Petty Cash
- Policy on Approval of Lotteries (including Raffles)
- Policy on Delegation of Authority
- Pool/Fleet Vehicle Policy
- Postgraduate Students - Travel Allowance
- Purchase Requisitions and Purchase Orders
- Purchasing Office Supplies
- Purchasing of Computers
- Purchase of Vehicles
- Quotations and Tenders - Policy and Procedures
- Refunds
- Reimbursement of Fees and Charges for Staff Development Training
- Subsistence Allowance - International Travel
- Tobacco Funding
- Use of Faculty/School/Division Vehicles
- Use of Private Vehicles
- Visa Purchasing Card - Policy and Procedures
- Health and Safety
 - Critical Incidents Handbook
 - Emergency Procedures - Callaghan Campus
 - Emergency Procedures - Central Coast Campuses
 - Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
 - Failure of Essential Services - Callaghan Campus and Newcastle CBD
 - Failure of Essential Services - Ourimbah Campus
 - First Aid Officer Procedures
 - Guidelines and Regulations for Implementation of the Alcohol and Other Drugs Policy
 - Guidelines for Infection Prevention and Control for Blood Borne Pathogens
 - Guidelines for Safe Working with Electricity
 - Minimum Standards for Blood Collection from Students, Staff and Others During Teaching and Research Activities
 - Occupational Health and Safety Policy
 - Occupational Noise Policy

Policy on Alcohol and Other Drugs
Policy on First Aid
Policy on Laser Safety Eye Examinations for Laser Workers
Protective Clothing and Footwear in Laboratories Policy
Radiation Safety Manual
Security Patrol
Smoke-free Environment Policy

- Human Resource Management Matters

Academic Staff
Awards and Enterprise Agreements
Academic Staff Enterprise Agreement 2000
Australian Universities Academic and Related Staff (Salaries) Award 1987
Conservatorium Institute Music Teaching Agreement 2000
ELICOS Teachers Agreement 2000
Higher Education Contract of Employment Award 1998
Tertiary Education Superannuation Scheme - Superannuation Award 1988 (Tess Award)

Balancing Work and Personal Responsibilities

Annual Leave
Annual Leave Loading
Bereavement Leave
Childcare Support
Guidelines on Employing a University Consultant
Indigenous Australian Leave
Long Service Leave - entry in 2000 Enterprise Agreement
Maternity / Parental Leave
Policy on Consultancy
Sick/Carer Leave
Special Leave
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Termination of Employment on the Grounds of Ill Health
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Unsatisfactory Performance Review Committee
Voluntary Early Retirement
Voluntary Separation

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Code of Conduct

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Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
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Flexible Salary Packaging - entry in Enterprise Agreement
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Minimum Salaries for Casual Staff
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Promotion - entry in 2000 Enterprise Agreement
Promotion of Academic Staff - Policy, Procedures and Guidelines 2003
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Adjunct Appointments
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Contracting Out
Employment of Level A Staff
Fixed Term Employment - entry in 2000 Enterprise Agreement
Fixed Term Employment - Higher Education Contract of Employment Award 1998
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Managing Change in the Workplace
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Intellectual Property Rights - entry in 2000 Enterprise Agreement

Working Together

Academic Staff Consultative Committee - entry in 2000 Enterprise Agreement
Academic Staff Consultative Committee - Committee Home Page
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Dispute Settling Procedure
Grievance Procedures for Staff
Recognition of the Union
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General Staff Enterprise Agreement 2000
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Higher Duties Allowance
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Extra Dependant Care Arrangements and Support
Emergency Services Leave
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Indigenous Australian Leave
Leave Without Pay
Long Service Leave - entry in 2000 Enterprise Agreement
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Maternity/Parental Leave
Policy on Consultancy
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Purchased Leave Scheme - entry in 2000 Enterprise Agreement
Purchased Leave Scheme - Policy
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Classification and Structure

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Classification Description for General Staff: Higher Education Worker Levels - Secondary Descriptors
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Flexible Working Arrangements

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General Staff Recruitment Appeal Process
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General Staff Consultative Committee - Committee Home Page
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Union Officials

- Institutional Image
 - Corporate Identity Manual Download Page
 - The University of Newcastle Corporate Identity Manual
- Physical Facilities and Infrastructure
 - Air Conditioning Policy
 - Awareness and Promotion Plan (Environment)

- Capital Works and Major Contracts - Policy and Procedures
- Construction of Buildings by External Parties on University Land
- Emergency Procedures - Callaghan Campus
- Emergency Procedures - Central Coast Campuses
- Energy Management Plan
- Environmental Purchasing Plan
- Failure of Essential Services - Callaghan Campus and Newcastle CBD
- Failure of Essential Services - Ourimbah Campus
- Furniture, Building Alterations and Air Conditioning - Purchasing
- Guidelines for Use of University Space for Functions other than Regular Lectures/Seminars to Enrolled Students
- Hanging Pictures, Framed Posters or Photographs
- Hire and Use of University Facilities - Policies and Procedures
- International House - Rules and Policies
- Natural and Built Environment Plan
- Paper Usage Action Plan
- Policy on Naming Rights for Buildings and Facilities
- Poster and Banner Policy
- Resource Use/Waste Management Plan
- Transport Management Plan
- Water Management Plan
- Research and Development
 - Administrative Matters Relating to Research Grants
 - Admission and Enrolment Procedures (Research Higher Degree Candidates)
 - Audio and Video Taping (Human Research Ethics)
 - Code of Practice for Research Higher Degree Candidature
 - Collaborative Research and Ethics Approval (Human Research Ethics)
 - Copyright (Research Higher Degree Candidates)
 - Deception (Human Research Ethics)
 - Effective Surveillance and Monitoring of Projects (Animal Ethics)
 - Entry of Animals into Approved Protocols (Animal Care & Ethics)
 - Extension of Approval to Cover Funding Applications (Human Research Ethics)
 - Guidelines for Confidentiality (Animal Care & Ethics)
 - Guidelines on Research Practice
 - Higher Research (Doctoral) Degree Rules
 - Intellectual Property Policy (Research)
 - Joint NHMRC/AV-CC Statement and Guidelines on Research Practice (AV-CC Website)
 - Letterhead for Information Documents (Human Research Ethics)
 - Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research Activities
 - Minimisation of Animal Number used in Research and Teaching - Part A (Animal Care & Ethics)
 - Minimisation of Animal Number used in Research and Teaching - Part B (Animal Care & Ethics)
 - Monitoring of animals used for research or teaching purposes (Animal Care & Ethics)
 - Ordering Animals (Research)
 - Overheads Policy (Research)
 - Policy on Plagiarism
 - Preparation and Submission of Research Higher Degree Theses
 - Procedures for the Allocation and Selection of Research Scholarships
 - Publication of Teaching Evaluation Outcomes (Human Research Ethics)

Publication (Research)
Research and Research Training Strategic Plan (1999-2003)
Research in Schools (Human Research Ethics)
Responsibilities of Chief Investigators (Animal Care & Ethics)
Rules Governing Postgraduate Research Scholarships
Rules Governing Professional Doctorates
Students as Subjects - Research Activities
Telephone Interviewing (Human Research Ethics)
The Use of Native Animals in Research (Animal Care & Ethics)
The Use of S4 and S8 Drugs (Animal Care & Ethics)
Training and professional development of ACEC members (Animal Care & Ethics)
Witness to Participant's Signature (Human Research Ethics)

- Staff Development, Education and Training

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Awards for Excellence in Teaching
Long Service Medals
Outside Study and Professional Experience Programs - Transferability of Service - entry in 2000 Enterprise Agreement
Outside Study Programs (OSPRO) Policy
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Promotion of Academic Staff - Policy, Procedures and Guidelines 2003
Reimbursement of Fees and Charges for Staff Development Training - Guidelines for staff and supervisors
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Supervisor Training

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Rule Governing Honorary Awards and Exceptional Service Medals
Secondment - entry in 2000 Enterprise Agreement
Secondment - policy document
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- Strategic Planning and Quality Assurance

Institutional Strategic Plan 2002 - 2005

- Structure and Governance

Acts and By-Laws
Higher Education (Amalgamation) Act 1989
University of Newcastle Act 1989
University of Newcastle By-law

Miscellaneous
Council Meeting Protocols
Meetings Protocols
Policy on University Agreements
Receipt of Gifts by Members of the University
The Gladys M Brawn Memorial Gift Committee

University Bodies and Officers

Boards of Studies Rules and Schedules
Constitution of the Academic Senate
Council Election Rules
Establishment of Faculties and Other Bodies (Excluding Schools)
Rules Governing Faculties (including Faculty Boards)
Rules Governing Schools and Use of the Title "Dean"
Rules Governing the Operation of the Standing Committee of Convocation
Officers of the University
Making of Rules by the Vice-Chancellor
Role of Chancellor and Deputy Chancellor
Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers

- Student Related Matters
 - Submission of Examination Papers
(and other policies listed in the Student Policy Library)
- Teaching and Learning
 - Assessing for Learning
 - AVCC's Guidelines for Effective University Teaching
 - Awards for Excellence in Teaching
 - Bookshop Advice Form Procedures (Course Notes)
 - Code of Practice for Teaching and Learning - The University and Its Students: Responsibilities and Expectations
 - Core Skills for Graduates
 - Course Coordinator Role
 - Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
 - Field of Education Classification Codes
 - Guidelines for the Approval of and Variation to Academic Subject Codes on NUSTAR
 - Guidelines for Effective University Teaching (AVCC Website)
 - Policy on Plagiarism
 - Principles for Undergraduate Program Schedules
 - Procedures for Undertaking a Program Review
 - Program Convenor Role
 - Program Documentation for New, Revised and Existing Programs
 - Protocol for the Administration of Summer School Dec 2002 - Jan 2003
 - Recognition of Prior Learning Policy
- Travel and Transport
 - Aircraft Hire/Charter
 - Damage to Vehicles
 - Diners Travel Card - Policy and Procedures
 - Field Excursions
 - Fuel Cards

Motor Vehicle Entry Fee Policy
Passports and Visas
Pool/Fleet Vehicle Policy
Postgraduate Students - Travel Allowance
Subsistence Allowance - International Travel
Traffic and Parking Rules
Use of Faculty/School/Division Vehicles
Use of Private Vehicles

Other University Policies

Teaching and Learning

Policies and Procedures in Assessment of Coursework Students 2002 <http://www.newcastle.edu.au/services/teaching-learning/assess.html>

Research and Research Training

Research Infrastructure Block Grant 2003 - Allocation Policy - www.newcastle.edu.au/research/grants/int/rib-gdl.html

Space Management

Space Management Policy - http://www.newcastle.edu.au/services/space-mgt/space_policy.html

Central Coast Campuses Web Publishing Policy

<http://www.ccc.newcastle.edu.au/webservices/webpublishing-policy.htm>

Faculty Policies affecting students are located at:

Faculty of Business and Law

<http://newcastle.edu.au/faculty/bus-law/student/policies/index.html>

Faculty of Education and Arts

<http://www.newcastle.edu.au/faculty/educ-arts/studentguide/policies.html>

Student Placement Policy

<http://www.newcastle.edu.au/school/education/unit/peu/studentplacepolicy.html>

Faculty of Engineering and Built Environment

<http://www.eng.newcastle.edu.au/local/undergraduate/policies.html>

Faculty of Health

<http://www.newcastle.edu.au/faculty/health/intranet/student/policies-documentation.html>

Faculty of Science and Information Technology

<http://www.newcastle.edu.au/faculty/science-it/aboutus/policies.html>

SECTION 2 - STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with Sections 14 and 15 of the Freedom of Information Act 1989 (NSW) will be dated June, 2003. The statement will be available on the University website at <http://www.newcastle.edu.au/services/foi>, or at minimum cost from the Office of the Deputy Vice-Chancellor by 30 June 2003.

SECTION 3 - CONTACT ARRANGEMENTS

Enquiries regarding access to the University's policy documents and Statement of Affairs whether for inspection or purchase can be made to:

Deputy Vice-Chancellor
Level 2, The Chancellery
The University of Newcastle
University Drive
CALLAGHAN NSW 2308

Phone: (02) 4921 5114
Fax: (02) 4921 7060
Email: deputy-vc@newcastle.edu.au

The University's policy documents and Statement of Affairs may be inspected by prior arrangement at

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
for the
DEPARTMENT OF MINERAL RESOURCES
and associated bodies
June 2003

CONTENTS

1. Access arrangements, procedures and contact points
2. Statement of Affairs
3. Policy documents held by the Department
4. Other bodies covered by this summary
5. Appendix - Department of Mineral Resources' offices

DEPARTMENT OF MINERAL RESOURCES**1. ACCESS ARRANGEMENTS, PROCEDURES AND CONTACT POINTS****Locations**

The head office of the Department is at Minerals and Energy House, 29-57 Christie Street, St Leonards. All documents held by the Department, except where noted otherwise, are available from this office.

P O Box 536, St Leonards, NSW 1590
DX3324 St Leonards
Telephone: (02) 9901 8888
Fax: (02) 9901 8777

Website: www.minerals.nsw.gov.au
e-mail: webcoord@minerals.nsw.gov.au

Some documents are also available from the Department's regional offices. The appendix gives the addresses of the Department's regional offices and other centres.

Times

Access hours to the Central Enquiries Counter at head office are 8.30 a.m to 4.30 p.m. Monday to Friday. For access times at other offices of the Department, please ring the office concerned to confirm hours of opening.

Access

Enquiries may be made in person, by telephone, fax, mail or e-mail. Some records, for example registers held by requirement of an Act, may only be examined in person.

Access to published material (free or for purchase)

Please direct all requests in the first instance to the Central Enquiries Counter, Ground Floor, Minerals and Energy House, 29-57 Christie Street, St Leonards. Alternatively, the Department's Internet site (www.minerals.nsw.gov.au) has some material which may be freely examined and downloaded. This includes a number of Mine Safety publications not separately listed.

In many circumstances, the information sought is readily available without the need to pursue access through the Freedom of Information Act. It is therefore often advisable to either directly contact the appropriate manager in charge of the area in which the information is held to ascertain the specific policy on access, or where the location of the information is unknown, to contact the Freedom of Information Coordinator at the address given below.

Access to material available for inspection under legislative requirements

Please direct all requests in the first instance to the Central Enquiries Counter, Ground Floor, 29-57 Christie Street, St Leonards.

Access to other material under Freedom of Information provisions

Please direct all requests to:

The Freedom of Information Coordinator
Level 6
Minerals and Energy House
29-57 Christie Street
St Leonards NSW 2065
Ph: (02) 9901 8296

Freedom of Information applications should be submitted in writing.

Cost of applications

Normal fees for Freedom of Information applications to this Department are:

All applications \$30.00 (No GST is payable)

Processing charge \$30.00 per hour

An application for access to Departmental information through the Freedom of Information Act requires payment of an application fee of \$30 for both personal and non-personal information and the \$30 per hour processing charge for non-personal information will be billed to the applicant. For personal information, the first 20 hours of processing time are without charge.

However up to 20 hours of free processing time is provided for requests relating to an applicant's own personal affairs and a 50 per cent rebate may be approved in some situations such as pensioners, non-profit organisations or persons experiencing financial hardship (supporting documentation must be provided).

Cost of policy documents

In some cases the policy documents listed here have been published and are available at a set price or free of charge. Where published copies are not available, copies will be provided at the current fee for photocopying the document.

Prices do not include postage and handling.

2. STATEMENT OF AFFAIRS

The latest Statement of Affairs for the Department and all subsidiary bodies is incorporated in the Department's 2001-2002 Annual Report.

Copies may be obtained from the Head Office address listed on Page 2 or from the Department's website at <http://www.minerals.nsw.gov.au>.

3. POLICY DOCUMENTS HELD BY THE DEPARTMENT OF MINERAL RESOURCES

All policy documents are free of charge unless otherwise indicated. Documents freely available over the Internet are indicated by an (*).

RESOURCE PLANNING AND DEVELOPMENT DIVISION

Royalty Program

Guidelines for determining royalty obligations and calculating royalty payments

Definition of Disposals for the Purposes of Section 283(4) and 286B(1) Regulation 39 (3) (b) & Regulation 39 (4)

Definition of Revenue, Expenditure and Depreciation for Quarterly Non-Coal Mineral Returns
Disbursements of Private Owner Refunds for Quarterly and Annual Returns
Fringe Benefit Tax in the Calculation of Ex-Mine Value for Ad Valorem Royalty
Imposition and Application of Interest Penalties for Overdue Royalty Payments
Interest and Finance Expenses in the Calculation of Ex-Mine Value for Ad Valorem Royalty
Royalty Debt Recovery Procedure
Royalty Underpayments and Overpayments of less than \$0.50
The Effect of the Goods and Services Tax (GST) Upon Mineral Royalty
Valuation for Sale of Ore or Tailings Bearing Mineral for Ad Valorem Royalty

Titles/Resource Development Programs

Authorities not granted if applicant has failed to meet their obligations under the Mining Act in respect of previous title (1974)
Code of conduct for landholders, opal miners and prospectors in the Narran-Warrambool Reserve, Lightning Ridge
Management plan for new opal fields - Opal mining in the Narran - Warrambool Reserve, Lightning Ridge
Open cutting in the Lightning Ridge area (1990)
* Mine closure guidelines
Data Dictionary
Procedures for Departmental Processing of Land Use Referrals
Interest Bearing Deposits No Longer An Acceptable Form Of Security For Mining Leases And Exploration Licences
Exploration Licence Applications - Minimum Amount That May Be Refunded
Policy On Grant And Renewal Of Exploration Licences For Five Year Terms
Single Securities On Exploration Licences
Policy On Retention Of Fees On Refused Or Withdrawn Applications
Policy On Mining Lease Grant Fee
Policy For Grant Of Assessment Lease Applications
Criteria For Cancellation Or Non Renewal Of Mining Leases
Processes for Highwall Mining Proposals
Guidelines for Emplacement Area Applications
Mine Closures - Guidelines
The Approval of Gas Drainage Drillholes
Coal Mining Under Flood-Prone Land
Guidelines for Preparing Conceptual Project Development Plans
“Bulk Sampling” and “Trial Mining” in Exploration Licences and Assessment Leases
The Colliery Holding in Coal Mining Operation in NSW
Part 5 of the Environmental Planning and Assessment Act 1979 and the Renewal of Mining Leases
Policy Guidelines for Issuing Exploration Licences to Explore for Coal
Acceptable Forms Of Security
Amount Of Security Required On Exploration Licences
Applications To Mine Or Prospect For Peat
Coal Lease Issuance In New South Wales
Criteria For Approving Assessment Lease Applications
Exemption From Mining Lease Grant Fee
Expenditure Requirements On Exploration Licences
Five Year Terms For Exploration Licences
Guidelines For Grant Of A Petroleum Production Lease For Coal Bed Methane
Labour/Expenditure Requirements On Mining Leases
Offshore Exploration Licence Applications

Petroleum Exploration Licence Applications
Policy For Exemptions To Full Lease Fees - Interim Procedures For Security Deposits And Lease Cancellation
Refund Of Excess Fees - Exploration Licence Applications
Retention Of Fees Lodged With Applications For And Renewal Of Authorities And Mineral Claims
Review Of Non Coal Mining Leases - NSW Policy
Security Review Policy
Security Reviews On Mining Leases
Special Circumstances Renewal Of Exploration Licences

GEOLOGICAL SURVEY OF NEW SOUTH WALES

Guidelines for reporting on Exploration Licences (2001)
Guidelines for the release of onshore petroleum exploration areas (2000)
Guidelines for the Submission of Digital Coal and Petroleum Exploration Data (2000)

MINE SAFETY

Applicants' guide to obtaining approval from Chief Inspector of Coal Mines
Coal Exploration: Guidelines for Borehole Sealing Requirements on Land. (Cost: \$6.60)
Requirements on the Beds of Waterbodies (Cost: \$6.60)
Coal Mining Qualifications Board - Rules for the conduct of examinations
Guide to Reviewing a Risk - Assessment of Mine Equipment and Operations (Cost: \$33.00)
Guidelines for mining coal under or near railways
Guidelines for mining under foreshores of tidal lakes
Minerals Industry Safety Handbook (Cost: \$30.00)
Mine Safety Guidelines (various) (Costs: \$27.50 to \$33.00)
Preparation of Mining Operation Plans
Risk Management Handbook for the Mining Industry (Cost: \$66.00)
Safety Management Plan - Workbook. (Cost: \$30.00)
Schedule of Onshore Petroleum Exploration and Production Safety Requirements. Cost: \$5.50
The Enforcement of Health and Safety Standards in Mines
Also available are guidelines on other mining activities covering safety and work practices.

ENVIRONMENT

Application and Approval of Mining: Environmental Policy Implementation Principles
Best Practice and Reference Documents
Coal Exploration: Guidelines for Borehole Sealing Requirements on Land
Coal Exploration: Guidelines for Borehole Sealing Requirements on the Beds of Waterbodies
Environmental Compliance Enforcement
Environmental Management System: Policies and Guidelines
Environmental Policy for Exploration and Mining
Environmental Policy Implementation Principles: Rehabilitation and Mine Closure
Exploration and Resource Assessment Environmental Policy Implementation Principles
Exploration Licence: Rehabilitation and Relinquishment Report
Guidelines to The Mining, Rehabilitation and Environmental Management Process
Mine Closure Reporting
Mining Operations: Environmental Policy Implementation Principles
Notification of Surface Disturbing Exploration Activities
Part 5 of the Environmental Planning and Assessment Act (1979). A Guideline for Preparing Assessments
Sample contents of a Review of Environmental Factors

Small Mines AEMR Guide
Small Mines, MOP Guide

STRATEGIC PLANNING AND POLICY DIVISION

Corporate Management and Development Unit

Corporate Plan 2002-2003

Corporate Plan 2002- 2005

Annual Report 2001-2002

Acceptance of gifts, benefits and hospitality

Code of Conduct

Fact Sheet No. 1 Ethical Dilemmas - How do I decide?

Fact Sheet No. 2 What am I accountable for? Why me?

Fact Sheet No. 3 What is a conflict of interest? How do I manage it?

Internal Audit Charter

Policy on Reporting Corruption, Maladministration and Wastage

Statistics Policy

INFORMATION AND CORPORATE SERVICES DIVISION

Employee Relations Program

Bullying and harassment policy (under development)

Ethnic Affairs Priority Statement

Community language allowance scheme

Disability plan

*Drug and alcohol policy

EEO and discrimination policy (under review)

General Delegations

Grievance policy and procedures (under review)

Trauma Management Policy

*Employee Assistance Program

Guidelines for safe field operations (under review)

*Flexible working hours agreement

Higher duties opportunities policy and guidelines

Mediation policy

OH&S Policy statement (under review)

Reasonable adjustment policy

*Rehabilitation policy

Sick leave policy

Limit on accumulation of recreation leave policy

Study time policy

Financial Study Assistance Policy (under review)

Superannuation policy

Pre-placement health assessment policy (under development)

Job evaluation policy

Financial and Facilities Program

Asset management policy

Cabcharge procedures

Credit card policy

Financial delegations

Policy and procedures for Departmental travel
 Mobile Telephone Policy
 Motor Vehicle Policy
 Tendering & Purchasing Procedures

Information Technology Services Program

Security policy

Information and Customer Services Program

Guide for Authors
 Guarantee of Service (under development)

Corporate Information Management Program

Records procedure manual
 Information/Records Management Policy Statement
 Privacy Management Plan
 E-mail and Internet policy
 Intranet/Internet policy and guidelines.

4 OTHER BODIES COVERED BY THIS SUMMARY

For the purposes of the Freedom of Information legislation the following bodies are also covered by this Summary of Affairs. They do not have nominated policy documents.

Conditions of access for information under the Freedom of Information legislation are the same as set out for the Department of Mineral Resources.

- Board of Examiners
- Coal Mining Qualifications Board

NOTE

The bodies above are separate, as defined by the Freedom of Information Act 1989, and all enquiries should be directed to the Principal Officer of the respective body, through the Department of Mineral Resources.

5. APPENDIX

Internet: www.minerals.nsw.gov.au

Sydney offices

HEAD OFFICE

Minerals and Energy House	(02) 9901 8888
29-57 Christie Street	Fax: (02) 9901 8777
ST LEONARDS 2065	
PO Box 536	DX 3324
ST LEONARDS 1590	ST LEONARDS

LIDCOMBE

Investigations Unit	(02) 9649 8959
	Fax: (02) 9649 5631

Mine Safety & Technical Services	(02) 9646 1644
	Fax: (02) 9646 3224

Specialist Geoscience Services	(02) 9649 5266
	Fax: (02) 9646 3224

State Hospital Grounds
Cnr Joseph St & Weeroona Rd
LIDCOMBE 2141

PO Box 76
LIDCOMBE 2141

LONDONDERRY

Core Library
947-953 Londonderry Road
LONDONDERRY 2753

(02) 4777 4316

Fax: (02) 4777 4397

Regional offices**ARMIDALE**

Suite 4, Ground Floor
175 Rusden Street
ARMIDALE 2350

(02) 6776 0300

Fax: (02) 6776 0399

PO Box 65
ARMIDALE 2350

BROKEN HILL

32 Sulphide Street
BROKEN HILL 2880

(08) 80889300

Fax: (08) 8087 8005

PO Box 696
BROKEN HILL 2880

COBAR

62-64 Marshall Street
COBAR 2835

(02) 6836 4392

Fax: (02) 6836 4395

PO Box 157
COBAR 2835

GATESHEAD

Lot 1766 Bulls Garden Road
GATESHEAD 2290

(02) 4942 2300

Fax: (02) 4942 2323

PO Box 2245
Gateshead Delivery Centre
GATESHEAD NSW 2290

LIGHTNING RIDGE

Lot 60, Morilla Street
LIGHTNING RIDGE 2834

(02) 6829 0678

Fax: (02) 6829 0825

PO Box 314
LIGHTNING RIDGE 2834

LITHGOW

Suite 1, Level 1
184 Mort Street
LITHGOW 2790

(02) 6351 3052
Fax: (02) 6352 3876

PO Box 69
LITHGOW 2790

ORANGE

State Government Office Block
Level 2, 185 Anson Street
ORANGE 2800

(02) 6392 6333
Fax: (02) 6392 6363

PO Box 53
ORANGE 2800

SINGLETON

Joint Coal Board Building
Level 1, 1 Civic Avenue
SINGLETON 2330

(02) 6572 1899 (Inspectorate)
(02) 6572 4200 (Geology)
Fax: (02) 6572 1201

PO Box 51
SINGLETON 2330

DX 7071 SINGLETON

WOLLONGONG

State Government Offices
Level 3, Block F
84 Crown Street
WOLLONGONG 2500

(02) 4227 1699
Fax: (02) 4226 3851

PO Box 674
WOLLONGONG 2520

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
UNIVERSITY OF NEW ENGLAND

December 2002

A - UNE Policy Documents

Policy documents held by the University of New England are grouped as occurring in:

- the annually published, University of New England Handbook, the most recent of which was printed in December 2002 and is titled The University of New England Handbook 2003;
- on UNE webpages; and
- those for which hard copies are held in the Records Management Office as well as in the office of origin and application.

UNE Handbook

The UNE Handbook presents a wide range of official University guidelines, rules and policies.

Section 1 - General Information

The University of New England
Arms of the University of New England
Organisational Chart
The Council
Principal Officers and Staff
Senior Administrative Staff
Honorary UNE Degree Recipients
Emeritus Professors
Alumni Awards
Principal Dates
Calendar of Dates
Academic Dress
All Students
Studying Internally
Studying Externally
International Students
Fees for Domestic Students

Rules:

Admission
Courses, Assessment and Awards
Election of Chancellor and Deputy Chancellor
Fees and Charges
Firearms
Functions of the Vice-Chancellor
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Student Conduct
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University Ombudsmen
Uses of University Card
Uses of University of New England Computing and Communication Facilities

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Services and Facilities:

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Access Centres
Accommodation
Admissions Unit
Animal House Complex
Army Reserve (part-time Army)
Chaplaincy Service
Child Care (Yarm Gwanga)
Clinical Experience
Counselling and Careers Service
Development Office
Electron Microscope Unit
Equity Office
Examinations and Graduation Unit
Information Technology Directorate
Internal Audit Unit
International Office
Library Services
Medical Centre
Occupational Health and Safety (OHS) and Injury/Illness Management
Ooralá Aboriginal Centre
Physiotherapy Service
Research Services
Rural Properties
Teaching and Learning Centre
UNE Conference Company
UNELINK - The Videoconferencing Unit of UNE

Section 2 - Faculty of Arts

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Section 3 - Faculty of Economics, Business and Law

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Section 4 - Faculty of Education, Health and Professional Studies

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Section 5 - Faculty of The Sciences

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Rules

Schedule(s) of Units

Section 6 - Other Course Rules

Inter-Faculty Course Rules

Doctor of Philosophy Rules

Doctor of Philosophy - Preliminary Course Rules

Section 7 - Course Units and Booklists**Section 8 - Institutes and Centre**

Research Institutes and Centres

Animal Genetics and Breeding Unit

CALLS: The Australian Studies Centre

Centre for Cognition Research in Learning and Teaching

Centre for Ecological Efficiency and Water Policy Research

Centre for Efficiency and Productivity Analysis

Centre for Health Research and Development

Centre for Higher Education Management and Policy

Centre for Local Government

Centre for Research in Aboriginal and Multicultural Studies (CRAMS)

Cooperative Research Centre for Cattle and Beef Quality

Institute for Rural Futures

UNESCO Centre for Bioregional Resource Management

Institute of Ecology

University of New England ASIA Centre

Other Centres

Centre for Peace Studies

Language Training Centre

The Heritage Futures Research Centre

The University of New England Heritage Centre

University Companies

Agricultural business Research Institute

International Livestock Resource and Information Centre

UNE Partnerships

Museums

Art Collection - The University of New England

NCW Beadle Herbarium

The Howard Hinton Collection

The University of New England Museum of Antiquities

Zoology Museum

Associations

Academic Women's Association

Australian Federation of University Women - NSW Armidale Branch

Community and Public Sector Service Association of NSW

The National Tertiary Education Industry Union

Sport UNE

UNE Union

The University of New England Postgraduate Students' Association
University of New England Students' Association

Section 9 - Governance of the University

The University of New England Act 1993
By-laws
Committees of the Council
Constitution of the Academic Board, UNE
Committees of the Academic Board
Committees of the Vice-Chancellor
Committees of the University

Main UNE Policies Page

Source: <http://www.une.edu.au/policies.html>

University Strategic Plan: <http://planning.une.edu.au/Planning/STRATEGICPLAN2002.htm>
UNE Planing Index: <http://planning.une.edu.au/Planning/index.htm>
Academic Policies and Academic Governance: (<http://www.une.edu.au/offsect/policies.htm>)
Research related: http://rs-nt-10.une.edu.au/Home/V_2_1/policy.html
Consulting and Outside Earnings: <http://www.une.edu.au/personnel/2.8.2.htm>
Copyright Information: <http://www.une.edu.au/copyright/>
IT and Communications: <http://www.une.edu.au/itd/policies/toc.html>
Library: <http://www.une.edu.au/%7Elibrary/menu/campuslibs.htm>
Records Management: <http://www.une.edu.au/rmo/default.htm>
Personnel Policies: <http://www.une.edu.au/personnel/policy2.html>
Equity related: <http://www.une.edu.au/eeo/equitylinks.html>
Finance related: <http://www.une.edu.au/UNEonly/finance/policy2.html>
Facilities Management: <http://www.une.edu.au/estates/>
Workplace Risk Management: <http://www.une.edu.au/rmu/riskman/riskman.htm>
Freedom of Information: <http://www.une.edu.au/offsect/foi.htm>
University of New England Privacy Statement: <http://www.une.edu.au/rmo/policies/privacystatement.htm>
UNE Web Policy: <http://www.une.edu.au/UNEonly/uneweb/webpol.htm>

Academic Policies and Academic Governance <http://www.une.edu.au/offsect/policies.htm>

Policies, Guidelines and Procedures

Academic Promotion
Advanced Standing Policy
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 Assessment by University Examination Policy
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 Examination Office Procedures Policy
 UNE Assessment Policy
Attributes of a UNE Graduate
Awarding of University Medals
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 Faculty of Economics, Business & Law
 Faculty of Education, Health & Professional Studies
 Faculty of the Sciences
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Enhancing Quality Assurance at the University of New England
Faculty Prizes
For Those Who Serve
Guidelines for Fundraising
Honorary & Distinguished Awards & Appointments Framework
Honorary, Adjunct and Visiting Appointments
 Nomination Form
 Principal Supervisor Agreement
Honorary Degrees
Inter Faculty Prizes and Scholarships
Minimum Facilities for UNE Postgraduate Research Students
Minor Unit Amendments (Processing)
New Course/Award Approval:
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New Unit Approval Form
Online Teaching at UNE
Operating Principle for Naming Awards
Plagiarism and Improper Conduct
 University Policy on Plagiarism and Improper Conduct
 Procedural Flowchart for Plagiarism
 Student Record of Plagiarism Form
 Preventing and Detecting Plagiarism - Information for Academic Staff
 Plagiarism Declaration Form
 Avoiding Plagiarism - Information for Students
Professorial Selection
Quality Assurance Reviews
Reporting on Courses & Units Taught Off-Campus By/Through Partners Proforma
Rescission of Award
Residential Schools Policy (currently under review)
Study Leave
Targetting of Scholarships
University Room and Building Naming Rights
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WorkReady

Administrative Procedures
Awards in absentia
Inter Faculty Prizes and Scholarships
New Course/Award Approval:
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 Guidelines
Faculty Prizes
New Unit Approval Form
Processing Minor Unit Amendments
Proforma for Reporting on Courses & Units Taught Off-Campus By/Through Partners
Rescission of Award

Research Related: http://rs-nt-10.une.edu.au/Home/V_2_1/policy.html

Code of Conduct for Research
Animal Care Code of Practice
Intellectual Property
Policy on ARC Small Grants
PhD Rules
PhD Preliminary Rules
Quality and Standards in Research Higher Degrees
Code of Conduct for Research in Higher Degrees

Copyright <http://www.une.edu.au/copyright/>

Copyright Guidelines for Staff

Information Technology Services <http://www.une.edu.au/itd/policies/toc.html>

Preface

Explanation
Introduction & Intention
Submission & Approval Process for New &
Amended Policy
Protocol for Policy Documents
Policy Document Template

Central Information Technology Policy and Planning

ITC Terms of Reference
Administrative Computing Advisory Committee
Terms of Reference
DRAFT Enabling Plan 2003-2006

Computer/Network Use

Rules for the Use of UNE Computing and
Communications Facilities
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Internet Data Privacy Protection
Intellectual Property/Copyright
IT Security Policy Jan 2000
Email Usage Policy
DRAFT ITD Student Lab Policy (PDF file)
DRAFT ITD Student Lab Procedures (PDF file)
DRAFT Disk Space Policy (PDF file)
DRAFT ITD Training Computer Laboratory
Policy (PDF file)

Local Area Network

Protocol for the Design, Installation and/or
Modification of the Data and Voice Network
Infrastructure at UNE (Internal Building
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University-Wide Information System

Departmental Server Requirements
Electronic Communications at UNE

Wide Area Network

AARNet Access and Acceptable Use

NSWRNO - Policy and Charging

Distribution of Teaching materials in Electronic
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Internet (policy/standards/support)

ITD Policy on Charging for Internet Services

PABX/Telephony

Mobile Phones

ITD Policy on Charging for Modem Accounts

Records Management Policies <http://www.une.edu.au/rmo/default.htm>

UNE Records Policy

UNE Privacy Policy

UNE Corporate Records

Confidential Records

Student Records

Electronic Records

Records Retention and Disposal

Disposal Guidelines Financial Records

Information Management Policies

UNE Copyright Policy

Freedom of Information Policy

Personnel Policies <http://www.une.edu.au/personnel/>

Academic Policies, Awards and Agreements

<http://www.une.edu.au/personnel/academicpolicy.htm>

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. . . Heads of School

. . . . Professorial

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- Defence Force Reserves leave
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- Long Service leave
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- Paternity leave
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.... Guidelines for Selection Committees

.... Annual Probation Report

.... Guidelines for Supervisors

.... Probation - detailed report

.... Mandatory Review Report

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General Staff Policies, Awards and Agreements Index <http://www.une.edu.au/personnel/pols-awards2.html>

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Equity Office <http://www.une.edu.au/eeo/equitylinks.html>
Equity Policies,
UNE EEO/AA Policy 1995
UNE Sex Representation on Decision-making Bodies 1994
UNE Grievance Mediation Policy & Procedures 1997
UNE Sex-based Harassment Policy & Procedures 1997
UNE Anti-Racism Policy & Guidance Materials 1997
UNE Policy on Students with Disabilities 2001
UNE Child Care Policy 1993 (under review by HRS)

Office of the Secretariat <http://www.une.edu.au/offsect/>
University of New England Act (1993)
By-Laws of the University
Standing Orders for the University Council
Code of Ethics of the University Council
Terms of Reference and composition of Council and its Committees
Terms of Reference and composition of University Committees
Terms of Reference of the Academic Board and its Committees
Financial Services <http://www.une.edu.au/UNEonly/finance/policy2.htm>

POLICY AND PROCEDURES

Academic Pursuit Funds
Assets
Bank Accounts and Accountable Forms Revenue
Central Stores
Consultancies
Corporate Uniform
Debtors
Entrepreneurial Policy and Guidelines
Expenditure
Finance One
Financial Delegations
Financial Planning and Management
Fringe Benefits Tax
Guidelines for Commercial Activities
Insurance
Miscellaneous
Motor Vehicle
Purchasing
Qantas Club Corporate Membership
Special Projects
Travel
University Systems

Facilities Management Services <http://www.une.edu.au/estates/>
Policies and Procedures
UNE Key and Lock Policy
General Cleaning Specification
Sharps and Needlesticks Procedures
FMS Custodial Possession of Equipment
FMS Furniture Standards Policy
Also see Risk Management Web Page
UNE Traffic and Parking Policy
Visitor Parking Policy
Temporary Mobility Parking Policy
Traffic and Parking Rules

Workplace Risk Management Unit <http://www.une.edu.au/rmu/riskman/riskman.htm>

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Guidelines
Communicable Diseases
Electricity
Manual Handling
Noise
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Slips, Trips and Falls
Sharps and Needlesticks
VDU: Radiation Protection Guidance
Policies
Occupational Health and Safety Policy
Policy for a Smoke Free Environment 1993
DRAFT 2000 - Policy for a Smoke Free Environment

B - Most Recent Statement of Affairs

“Statement of Affairs” December 2002, published in 2002 Annual Report of The University of New England.

C - Inquiries

Anyone wishing to inspect specific University policy documents may do so by prior arrangements with the Executive Director (Business and Administration). Unless a formal application for access to, or amendment of, documents is made under the Freedom of Information Act, enquiries should be directed to the Head, Office of the Secretariat.

The University of New England Handbook may be purchased for the price of \$12.00. Mail orders may be sent direct to the United Campus Bookshops, Madgwick Building, University of New England, Armidale NSW 2351 and should include the postage and packing charge: NSW and ACT - \$6.50; other Australian states - \$7.50 (for overseas and special services, Australia Post charges apply on weight of 1-2 kg). Copies of the University of New England Handbook are also held in Dixson Library, and the Records Management Office, University of New England.

D - Address and Times for Enquiries

Enquiries may be made to:
Manager
Records Management Office
University of New England
Armidale NSW 2351
Telephone (02) 6773 2140

Times for enquiries should be made during office hours, from 9.00am to 5.00pm, Mondays to Fridays.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
OFFICE OF THE PROTECTIVE COMMISSIONER
Level 15, 133 Castlereagh Street, Sydney NSW 2000
AGENCY NO. 2320

FUNCTIONS

The Office of the Protective Commissioner (OPC) is appointed under the Protected Estates Act 1983, the Guardianship Act 1987 and Part 76 of the Supreme Court Rules by either the Supreme Court, Guardianship Tribunal, Mental Health Review Tribunal or a Magistrate, to provide financial management to the people of New South Wales who have a disability or incapacity and are in need of financial management. OPC also supervises the provision of such services by formally appointed managers and serves as Registry for the Equity Division, Protective, of the Supreme Court.

SECTION 1 - POLICY DOCUMENTS

FILES

Most of the OPC documentation is stored as files which are grouped under the following major headings:-

- | | |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Administration | All aspects of OPC's internal administration, including budget and financial matters, correspondence, internal and external audit, management information systems, and minutes of Executive and Branch meetings. |
| 2. Personnel Matters | Including files relating to the recruitment and training of staff and the staff establishment, together with staff members' personnel files. |
| 3. Estate Management | Files which deal with the management and administration of client estates, including matters where private financial managers have been appointed. |
| 4. Court Documents | Documents lodged in relation to applications made to the Equity Division - Protective of the Supreme Court for the appointment of a financial manager.

(NOTE: These files are not available through the OPC. Applications for access to Court documents must be made to the Equity Division - Protective of the Supreme Court). |
| 5. Policy/Procedure Manuals | OPC has a number of manuals incorporating estate management and accounting policies/procedures. These manuals are used internally to assist staff in the performance of their duties and to ensure that audit and control procedures are maintained. |
| 6. Business Plan | A Business Plan is available to the public outlining OPC strategy for the coming year. |
| 7. Publications | Brochures setting out the nature of the services provided by OPC are available to the public at no cost. |

As a general rule, Estate Management and Court Documents are confidential.

To access information in the above files, members of the public should contact the Freedom of Information Co-ordinator at the address provided below. Wherever possible informal access will be arranged, and if copies of documents are required, reasonable copying charges will be levied. Where informal access is not possible, formal Freedom of Information application procedures and fees will apply.

SECTION 2 - STATEMENT OF AFFAIRS

The OPC Freedom of Information 'Statement of Affairs' has been updated and is now available.

SECTION 3 - CONTACT ARRANGEMENTS

All enquiries and applications under the Freedom of Information Act 1989 relating to the OPC should be made to:

Freedom of Information Co-ordinator
Office of the Protective Commissioner, addressed to either -
Level 15, Piccadilly Tower
133 Castlereagh Street
SYDNEY NSW 2000, or

P.O. Box A235
SYDNEY SOUTH NSW 1232
Telephone: (02) 9265 3131
Facsimile: (02) 9264 9667
TTY: 1800 882 889
Outside Sydney: 1300 360 466

OPC Freedom of Information 'Summary of Affairs' and 'Statement of Affairs' may be obtained from the Office between 9.00 am and 5.00 pm Monday to Friday.

Any other enquiries concerning any information contained in this Summary or in the 'Statement of Affairs' or in relation to information available under the Act should also be directed to the Freedom of Information Co-ordinator.

The above documents will also be available at the NSW State Library and the NSW Government Information Centre.

The following fees and charges are applied by the OPC in relation to the Freedom of Information Act 1989.

<i>Nature of Application</i>	<i>Application Fee</i>	<i>Processing Charge</i>
Access to records by natural persons about their personal affairs	\$30*	\$30 per hour after the first 20 hours*
All other requests	\$30*	\$30 per hour *
Internal Review ***	\$40**	Nil
Amendment of Records	Nil***	Nil

* Subject to 50% reduction for financial hardship and public interest reasons.

** Refunds may apply as a result of successful internal reviews and applications for amendment of records.

*** No application fees are charged for internal reviews in relation to amendment of records.

FREEDOM OF INFORMATION ACT 1989
SECTION 14(1) (B) AND (3)
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF URBAN AND TRANSPORT PLANNING
(FOI AGENCY NO. 26)

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Technical Guidelines
Circulars

INFRASTRUCTURE COORDINATION UNIT
MASTER PLANNING AND INFRASTRUCTURE
METROPOLITAN PLANNING

- Sydney Strategy
- Urban Design Advisory Service
- Metropolitan Living Centres
- Urban Improvement Program
- Community Infrastructure
- Local and Regional Planning
- Land Management
- Urban Assessments
- Sydney East
- Sydney West
- Central Coast

PLANNING AND BUILDING SYSTEM

- Policy and Reform
- Legal Services
- Crown Projects Unit
- Planning Information Development

REGIONAL AND RURAL PLANNING

- State and Regional Planning
- Local Planning
- North Coast
- Hunter
- Illawarra
- Western NSW
- Riverina and South East
- Rural Living Centres

STRATEGIC SERVICES

- Financial Strategy

- People and Learning Change
- Executive and Ministerial Services
- Media
- Corporate Communications
- Management Strategy

SUSTAINABLE DEVELOPMENT

- Major Development Assessment
- Major Hazards
- Major Infrastructure Assessment
- Environmental Policy and Strategic Assessment
- Compliance Unit

Agency Publications

MT PENANG PARKLANDS (FORMERLY FESTIVAL DEVELOPMENT CORPORATION)
HONEYSUCKLE DEVELOPMENT CORPORATION
SOUTH SYDNEY DEVELOPMENT CORPORATION

SECTION 2. STATEMENT OF AFFAIRS

SECTION 3. CONTACT ARRANGEMENTS

FOREWORD

Under the Freedom of Information Act 1989, NSW government agencies are required to publish a list of their policy documents every six months.

A policy document is one that:

- relates to the work of the agency - what it is set up to do
- has the potential to directly affect people - their rights, privileges, benefits, detriments, obligations or penalties.

This list is called a Summary of Affairs. At the end of June and December each year, each agency's list of policy documents appears in the NSW Government Gazette. The aim in regularly publishing summaries of affairs is to ensure information about policies, rules and practices that concerns the community is up-to-date and public.

Once a year, all government agencies also prepare a Statement of Affairs outlining the agency's current structure and functions. Together the statement and summary help people to understand what an agency does, the kinds of information that can be obtained and who to contact if they have inquiries. This process allows individuals to make better use of public services and to exercise their rights as NSW citizens.

Copies of the Department's latest summary and statement of affairs can be obtained at no cost from the Information Centre on (02) 9762 8043 or email information@planning.nsw.gov.au

INTRODUCTION

The Department's core agency comprises the following outcome areas: Infrastructure Coordination Unit, Master Planning and Infrastructure, Metropolitan Planning, Planning and Building System, Regional and Rural Planning, Strategic Services, Sustainable Development. Its other agencies are: Mt Penang Parklands, Honeysuckle Development Corporation and the South Sydney Development Corporation.

SECTION 1. POLICY DOCUMENTS THE FOLLOWING POLICY DOCUMENTS ARE AVAILABLE FOR PUBLIC INSPECTION AND/OR PURCHASE.

INFRASTRUCTURE COORDINATION UNIT

Intellectual Property Guideline for Unsolicited Private Sector Proposals (2003)
State Infrastructure Strategic Plan 2002 (2002)

Emerging PFP Opportunities and Major Project Proposals over \$100 million (2002)
Working with Government Guidelines for Privately Financed Projects (2001)
Working with Government Policy for Privately Financed Projects (2001)
Working with Government Emerging PFP Opportunities (2001)
Working with Government Green Paper - Private Financing of Infrastructure and Certain Government Services in NSW (2000)

MASTER PLANNING AND INFRASTRUCTURE

1981 Sydney Region Community Centres Information Paper, (1986)
1996 Journey to Work: User Guide
1997 House Travel Survey (HTS) Summary Report
1998 HTS Summary Report
A list of Concession Entitlements - Department of Transport Internet
About the Transport Data Centre (1998)
Application for NSW Air Transport Licence - Regular Public Transport Services (Regulated Bus Users in Sydney)
Commercial Vehicle Movements in the Sydney Region
Commuting from Sydney's Fringe
Connecting Communities - North West Rail Link (NWRL) Overview Report
Connecting the Central Coast - The Central Coast Transport Action Plan
Country Passenger Transport Infrastructure Grants Scheme - Guidelines and Application
Data and Models for Understanding and Monitoring Travel Behaviour, ATRF
Definitions; Travel Zone, linked & unlinked trips, mode, purpose
Employment in Selected Commercial Centres in the GSMR, (1996), ATRF
Greater Western Sydney Public Transport Strategy
Household Travel Data
Interchange Design Guidelines Draft - (August 2000)
Liverpool - Parramatta Transitway Overview Report
Mode Choice for Urban Travellers in Sydney, (1986)
North West Rail Link Overview Report (March 2002) - available in booklet or on CD
North West Rail Link Overview report Publication Brochure (March 2002)
Parramatta Rail Link - Brochure (September 1998)
Parramatta Rail Link Overview Report (November 1998)
Parramatta Rail Link Overview Report Summary (November 1998)
Public Transport Requirements for Rouse Hill Development Area, (1989)
Redesign of the Sydney Strategic Travel Model, ATRF
Reducing Interviewer Costs in Large-scale Household Travel Surveys, ATRF
Shellharbour & Kiama Public Transport Study, (1988)
STM: Bus Network Report
STM: Ferry Network Report
STM: Integrated Public Transport Network Report
STM: Rail Network Report
Strategies for Car Parking Provision at Railway Stations in Sydney Metro Area, (1989)
Study of Car Parking at Railway Stations in the Sydney Metropolitan Area, (1989)
Sydney Public Transport Directory (1999)
Sydney Strategic Urban Travel Model: Detailed Documentation
Sydney Travels, (1997, 1991)
Sydney's Coach Layover has moved next door to Wharf 8 Darling Harbour - Brochure (January 2002)
Sydney's New Coach Layover, King Street Wharf - Brochure (February 2001)

Sydney's Western Region: Planning Options, (1980)
Sydney's Western Region: Transport and Land Use Planning, (1980)
TDC data available for Local Councils
TDC data available for State of the Environment Reporting
TDC News (Quarterly Newsletter formerly Data Developments)
TDC Study Area Map (1996 or 1991)
TDC Study Area Zone Map Coverage (1996 or 1991)
The Sydney Strategic Travel Model
Train Users in Sydney
Ultimo Pyrmont Light Rail Transit: Summary of Contracts
Urban Freight Data Collection and Forecasting, ATRF

METROPOLITAN PLANNING

Sydney Region East

Affordable Housing: Revised City West Affordable Housing Program (21 July 1996).
Australian Technology Park Master Plan Amendment No. 1
Australian Technology Park Master Plan Amendment No. 2
Australian Technology Park Draft Master Plan (Jan 2002)
Bay Run: Masterplan for Iron Cove
Bay Run Cycle Way Report
Bays Precinct: City West Urban Strategy - The Bays Precinct Planning Study
Blackwattle and Rozelle Bays Master Plan - July 2002
Glebe Island and White Bay Master Plan - November 2000
City West: Eveleigh Precinct - Locomotive Workshop Buildings-Australian Technology Park
City West Regional Environmental Study
City West: Sydney Regional Environmental Plan No. 26 (Amendments 1-9)
City West Urban Strategy: Planning Opportunities
Darling Harbour Wharves 9 and 10 - Amendment No. 1 - 24 July 1997
Darling Island Master Plan - 21 September 2000
Darling Island Master Plan - Draft Amendment No. 1 - October 2001
Draft Urban Development Plan for Ultimo-Pyrmont 1999 Update
Elizabeth Macarthur Bay Draft Master Plan
Ermington Draft Master Plan - May 2001
Evaluation of the Parramatta River Foreshore Improvement Program - June 2000
Eveleigh Precinct Planning Study
Eveleigh Urban Development Plan
Former GPO and Former AML&F Sites Master Plan - November 1999
Former ADI Ryde Draft Master Plan
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Sydney Harbour and Tributaries: Planning Strategy Forum
Sydney Harbour and Tributaries: Urban Design Opportunities
Sydney Harbour and Tributaries: History Workshop
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- Case Study: Abel Tasman Village
- Case Study: Scalabrini Village
- Case Study: Poplar Street Project
- Case Study: Illawarra Community Housing Trust
- Case Study: Lao Community Advancement Co-op
- Case Study: Van Lang Housing Cooperative

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Section 94 Contributions Manual (2nd edition)

Circulars

Note: Circulars to Council have ceased to be issued in this series form.

Category A - Acts and Administration

A1. Amendments to the Heritage Act

A2. Minister's Notifications in Regard to Certificates under Section 149 of the Environmental Planning & Assessment Act

A3. Commissioners of Inquiry

A4. Planning Information to the Community

A5. (superseded - see A15)

A8. Amendments to the Environmental Planning and Assessment Act 1979-NPWS Conservation Agreements and Wilderness Areas

A9. White Paper on Phase 1 of the Local Government Act Review: Relationship of Draft Local Government (Functions) Bill 1990 to Planning Functions

A10. The New Community Titles

Legislation and its Relationship to Councils' Planning Responsibilities

A11. Amendment of 1970 and 1980 Model Provisions Definitions

A12. Resolution of Development Matters without Litigation

A13. Interim Issue-Threatened Species Conservation Act 1995

A14. Environmental Planning and Assessment (Contributions Plans) Amendment Act 1991

A15. Fees for DAs, Section 149 Certificates etc

- A16. Environmental Planning and Assessment (Contributions Plans) Amendment Act 1991 and Accompanying Regulation
- A17. Amendment to Schedule Two of Environmental Planning and Assessment Regulation - Inclusion of Development Control Plans on Section 149 Certificates
- A18. Amendment Excluding Aero-medical Emergency Helicopter Facilities from Schedule 3 Designated Development, EPAR 1980
- A19. Extension of Time to 30 June 1993 for the Preparation of Section 94 Contributions Plans
- A20. Miscellaneous Amendments to the Environmental Planning and Assessment Act 1979
- A21. Changes to the Environmental Planning and Assessment Act 1979 Under the Local Government (Consequential Provisions) Act 1993
- A22. Amendments to the Environmental Planning and Assessment Model Provisions 1980
- A23. The Telecommunications Act 1991 and the Telecommunications National Code
- A24. Classification of Public Land-use of Local Environmental Plans
- A25. Environmental Planning and Assessment (Part 5) Amendment Act 1993
- A26. Recent Amendments to the Environmental Planning and Assessment Act 1979
- A27. Environmental Planning and Assessment Regulation 1994
- A28. Amendments to Staged Strata Development Provisions Strata Title Act 1973
- A33. Recent Amendments to Environmental Planning and Assessment Regulation 1994
- A34. Timber Plantations (Harvest Guarantee) Act 1995, Timber Plantations (Harvest Guarantee) Regulation 1997

Category B - State Environmental Planning Policies

- B1. SEPP No. 1 - Development Standards
- B2. SEPP No. 4 - Development without Consent Amendment No. 8
- B3. SEPP No. 5 - Housing for Older People or People with a Disability
- B4. SEPP No. 6 - Number of Storeys in a Building
- B5. SEPP No. 8 - Surplus Public Land
- B6. SEPP No. 9 - Group Homes
- B7. SEPP No. 10 - Retention of Low Cost Rental Accommodation
- B8. SEPP No. 11 - Traffic Generating Developments
- B9. (withdrawn - see B19) SEPP 12 (repealed)
- B10. SEPP No. 14 - Coastal Wetlands
- B11. SEPP No. 15 - (repealed - see SEPP No. 42)
- B12. SEPP No. 16 - Tertiary Institutions
- B13. SEPP No. 19 - Bushland in Urban Areas
- B14. (withdrawn - see B19) SEPP 20 (repealed)
- B15. SEPP No. 21 - Caravan Parks
- B16. SEPP No. 22 - Shops and Commercial Premises (incorporating Amendment No. 1)
- B17. SEPP No. 25 - Residential Allotment Sizes (repealed by SEPP 53)
- B18. SEPP No. 26 - Littoral Rainforests
- B19. SEPP No. 53 - Metropolitan Residential Development
- B20. SEPP No. 27 - Prison Sites
- B21. SEPP No. 28 - (repealed)
- B23. SEPP No. 30 - Intensive Agriculture - Cattle Feedlots (Amendment No. 1) Environmental Planning and Assessment (Feedlot Amendment) Regulation 1993 (now entitles Intensive Agriculture)
- B24. Catalogue of SEPPs as at 22.6.93
- B25. SEPP No. 32 - Urban Consolidation (Redevelopment of Urban Land)
- B26. (withdrawn - see B17)
- B27. SEPP No. 33 - Hazardous and Offensive Development
- B28. SEPP No. 34 - Major Employment Generating Industrial Development
- B29. SEPP No. 35 - Maintenance Dredging of Tidal Waterways

- B30. Draft SEPP - Subdivision
- B32. Draft SEPP - Sewerage Works
- B33. SEPP No. 37 - Continued Mines and Extractive Industries
- B34. SEPP No. 38 - Olympic Games Projects
- B35. SEPP No. 44 - Koala Habitat Protection
- B36 . SEPP No. 46 - Protection and Management of Native Vegetation (repealed by the Native Vegetation Conservation Act 1997 No. 133)
- B37. SEPP No. 45 - Permissibility of Mining
- B38. SEPP No. 48 - Putrescible Landfill Sites
- B39. SEPP No. 50 - Canal Estate Development

Note: The following are SEPPs that have been made or exhibited in draft form but not published as a circular.

- SEPP No. 3 - Castlereagh Liquid Waste Disposal Depot
- SEPP No. 5 - Housing for Older People or People with a Disability
- SEPP No. 7 - Port Kembla Coal Loader
- SEPP No. 15 - Rural Land-sharing Communities
- SEPP No. 29 - Western Sydney Recreation Area
- SEPP No. 32 - Sydney (Kingsford Smith) Airport
- SEPP No. 36 - Manufactured Home Estates
- SEPP No. 39 - Spit Island Bird Habitat
- SEPP No. 41 - Casino Entertainment Complex
- SEPP No. 42 - Multiple Occupancy on Rural Land (Repealed by SEPP 15)
- SEPP No. 43 - New Southern Railway
- SEPP No. 47 - Moore Park Showground
- SEPP No. 51 - Eastern Distributor
- SEPP No. 52 - Farm Dams & Other Works in Land and Water Management Plan Areas
- SEPP No. 53 - Metropolitan Residential Development
- SEPP No. 54 - Northside Storage Tunnel
- SEPP No. 55 - Remediation of Land. See Managing Land Contamination: Planning Guidelines
- SEPP No. 56 - Sydney Harbour Foreshores and Tributaries
- SEPP No. 58 - Protecting Sydney's Water Supply
- SEPP No. 59 - Central Western Sydney Economic and Employment Area
- SEPP No. 60 - Exempt and Complying Development
- SEPP No. 61 - Exempt and Complying Development for White Bay and Glebe Island Ports
- SEPP No. 62 - Sustainable Aquaculture
- SEPP No. 63 - Major Transport Projects
- SEPP No. 64 - Advertising & Signage
- SEPP No. 67 - Macquarie Generation Industrial Development Strategy

Category C - Local Environmental Plan Process

- C1. Preparation of Local Environmental Plans
- C2. Local Environmental Studies
- C3. Local Environmental Plans: Errors in Section 68 Submissions and Section 69 Reports
- C4. Section 71 Determination - Local Environmental Plans
- C6. Development in Open Space Zones
- C7. Community Use of School Facilities and Sites
- C8. Recreation Vehicles Act 1983
- C9. Floodplain Development Manual
- C10. Planning in Fire Prone Areas
- C11. Flexible Industrial Lands Policy

- C12. Sample Draft Rural Local Environmental Plan
- C13. Sunset Clauses
- C14. Highway Service Centres
- C15. Development Near Licensed Aerodromes
- C16. Acquisition Clauses in Planning Instruments
- C17. NSW Coast Policy
- C18. Processes for the Rezoning of Council Property Assets for Disposal
- C19. Section 117 Directions G8 Rural Zones and G16 Aircraft Noise
- C20. (withdrawn - replaced by the publication Contaminated Land: Planning Guidelines for Contaminated Land)
- C21. Financial Implications for Councils of Local Environmental Plans
- C22. (superseded-see NSW Heritage Manual: Heritage Planning Practice Notes Nos 1 and 2)
- C23. Changes to Some Model Provision Definitions
- C24. Exhibition Homes in Residential Areas
- C26. Section 117(2) Direction G28 - Coal, Other Minerals, Petroleum and Extractive Resources
- C27. Coastline Management Manual
- C28. Sydney Water Corporation-Drinking Water Catchments
- C29. (not issued)
- C30. Local Environmental Plans Prepared for Development Applications

Category D - Development Control

- D1. Rural Workers' Dwellings
- D2. (superseded - see D14)
- D3. Section 94A Directions: Dual Occupancy and SEPP No. 5 Development
- D4. Assumed Concurrence of Director of Planning-Section 81 of Environmental Planning and Assessment Act 1979
- D5. Notification to Concurring Authorities of Appeals
- D6 . Crown Development Application and Conditions of Consent. Attached Best Practice Guidelines:
 - LEP Maps: Preparing Maps for Local Environmental Plans
 - Letting People Know: Ideas on When and How to Involve the Community in Planning
 - Development Control Plans: Preparing Development Control Plans
 - Performance Based Conditions of Consent: How to Use Performance Based Conditions of Consent
- D7. Guidelines and Controls for Leasing of Air Space Above and Below Roads Vested in Councils
- D8. North Coast REP 1988 - Height of Buildings, Assumption of Concurrences
- D9. Advice on Providing Buffers between Dwellings and Other Developments and Aerial Spraying
- D10. (superseded - see D14)
- D11. Early Release of Building Approval (BA) for Houses on Englobo Land Prior to Release of Linen Plan
- D12. (superseded - see D14)
- D13. Illegal Landfilling
- D14. Section 94 Contributions Plans Manual
- D15. Road Safety in the Planning Process
- D16. Section 94 Contributions for Dual Occupancy

Category E - Environmental Impact Statement

- E1. Part V of the Environmental Planning and Assessment Act 1979
- E2. Prawn Farming (now replaced by SEPP 62.)
- E3. Guidelines for Buffer Areas around Sewage Treatment Plants
- E4. Direction under Section 101 of the Environmental Planning and Assessment Act 1979 - Canal

- Developments (now replaced by SEPP 50).
- E5. Schedule 3 of the Environmental Planning and Assessment Regulation 1980
 - E6. Practice Guidelines for Cattle Feedlots
 - E7. Practice Guidelines for EIS Preparation Extractive Industries and Quarries, Attachment: Practice Guideline
 - E8. SEPP No. 33-Hazardous and Offensive Development: Application Guidelines
 - E9. Planning Guidelines for Contaminated Land
 - E10. Landfilling: EIS Practice Guidelines
 - E11. EIS Guidelines
 - E12. The Assessment of Potentially Hazardous Development

Category F - Other Policies

- F1. Publication of Better Drainage: Guidelines for the Multiple Use of Drainage Systems
- F2. Planning for Cyclists
- F3. Hazardous Industry Locational Guidelines No. 1 - LPG Automotive Retail Outlets
- F4. Procedures for the Disposal of Surplus Government Lands
- F5. Sale for Overdue Rates of Lands Reserved for Acquisition by the Corporation
- F6. Publication of Outdoor Advertising: An Urban Design-based Approach
- F7. Planning for Places of Worship
- F8. Procedures for Rezoning Lands in the Urban Development Program - Sydney Region
- F9. Publication of Outdoor Recreation and Open Space: Planning Guidelines for Local Government
- F10. Interim Guide to Joint Trenching for New Subdivisions
- F11. Acid Sulphate Soils Advisory Circular
- F12. New Controls for Outdoor Advertising: A Discussion Paper, Attachment: Controls for Outdoor Advertising: A Recommended Approach to the Control of Outdoor Advertising Best Practice Guideline
- F13. Total Catchment Management and Planning Attachment: Total Catchment Management and Planning (booklet)
- F14. Restaurants in Open Space Areas

PLANNING AND BUILDING SYSTEM

Planning and Building System

- Draft Section 117(2) Directions under the Environmental Planning and Assessment Act 1979
- Discussion Paper: Rezoning and the Disposal of Surplus Public Land
- Faster Simpler Approvals: One of the Changes to the Environmental Planning and Assessment Act.(brochure)
- Guiding Development Better Outcomes
- Information Package to help local councils prepare for the new development approval system on July 1
- Integrated Development Assessment: Environmental Planning and Assessment (Amendment) Act 1997 - Questions and Answers
- Integrated Development: A Checklist for Local Councils
- Lodging a Development Application: Five Ways to Reduce Delays
- Manual for Preparing Local Environmental Plans and Studies
- Plan Making in NSW: Feedback Report
- Plan Making in NSW: Opportunities for the Future - Discussion Paper
- The Environmental Planning and Assessment Amendment Act 1999
- The Long Service Levy and Changes to Forms
- The Environmental Planning and Assessment Amendment Regulation 2000
- Notifying the public about section 96 modifications
- What do Councils consider when they apply section 96

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Geographic Data Management Framework
Community Engagement in the NSW Planning System
NSW Department of Planning Information Management and Technical Strategic Planning 2002-2005
Act and Regulation Notes:
Transfer of Functions
Changes to the Regulated Development Fees
Using the 'clock' for development applications
Using penalty notices
Practice Notes - Regulation 2000 References
Amendments to the Environmental Planning and Assessment Regulation
Health, Safety and Amenity during construction
Notifying Council resolutions to prepare draft LEPs.
Information required for planning certificates
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Aquaculture - what level of environmental assessment does aquaculture require?
Letter to all Councils - 'Gaming Machines Act 2001 - Proposed Control of Gaming Machines'
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Ideas for Community Consultation - A Discussion Paper etc.
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BCA 96 - Explanatory Notes (BRAN 203)
Maintenance and Certification of Essential Fire and Other Measures (BRAN 204)
BCA Seminars - Purchase of Work Book (BRAN 205)
Amendment No 2 to the BCA (BRAN 206)
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Amendment No. 13 to BCA96 (BRAN 228)

REGIONAL AND RURAL NSW PLANNING**Regional and Rural NSW Planning**

SEPP 15 Guide: Planning Guidelines for State Environmental Planning Policy No. 15 - Rural Land-sharing Communities

Use of SEPP No. 1: Development Standards in Rural Areas

Hunter Region

Central Coast Plateau Areas: Sydney Regional Environmental Plan No. 8

Gosford Coastal Areas: Sydney Regional Environmental Plan No. 6

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Hunter Regional Environmental Plan 1989 (Amendment No. 3)

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Lower Hunter: Lower Hunter Employment Lands

Lower Hunter: Lower Hunter Housing Market Study

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Jervis Bay: Jervis Bay Regional Environmental Plan

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Northern Rivers Regional Strategy. Final Report for Phase One. Guiding Principles for a Sustainable Future Part 1.

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North Coast Region Prelude to a Strategy: Discussion Paper
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Northern Rivers Regional Strategy: Framework for a Sustainable Future. Prepared in conjunction with the Northern Rivers Regional Organisation of Councils and the Northern Rivers Regional Economic Development Organisation
Northern Rivers Regional Strategy: Real Actions for a Sustainable Future - A Business Plan for Phase Two.
Regional History of the North Coast
Rural Settlement: Guidelines on Rural Settlement on the North Coast of NSW
Sustainable Urban Settlement - Guidelines for Regional NSW: 2000
Tourist Development near Natural Areas: Guidelines for the North Coast
Urban Settlement Strategies - Guidelines for the North Coast

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ACT and Subregion Planning Strategy
Kosciuszko Regional Environmental Plan 1998 (Snowy River)
Morundah Defence Communications Facility: Riverina Regional Environmental Plan No. 1
Murray Vegetation: Preparing a Vegetation Management Plan-Guidelines for Land Holders
River Murray: Murray Regional Environmental Plan No. 2 - Riverine Land
Rural Residential Strategies: A draft guide for the preparation of rural residential strategies in the Central West of NSW
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Newnes Plateau: Management Strategy for the Winning of Sand
Orana Regional Environmental Plan No. 1 - Siding Spring
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State Planning: Planning for Regional NSW-Building on Local Strengths
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Bushfire Protection Practice Note

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'Who is PlanningNSW'
Annual Report 2000-2001: Department of Urban Affairs and Planning
people places: PlanningNSW Annual Report 2002
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Commitment to Service
Statement of Affairs: Department of Planning, January 1999
Community Information and Newsletters
Area Assistance: Area Assistance Scheme Terms and Conditions of Agreement for Funding
Area Assistance Scheme: Funding Guide and Application Form 2002-2003
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Building Better Cities: A Newsletter for Eveleigh Nos 1-5 (now published under the title Better Cities)
Better Cities: A Newsletter for Eveleigh No. 6
Building Better Cities: A Newsletter for Honeysuckle and Environs Nos 1-7
Building Better Cities: A Newsletter for Transit West Nos 1-4
Building Better Cities: A Newsletter for Ultimo-Pyrmont Nos 1-5
Citizen Rights and Participation
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Corridors of Green: Newsletter from the Department of Planning and Greening Australia (NSW) Edition Nos 1-31
Faster Simpler Approvals
Hawkesbury-Nepean River Review Issue Nos 1-6
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Protecting our Environment
RiverViews Nos 1-5
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Ultimo-Pyrmont Development Bulletin Nos 1-3

SUSTAINABILITY UNIT

'Your Home' NSW Edition

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Sustainable Development (Major Project Assessment - Major Infrastructure Assessment)

Acid Sulfate Soils Manual. Prepared for the Acid Sulfate Soils Advisory Committee

North Coast Sustainable Aquaculture Strategy

Upper Hunter Cumulative Impact Study and Action Strategy

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A Guide to SEPP No. 34 - Major Employment Generating Industrial Development, 2nd edition

Planning Focus: Good Practice Guidelines

Best Practice Guidelines for Contaminated Water Retention and Treatment Systems

EIS Guidelines:

Aquaculture in Land-Based Facilities

Aquaculture in Natural Waterbodies

Bitumen Works

Cattle Feedlots

Chemical Facilities

Composting and Related Facilities

Concrete Works

Extractive Industries - Dredging and Other Extraction in Riparian and Coastal Areas

Extractive Industries - Quarries

Irrigation of Sewage Effluent
Landfilling
Marinas and Related Facilities
Piggeries
Poultry Farms
Roads and Related Facilities
Sewerage Systems
Coal Mines and Associated Infrastructure
Guidelines for the EIA of Draft Fishery Management Strategies for Commercial Fisheries Activities
Guidelines for the Development of Electricity Systems: Community and Environmental Considerations
State Significant Development - A guide to making a DA
Is an EIS Required? Best Practice Guidelines for Part 5 of the EP&A Act
Is an EIS Required for alterations & additions?
Managing Land Contamination: Planning Guidelines SEPP 55 - Remediation of Land

Major Hazards

Applying SEPP 33: Hazardous and Offensive Development Application Guidelines
Botany/Randwick Industrial Area Land Use Safety Study
Hazardous Industry Planning Advisory Papers:
No. 1 Industry Emergency Planning Guidelines
No. 2 Fire Safety Study Guidelines
No. 3 Environmental Risk Impact Assessment Guidelines
No. 4 Risk Criteria for Land Use Safety Planning
No. 5 Hazard Audit Guidelines
No. 6 Guidelines for Hazard Analysis
No. 7 Construction Safety Study Guidelines
No. 8 Hazard and Operability Studies (HAZOP Guidelines)
No. 9 Safety Management
Liquefied Petroleum Gas Automotive Retail Outlets: Hazardous Industry Locational Guidelines No. 1
Multi-level Risk Assessment
Newcastle and Kooragang Island Area Risk Assessment Study
Port Botany: Land Use Safety Study Overview Report

AGENCY PUBLICATIONS

Mt Penang Parklands

The Future of Mt Penang - Brochure
Mt Penang Project Update - Quarterly
Annual Report 2001 - 2002
Mt Penang Concept Plan Final Report vol 1 - Preferred Option, Urban Design Advisory Service, December 1999
Mt Penang Master Plan Supporting Information - Urban Design Advisory Service - October 1999
Mount Penang Master Plan: Services Review Report - GHD - December 1999.
Conservation Management Plan - Godden Mackay Logan May 2001
Development Control Plan 144 - Mt Penang / Festival Development Site
Landscape Framework Plan - August 2000
Bushland Management Plan 2001
Environmental Management Plan - January 2001
Operations Management Plan - February 2001

Honeysuckle Development Corporation

Annual Report 2000-2001 Honeysuckle Development Corporation
Concept Masterplan Report-Devine Erby & Mazlin and Sutera Architects Snell
Honeysuckle Development Corporation: Operations Manual
Honeysuckle Development Corporation: The Scheme
Honeysuckle Foreshore Promenade Design Manual, February 2002
Honeysuckle Public Domain Strategy, November 2000
Linwood Village Urban Design guidelines for Stages I, II and III
Urban Design Plan: Newcastle Civic Area. Prepared by Allen Jack and Cottier
South Sydney Development Corporation
South Sydney Development Corporation Design Guidelines
South Sydney News, Editions 1-6
Draft Green Square Town Centre Masterplan
Green Square Transport Accessibility Plan April 2001
Green Square Redevelopment Area Road Hierarchy and
Alexandra Canal Masterplan Brochure
Green Square Community Plan
South Sydney Development Corporation Annual Report 2001-2002
Have Your Say: Incinerator Stack Survey
Have Your Say: Draft Alexandra Canal Masterplan Survey
Retail Development Potential - Green Square Study Area
"Everyone Knew Everyone": Histories and Memories of Green Square - 2001
Alexandra Canal Masterplan.
Green Square Town Centre - Diary of a Competition 2002
Retail development opportunity - North East Zone Green Square
Design Guidelines
Botany Road & Wyndham Street Southern Arterial Route Corridor improvement study
The Alexandra Canal Brochure

SECTION 2. STATEMENT OF AFFAIRS

The Department of Planning's latest Statement of Affairs is available free of charge from the Department's head office and regional offices.

SECTION 3. CONTACT ARRANGEMENTS

The Department's published documents can be accessed through:

Core Agency

FOI Coordinator, Department of Planning, Level 6, Henry Deane Building, 20 Lee Street, Sydney, NSW, 2000 Ph: 9762 8040 Fax: 9762 8716.

Information Centre, Department of Planning, Ground Level, Henry Deane Building, 20 Lee Street, Sydney, NSW, 2000 Ph: 9762 8044 Fax: 9762 8713.

Head Librarian, Department of Planning, Level 1, Henry Deane Building, 20 Lee Street, Sydney, NSW, 2000 Ph: 9762 8071 Fax: 9762 8713

Regional Planning

FOI Coordinator, Hunter Region, Department of Planning, Level 4, 251 Wharf Road, NEWCASTLE NSW 2300 Ph: (02) 4926 2566 Fax: (02) 4926 1529

FOI Coordinator, Illawarra and South Coast Region, Department of Planning, Level 2, 84 Crown Street WOLLONGONG NSW 2520 Ph: (02) 4226 8120 Fax: (02) 4226 8127

FOI Coordinator, North Coast Region, Department of Planning, 49 Victoria Street, GRAFTON NSW 2460 Ph: (02) 6642 0622 Fax: (02) 6642 0640

FOI Coordinator, Urban Assessments, Level 4, Henry Deane Building, 20 Lee Street, Sydney, 2000, 9762 8128 or fax 9762 8703.

FOI Coordinator, Sydney Region East, Department of Planning, 20 Lee Street, Sydney, NSW, Ph: 9762 8307 Fax: 9762 8711.

FOI Coordinator, Sydney Region West, Department of Planning, Level 8, Signature Tower, 2-10 Wentworth Street, PARRAMATTA NSW 2150 Ph: (02) 9895 7633 Fax: (02) 9895 6270

FOI Coordinator, Western Region, Department of Planning, Level 5, Henry Deane Building, 20 Lee Street, Sydney NSW 2000 Ph: (02) 9391 2246 Fax: (02) 9391 2339 or District Office at 32 Lowe Street, QUEANBEYAN NSW 2620 Ph: (02) 6297 6911 Fax: (02) 6297 9505

Agencies

FOI Manager, Mt Penang Parklands, Administration Building, Mt Penang, Pacific Highway, Kariong 2250 Ph: (02) 4340 1002 Fax: (02) 4340 1115

Administrative Officer, Honeysuckle Development Corporation, Level 2, 251 Wharf Road, NEWCASTLE NSW 2300 Ph: (02) 4927 3800 Fax: (02) 4929 1927

Business Services Co-ordinator, South Sydney Development Corporation, Suite 1, Ground Floor, Schenker Building, 72-80 Bourke Road, Alexandria, 2015, Ph: 9310 2711 - Fax: 9310 3771.

Other Information

Maps prepared by the department in relation to environmental planning instruments can be viewed at the Information Centre. Copies can be arranged by contacting the Geographic Information Service Unit, Department of Planning, Level 1, Henry Deane Building, 20 Lee Street, SYDNEY NSW 2000, Ph: 9762 8097.

The Department of Planning also publishes current information on its website at: <http://www.planning.nsw.gov.au>

Infrastructure Coordination Unit (ICU) publications are available in electronic format on the Working with Government website at: <http://www.nsw.gov.au/wwg>

Hours of Opening

Planning Centre and offices - 8.45 a.m. to 5.00 p.m. Monday to Friday. Library - 8.45 a.m. to 4.45 p.m. Monday, Tuesday and Thursday; 1.00 p.m. to 4.45 p.m. Wednesday and Friday

FREEDOM OF INFORMATION ACT, 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
THE UNIVERSITY OF NEW SOUTH WALES
(FOI Agency No 97)

SECTION 1 - POLICY DOCUMENTS

Publications containing Policies and Procedures

- University of New South Wales Undergraduate Handbook (\$19.95 per copy)
- University of New South Wales Postgraduate Handbook (\$12.00 per copy)
- University of New South Wales Calendar, Summary Volume (\$8.00 per copy)
- University College (free)

(Policies and procedures in the Handbooks and Calendar are included in the lists below.)

Codes of Conduct

- Code of Conduct for UNSW
- Code of Conduct - Members of Council
- Code of Conduct for the Responsible Practice of Research

Resolutions

- Resolutions of the University Council
- Resolutions of the Academic Board
- Resolutions of Faculties and Boards of Study

Other Documents

Governance Matters

- University of New South Wales Act 1989
- University of New South Wales By-Law 1996
- University of New South Wales Rules 1999
- UNSW Strategic Plan
- UNSW Operational Plan
- UNSW Annual Report, 2002
- Student Administration Department Privacy Code of Practice
- Privacy Management Plan
- Recordkeeping Policy
- Guidelines for Reporting of known (or suspected) Criminal or Corrupt Conduct, Maladministration or Waste
- Museums and Collections Policy
- Rules for the Conduct of Elections for Student Members of Faculties

Facilities Matters

- Environment Policy
- Occupational Health and Safety Guidelines

Equity and Diversity Matters

- Anti-Racism Policy Statement
- Equity and Diversity Policy Statement
- Equal Opportunity in Education Policy Statement
- Family Friendly Policy
- HIV and other Blood Borne Infections Policy
- Students with Disabilities
- Code of Practice: Students with Disabilities
- Discrimination and Harassment Grievance procedures for Students
- UNSW's Reconciliation Statement
- Making UNSW an Harassment Free Zone for Staff
- Making UNSW an Harassment Free Zone for Students
- Non-Discriminatory Presentation and Practice
- Workplace Rehabilitation Program (NSW Campuses) Policy
- Reasonable Adjustment Guidelines for Management of Staff and Potential Staff with Disabilities

Student and Academic Matters

- Academic Misconduct
- Academic Standing
- Access to Assessment Information and Freedom of Information
- Admission Requirements
- Admission to Degree or Diploma
- Advanced Standing and Credit Transfer
- Assessment and Examinations
- Attendance at Classes
- Award of University Medals
- Conditions for the Award of Degrees
- Discontinuation and Program Leave
- Disclosure of Enrolment Information and Release of Information to Third Parties
- Enrolment Procedures and Fees Schedules
- Fee Policy: Local Students
- General Education Program
- Guidelines for the Supervision of Postgraduate Research
- Guidelines for Promoting Postgraduate Study
- Library Rules
- Policy on Examination of Research Degrees
- Policy on Intellectual Property
- Policy on Supervision and Examples of Good Practice
- Policy on the Evaluation of Teaching
- Preparation and Submission of Theses for Higher Degrees
- Rules for the Conduct of Examinations
- Special Consideration - Illness and Misadventure
- Student ID Card - Conditions of Use
- Student Misconduct

Staffing Matters

- Named Academic Positions Policy
- Policy on Paid Outside Work by Academic Staff
- Employment or Engagement of Services Involving Personal or Other Significant Relationship Policy

- Recruitment Advertising Policy
- Recruitment Procedures for Fixed Term Positions including the Use of Nominations to Fill Short-term Positions
- Staff Development Policy
- Emeritus Professors - Conferring of Title
- UNSW Child Protection Policy
- Workplace Bullying Policy

Information Technology Matters

- E-mail Policy
- Broadcast Email Procedures and Limitations
- Electronic Recordkeeping Policy
- UNSW Electronic Identity Standards Policy
- Rules for Student Use of Computing and Electronic Communications Facilities

SECTION 2 - STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs is that dated June 2002. Copies may be obtained without charge by contacting the FOI Officer. It is also available on the World Wide Web at: <http://www.infonet.unsw.edu.au/poldoc/stateaff/contents.htm>.

SECTION 3 - CONTACT ARRANGEMENTS

In general, the University will meet reasonable requests for access to information without the need for formal applications under the FOI Act. As new policies are formulated and existing policies change, they are being added progressively to the University's World Wide Web Pages at: <http://www.unsw.edu.au/>. Publications which are for sale have their prices shown after them. Some documents are available free. In other cases, a charge of 5 cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the FOI Officer between 9.00am and 5.00pm on weekdays.

Enquiries about FOI and about access to documents held by the University should be directed to the FOI Officer:

The Freedom of Information Officer
University of New South Wales, Sydney 2052.
Telephone: (02) 9385 2860
Email: foi@unsw.edu.au

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****GREATER MURRAY AREA HEALTH SERVICE**

The Summary of Affairs of the Greater Murray Area Health Service-

Hospitals and Multi Purpose Services

- Albury Base Hospital
- Albury Mercy Hospital (Schedule 3)
- Barham-Koondrook Soldiers Memorial
- Batlow District Hospital
- Berrigan War Memorial Hospital
- Coolamon-Ganmain Health Service
- Cootamundra, Hospital
- Corowa Hospital
- Culcairn Health Service
- Deniliquin District Hospital
- Finley Hospital
- Griffith Base Hospital
- Gundagai District Hospital
- Hay Hospital
- Henty District Hospital
- Hillston District Hospital
- Holbrook District Hospital
- Jerilderie Health Service
- Junee District Hospital
- Leeton District Hospital
- Lockhart Hospital
- Narrandera District Hospital
- Temora & District Hospital
- Tocumwal Hospital
- Tumbarumba Health Service
- Tumut District Hospital
- Wagga Wagga Base Hospital
- West Wyalong Hospital
- Urana Health Service

Community Health Networks

- Network 1 - Western Riverina
- Network 2 - Murrumbidgee
- Network 3 - Golden
- Network 4 - Wagga Wagga
- Network 5 - South West Slopes
- Network 6 - Southern Riverina
- Network 7 - Greater Albury
- Network 8 - Mid Murray

- Network 9 - Twin Rivers

Area Business Units

- Asset Management
- Capital Works
- Centre for Public Health
- Clinical Support Services
- Contracts, Outcomes and Performance Evaluation
- Engineering and Biomedical Services
- Executive Services
- Financial Accounting
- Health Promotion Unit
- Hotel Services Unit
- Information Services Unit
- Internal Audit
- Management Accounting
- Materials Management Unit
- Organisational Development and Learning
- Public Affairs
- South West Brain Injury Unit Area
- South West Pathology Service Unit

SECTION 1 - POLICY DOCUMENTS

The Greater Murray Area Health Service (GMAHS) has a vast range of policies across the organisation. These are divided into site specific and area wide documents. Area wide documents reflect the need for standardisation of some processes across the region whereas site specific policies reflect the individual needs and delineation of each facility.

Area Policy Documents

- Aboriginal Employment and Career Development Strategy
- Aboriginal Health Strategic Plan
- Annual Reports 1995/1996 - 2001/2002
- Area Health Plan
- Area Policy Manual - includes all policies directly determined by the Board and minuted or determined by the Chief Executive Officer and/or Executive in relation to matters of Area Administration. These policies may also appear in other policy documents as appropriate. Table of Contents:

- Aboriginal Health
- Administration
- Advertising
- Aggression - Minimisation and Management
- Board Minutes
- Character References
- Child Abuse - Management of Allegation
- Complaint Management Conduct and Ethics
- Complaints Commission
- Confidentiality
- Confidentiality
- Correspondence Management
- Corruption Prevention - ICAC Reporting Arrangements
- Critical Incident Management
- Delegations and Approval

- Donations to Charity Institutions
 - Drug and Alcohol Services
 - Emergency Specialists - Qualifications
 - Ethnic Media
 - Expenses - Allowances/Reimbursement
 - Facility Usage - Meeting Rooms Facsimile Machines - Board Directors
 - Flag protocols
 - Fraud/Theft Prevention
 - Freedom of Information
 - Freedom of Information - Communication
 - Fundraising
 - Identification Badges
 - Information Policy
 - Interpreters
 - Issues Management
 - Media Liaison
 - Media Releases
 - Medical Appointments - Locum/Temporary
 - Medical Records Confidentiality
 - Members of Parliament - Visits information
 - Mobile Telephones - In hospitals
 - Motor Vehicle - Fleet Management
 - Motor Vehicle - Usage
 - Ombudsman's Requests
 - Paperwork for Department of Health Policy Formation
 - Patient Transfers
 - Petty Cash
 - Protected Disclosures Act
 - Public Sector Housing
 - Purchasing
 - Quality Management
 - Racial Hatred & Harassment Prevention
 - Recommending Service Providers
 - Records Management
 - Recruitment
 - Sales Persons Smoking
 - Student Placements and Participation
 - Surplus Stores/ Equipment
 - Tendering
 - Travel - Bookings
 - Travel - Overseas
 - Victims Charter of Rights
 - Visually Impaired/Blind People - Hospital Care
 - Water Conservation
 - Witnessing Wills and Legal Documents
- Asset Strategic Plan (1997)
 - By-laws of Greater Murray Area Health Service
 - Code Of Conduct
 - Complaints Policy and Management Guidelines

- Employee Services Manual (interim) - contains policy directives and information to Managers and staff concerning such matters as personnel procedures, etc.
- Internal Vacancy Circulars (Issued fortnightly)
- Oral Health Plan
- Orientation Manual
- Palliative Care Plan
- Sexual Assault Strategic Plan

Site and Business Unit Specific Policy Documents

- Admissions and Discharge Policy
- Cleaning Standards
- Disaster Plans (Emergency Fire Procedures)
- Hospital and Departmental Policy & Procedure Manuals
- Infection Control Manuals
- Occupational Health and Safety Manuals
- Orientation Packages
- Quality Management Plans
- Security Policy and Procedures
- Service Provision Procedures (individual Department Focus)
- Staff Handbooks
- Waste Management Policy

SECTION 2 - CONTACT ARRANGEMENTS

Enquiries in relation to the inspection or procurement of the Area's Policy documents and most recent Statement of Affairs can be made by contacting the officer listed below between the hours of 8.30am and 5.00pm.

Stephen Bennett
Freedom of Information Co-ordinator
Greater Murray Area Health Service
Locked Bag 10
WAGGA WAGGA NSW 2650

Telephone: (02) 6933 9181
Facsimile: (02) 6933 9188

FREEDOM OF INFORMATION ACT 1989
Section 14 (1)(b) and (3)
SUMMARY OF AFFAIRS
of the
University of Sydney
June 2003

A summary issued pursuant to sections 14 and 15 of the NSW Freedom of Information Act 1989, describing the University's policy documents and how to obtain access to them.

ISSN 1035 - 1655

Summary of Affairs
ISSN 1035 - 1655

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The University of Sydney
NSW 2006
Telephone: (02) 9351 4263
Fax: (02) 9351 7304
www.usyd.edu.au/arms/foi

The University of Sydney: a summary of affairs issued in June 2003 in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989.

THE UNIVERSITY'S POLICY DOCUMENTS

The University's policy documents include all documents, other than a legislative instrument, which have a bearing on the affairs of the University and which contain interpretations, rules, guidelines, statements of policy, practices or precedents, particulars of any administrative scheme, manner of administration of any legislative instrument or administrative scheme, procedure for investigation of any contravention of any legislative instrument or administrative scheme, that affect rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject.

The University's policies are published in a number of volumes and unbound documents. The following is a description of these publications as they relate to the interests of -

- the public generally;
- the University's external community;
- the University's students; and
- the University's staff.

While some documents contain information other than policy, each contains some policy as described above.

STATUTES AND REGULATIONS

The University of Sydney Calendar 2003 contains, in addition to the University of Sydney Act 1989, the University of Sydney By-Law 1999, the University of Sydney (Coursework) Rule 2000, the University of Sydney (Amendment Act) Rule 1999, Rules relating to the Academic Board 1996, Rules relating to the Academic Forum 1996, Resolutions of the Senate and the Academic Board and Resolutions relating to faculties, college and boards of studies. The by-laws are made pursuant to section 36 of the University of Sydney Act 1989. The rules are made pursuant to section 37 of the same Act. The resolutions are made pursuant to those by-laws and rules. The relevant sections are -

UNIVERSITY OF SYDNEY BY-LAW, 1999 (AS AMENDED) (FURTHER AMENDED SEE UNIVERSITY OF SYDNEY AMENDMENT (ACADEMIC BOARD) BY-LAW 2003

Chapter

1. Preliminary
2. Making Rules
3. Chancellor and the Deputy Chancellor
4. Election of Fellows of Senate
5. Vice-Chancellor
6. Academic governance
7. Convocation
8. Student discipline
9. Miscellaneous

UNIVERSITY OF SYDNEY (SENATE) RULE 2002

UNIVERSITY OF SYDNEY (INTELLECTUAL PROPERTY) RULE 2002

Division 1 - Dictionary

Division 2 - Ownership of intellectual property created by staff members

Division 3 - Ownership of intellectual property created by students

Division 4 - Ownership of intellectual property created by visitors

Division 5 - Reporting and developing intellectual property

Division 6 - Dispute resolutions

Division 7 - Miscellaneous

UNIVERSITY OF SYDNEY (COURSEWORK) RULE 2000 (AS AMENDED)

- Preliminary
- Rules relating to Coursework Award Courses
- Division 1 - Award course requirements, credit points and assessment
- Division 2 - Enrolment
- Division 3 - Credit, cross-institutional study and their upper limits
- Division 4 - Progression
- Division 5 - Discontinuation of enrolment and suspension of candidature
- Division 6 - Unsatisfactory progress and exclusion
- Division 7 - Exceptional circumstances
- Division 8 - Award of degrees, diplomas and certificates
- Division 9 - Transitional provisions

UNIVERSITY OF SYDNEY (AMENDMENT ACT) RULE 1999 (AS AMENDED)

- Part 1 Preliminary
- Part 2 Standard format of Rules
- Part 3 Procedures of Senate
- Part 4 Convocation
- Part 5 Appointment to Student Proctorial Panel (Repealed - see University of Sydney (Student Proctorial Panel) Rule 2003)
- Part 6 Seal and Arms of the University
- Part 7 Senior officers of the University
- Part 8 Intellectual property (Repealed - see University of Sydney (Intellectual Property) Rule 2002)
- Part 9 Admission to courses
- Part 10 Awarding degrees, diplomas and certificates

RULES RELATING TO THE ACADEMIC BOARD, 1996 (AS AMENDED) (REPEALED FROM MAY 2003 - SEE UNIVERSITY OF SYDNEY (ACADEMIC GOVERNANCE) RULE 2003

Rules relating to the Academic Forum, 1996 (as amended) (Repealed from May 2003 - see University of Sydney (Academic Governance) Rule 2003)

RESOLUTIONS OF THE SENATE AND THE ACADEMIC BOARD

- Academic dress
- Admissions and enrolment
- Appointment of the Vice-Chancellor: Procedures for consultation between the Senate and the Academic Board
- Centre for Continuing Education
- Dean, Director or College Principal: Appointment
- Degree of Doctor of Philosophy
- Discontinuation of enrolment and readmission after discontinuation - postgraduate
- Endowment of academic positions
- Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees - Academic Governance
- Honorary awards
- Law Extension Committee
- Prizes and scholarships

Semesters and vacation dates
Senate committees
Senate: Election of Principal Officers of the Senate and Committees of the Senate of the Fellow Referred to in Section 9(6) of the Act
Sports unions, SRC and faculty societies, SUPRA, Union, Cumberland Student Guild and SASCA
Student appeals against academic decisions
Student Proctorial Board and Student Proctorial Panel (Repealed - see University of Sydney (Student Proctorial Panel) Rule 2003
Traffic: control of traffic within the University
University Governance
University of Sydney Library

RESOLUTIONS RELATING TO FACULTIES, COLLEGES AND BOARDS OF STUDIES

Faculty of Agriculture, Food and Natural Resources
Faculty of Architecture
Faculty of Arts
Faculty of Dentistry
Faculty of Economics and Business
Faculty of Education and Social Work
Faculty of Engineering
Faculty of Health Sciences
Faculty of Law
Faculty of Medicine
Faculty of Nursing
Faculty of Pharmacy
Faculty of Rural Management
Faculty of Science
Faculty of Veterinary Science
Sydney College of Arts
Sydney Conservatorium of Music
Australian Graduate School of Management Ltd
Board of Studies in Indigenous Studies
Board of Studies in Music

Volume II of the Calendar 1996 includes, inter alia, the terms and conditions of award of the many prizes, scholarships and bursaries awarded by the University. Details may also be found on the Research Office website at: <http://www.usyd.edu.au/su/reschols> and at the Students Services site at http://www.usyd.edu.au/su/fin_assist/types.html

Documents to which the Seal of the University has been affixed

These documents, many of which constitute policy documents, are listed in the Seal Register and held by the University's Records Management Services. The documents include contracts, agreements, leases, patent applications and share transactions.

Handbooks

Details of courses of study offered by the faculties, boards of studies, the Australian Graduate School of Management Ltd, the Sydney Conservatorium of Music and the Sydney College of the Arts are set out in their respective handbooks and prospectuses. The details include the requirements to be fulfilled by students in order to complete satisfactorily each course, including syllabuses and assessment information. In addition, a range of separate documents set out the University's procedures for international students.

Other general publications

University policy may also be found in the following publications:

2003 Budget Statement
Annual Report
Business Liaison Office Manual 2001
Educational Profile Submission
Enrolment 2002
Equal Employment Opportunity Affirmative Action Plan
Equity Plan 2002 - 2004
Finance and Accounting Manual 2002
Student Information Bulletin 2003
International Prospectus 2003
Library Staff Manual
Privacy Management Plan
Postgraduate Coursework Studies Handbook 2003
Postgraduate Research Studies Handbook 2003
Staff Induction Manual
Manual for Examiners
Statistics 2002
University of Sydney Strategic Plan 1999-2004

Other policy documents

University policy is also set out in the following documents.

Academic Honesty (Plagiarism) in Coursework
Admission to Undergraduate Courses
Advanced Standing, Credit and Exemption
Alcohol: Policy and Guidelines on Consumption
Alumni and Donor Information: Guidelines for Confidentiality and Privacy
Assessment and Examination of Coursework
Attendance Postgraduate Courses
Australian Postgraduate Awards and University of Sydney Postgraduate Awards: Method of Award
Australian Postgraduate Awards: Transfer Guidelines
AVCC Guidelines for Effective University Teaching
AVCC Guidelines for Responsible Practice in Research
Bequest Policy
Campus Nomenclature
Centres, Establishment Management and Review of
Co-funded University of Sydney Postgraduate Awards (UPAs): Method of Award (Second Semester 2003)
Code of Conduct - The University of Sydney
Code of Conduct for Content Providers on the Internet
Code of Conduct for Responsible Research Practice and Guidelines for Dealing With Allegations of Research Misconduct
Code of Practice for Supervision of Postgraduate Research Students
Communication Skills of Students
Conjoint Ventures in Postgraduate Courses
Consultation with Students and Student Representation

Corruption - Corruption Prevention Strategy
Reporting corruption, maladministration or serious and substantial waste of public money

Cotutelle Scheme

Creation, Variation and Deletion of Award Courses and Units of Study

Delegations of Authority - Academic Functions

Delegations of Authority- Administrative Functions

Degrees Conferred Ad Eundem Gradum

Disability Action Plan

Discontinuation of Enrolment and Readmission after Discontinuation

Discrimination Prevention Policy

Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses

Employment of full-time Masters and Doctoral Candidates as Postgraduate Fellows

English Language Requirements: Postgraduate

Enrolment Policies 2002

Equal Opportunity in Education

Equity Plan 2002-2004

Establishment and Award of Scholarships and Prizes

Facilities Policies and Procedures including

- Advertising Boards: Banners, Notices, Posters, Graffiti and the Use of Portable Advertising Boards
- Air Conditioning Policy
- Environmental Policy
- Filming on Campus Policy
- Heritage Management Policy
- Memorabilia Policy
- Museums and Collections Policy
- Naming of Buildings and Other Physical Assets
- Policy on Naming of Positions and Events
- Security Strategy
- Telecommunication Carriers: Policy on their Use of University Land and Buildings
- Traffic and Parking and Policy on Free Parking
- Visitors: Protocol to be Observed for Important Visitors

Faculty Review Visits: Academic Board Guidelines

Fieldwork Administrative Guidelines

Financial Services Accounting Policies Manual including

- Purchasing Policy
- Use and Management of University-owned Motor Vehicles Policy

First Year Orientation and Transition Principles

Flexible, Student-Centred Learning in the University of Sydney

Freedom of Information Policy

Generic Attributes of Graduates

Glossary

Graduations: Arrangements for Ceremonies

Guidelines for Good Practice in Teaching and Learning

Guidelines for Inter-institutional Agreements

Guidelines on usage of the terms thesis, treatise, dissertation, essay and long essay as units of study within postgraduate coursework programs

Harassment and Discrimination Concerns, Problems and Complaints: Guidelines for Resolution
Harassment and Discrimination Resolution Procedure
Harassment Prevention Policy
Higher Degree Theses
Honorary Awards: Procedures for Submitting Names of Proposed Recipients for Honorary Awards
Honorary Degrees and Honorary Fellows: Guidelines for the Selection of Candidates
Honours Courses and Grading
Honours Grades Uniform Reporting
Indigenous Education Strategy 2002-2004
Intellectual Property Rule 2002: Guidelines
Length of candidature and minimum credit point requirements for coursework master's degrees, graduate diplomas and graduate certificates
Levels of award and nomenclature for Master's degrees and grading systems for postgraduate award programs
Management and Evaluation of Teaching
Non-discriminatory language: Guidelines on Use
Occupational Health and Safety Policies, including:
 Accident Reporting and Investigation
 Adjustable Furniture
 AIDS and the University
 Animal House Health and Safety Guidelines
 Asbestos Safety and Asbestos disposal
 Acquisition, Use and Disposal of Carcinogenic Substances
 Children on University Premises
 Confined Spaces
 Dangerous Goods
 Fire & Other Emergencies in University Buildings
 First Aid
 Injury Management Policy
 Policy on Safe Storage, Handling And Use of Compressed Gases in Cylinders
 Manual Handling
 Occupational Health and Safety Policy Staff
 Policy on Smoking in the Workplace
 Workplace injury management policy
Personnel Policies and Procedures
 Academic Titles, Conferring of all
 Admission Ad Eundem Gradum
 Advertising (recruitment for staff vacancies)
 Appointment of a Dean, Director or College Principal, Policy Document
 Appointment of all Categories of Academic Staff, Policy Document on the
 Appointment of Senior Administrative Staff, VC, DVC, PVC
 Appointment on Nomination, General Staff, Fixed Term Staff, Without advertisement
 Appointments, Academic: Related Issues, Policy Document on
 Awards and Agreements, Industrial:
 The Higher Education Contract of Employment (HECE) Award 1998
 HECE Memorandum of Agreement
 Tertiary Education Superannuation Scheme (TESS) Superannuation Award 1988

Australian Universities Academic Staff (Contract of Employment and other matters) Interim Award 1988
University of Sydney (Academic and Teaching Staff) Enterprise Agreement 1999-2002
Universities and Post Compulsory Academic Conditions Award 1995
Australian Universities Academic Staff (Contract of Employment and other matters) Interim Award 1988
The University of Sydney General Staff Enterprise Agreement 1999-2002
The University of Sydney (Farms Hours of Work) Industrial Agreement 1996
New South Wales Universities (General Staff Conditions of Employment) (State) Award as incorporated into the HEGSS (Interim) Award 1989
Appeals procedure for General Staff Agreement
Recruitment and Selection Procedures Agreement
Teachers (English Language Centre of Australian Universities) Conditions of Employment Award 1998
Casual Academic Staff, Employment of
Chair appointments, University Chairs
Delegations of Authority
Determining Employee / Contractor Employment Status
Development Policy, General Staff
Development Policy, Academic Staff
Employment of full-time Masters and Doctoral Candidates as Postgraduate Fellows
Endowment of Academic Positions
Exchange Policy and Procedures, General Staff
Heads of Departments/Schools, Roles of Heads of Departments and Schools and their Authorities and Delegations
Higher Duties Allowance Policy Statement
Probation and Confirmation for Academic Staff
Probation Policy, General Staff
Promotions Appeals, Academic, Policy Document on
Recruitment and Selection Policy for General Staff
Responsibilities of Deans, Faculty Academic Managers and Heads of Department, Policy on the Allocation and Remuneration of Administrative / Managerial responsibilities
Selection Committees for Academic Staff Positions, Policy Document on
Special Studies Program, Policy
Study Time Policy - General Staff
PhD: Appointment of Additional Examiner as Assessor for Doctor of Philosophy
PhD: Guidelines for Examiners of Doctor of Philosophy Theses
PhD: Length of candidature
PhD: Nature of the PhD
PhD: Oral Examination of PhD Theses - Policy and Procedures
PhD: Submission of Doctor of Philosophy Theses Containing Published Work
Postgraduate courses: use of parallel teaching of postgraduate and undergraduate students in postgraduate courses
Postgraduate Supervision
Privacy Policy
Probationary Candidature and English Expression
Protocol for Review and Execution of Documents
Quality Assurance and On-line learning
Recordkeeping Policy
Research Fellows: Conditions

Resolution of Complaints Policy
 Responsibility for Coursework
 Review of Existing Masters Degrees, Diplomas and Graduate Certificates: Guidelines
 Review of Progress: Postgraduate Research Students
 Semester and Vacation Dates
 Stu-Vac
 Student Feedback on Courses and Teaching
 Students with HIV or Hepatitis B
 Submission of Treatise Containing Published Work
 Summer School Policy
 Tobacco Company Funding
 University of Sydney Amendment (Academic Board) By-law 2003
 University of Sydney (Academic Governance) Rule 2003
 University of Sydney (Authority Within Academic Units) Rule 2003
 University of Sydney (Student Proctorial Panel) Rule 2003
 University of Sydney: Royal Charter

POLICY DOCUMENTS AVAILABLE THROUGH THE WORLD WIDE WEB

In addition to the hard copy forms of the above documents, a public index to policies in electronic format is available via the University's intranet:

http://db.usyd.edu.au/policy/policy_index.stm

STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989, was issued in June 2003. It is also available through the World Wide Web at:

<http://www.usyd.edu.au/arms/foi>

ACCESS TO THE UNIVERSITY'S POLICY DOCUMENTS

Enquiries concerning access to the University's policy documents and statement of affairs, whether for inspection or purchase, can be made to the following officers:

- at the Camperdown Campus
 Mr Tim Robinson or Ms Anne Picot
 FOI Coordinators
 A14
 University of Sydney NSW 2006
 Telephone: (02) 9351 4263

Director, Corporate Services
 A14
 University of Sydney
 Telephone: (02) 9351 4260

- at the Faculty of Health Sciences
 Faculty Manager
 Faculty of Health Sciences
 East Street
 Lidcombe NSW 2141
 Telephone: (02) 9351 9535

- at the Sydney Conservatorium of Music
 Ms Prue Castleden
 Manager, Administration
 C81 - Conservatorium of Music
 The University of Sydney
 NSW 2006 Australia
 Telephone: (02) 9351 1257

- at the Sydney College of the Arts
 Mr Raymond Patman
 Acting College Manager
 Sydney College of the Arts
 Balmain Road
 Rozelle NSW 2039
 Telephone: (02) 9351 1135

- at the Faculty of Rural Management
 Mr Bernard Duffy
 Manager, Client Services
 Student Administration
 Faculty of Rural Management
 PO Box 883
 Orange NSW 2800 Telephone: (02) 6360 5537

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****University of Technology****<http://www.uts.edu.au>****AGENCY NO. 89****June 2003****SECTION 1 - POLICY DOCUMENTS****Publications Containing Policies and Procedures**

The policies and procedures contained in the UTS Calendar and faculty handbooks are included in the lists below.

UTS Calendar

The UTS Calendar can be purchased for \$14 (\$18 mail order within Australia, A\$36 mail order overseas.)

Faculty Handbooks

FACULTY/INSTITUTE HANDBOOKS	RRP	MAIL ORDER AUSTRALIA	MAIL ORDER OVERSEAS
Business	\$13	\$16	\$25
Design, Architecture and Building	\$11	\$16	\$20
Education	\$11	\$14	\$20
Engineering	\$11	\$14	\$20
Humanities and Social Sciences	\$11	\$14	\$20
Information Technology	\$11	\$14	\$20
Law	\$11	\$14	\$20
Nursing, Midwifery and Health	\$9	\$12	\$18
Science	\$11	\$14	\$20
Institute for International Studies	\$11	\$14	\$20
Complete set including Calendar	\$80	\$90	\$140

The handbooks and UTS Calendar are published online at: <http://www.uts.edu.au/div/publications/> and are available for sale at the Co-op Bookshop, Broadway or;

by contacting Publications, Governance Support Unit,

UTS, PO Box 123,

Broadway, 2007, telephone (02) 9514 2940.

An order form is available for downloading at: http://www.uts.edu.au/div/publications/order_form.html

Planning Documents and Reports

- Setting the Pace: Strategic directions for the next decade
- Enterprise Development Plan - creating an enterprising culture
- Establishment and Management of UTS Centres of Enterprise, Research and/or Community Service
- Policy and procedure for developmental reviews of faculties and academic support units
- Research and Development Plan - a leader in collaborative research and education

- Student Focus Plan - enriching the student experience
- Teaching and Learning Plan - leadership in practice-based education
- Risk Management Policy

Resolutions

- Resolutions of the University Council
- Resolutions of the Academic Board
- Resolutions of Faculties and Boards

Other Documents

Governance Matters

- The University of Technology, Sydney, Act 1989 No 69
- The University of Technology, Sydney, By-law 1995
- Rules of the University
- Records Management Policy
- Art Collection acquisition and management
- Rules relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor
- Rules on the election of the Chancellor and Deputy Chancellor and for Academic Board and Faculty Board elections
- Rules relating to Academic Board
- Standing orders for the Council and its standing committees
- Rule on Academic and faculty board elections
- Standing orders for the Academic Board
- Attendance at Council meetings
- Procedures for the appointment of one additional member of Council
- Procedures for the election of the convocation committee
- Pro-Chancellor: procedures for appointment of a member of Council to preside over graduations and other ceremonial occasions in certain circumstances
- Statement on the confidentiality of Council procedures and the responsibility of members
- Academic advisory committees
- Duties and powers of faculty boards
- Equity and Diversity
- Diversity guidelines for courses and subjects
- Ethnic affairs priority statement
- Guidelines for the use of non-discriminatory language at UTS
- InpUTS Educational Access Scheme
- Policy on prevention of harassment
- Equal opportunity policy statement
- Equal opportunity for Women in the Workplace Plan 2000-2002
- Statement of principles on equal opportunity for affiliated bodies and subsidiaries of UTS
- UTS Aboriginal Education Strategic Plan
- UTS Disability Action Plan
- UTS Equity Plan 2001-2003
- UTS Reconciliation Statement
- Work, Study and Family Responsibilities

Courses and Awards

- Administration of University prizes and undergraduate scholarships (part pertaining to prizes has been superseded)

- Assessment Guidelines
- Award course approval and accreditation procedures
- Code of practice for supervisors and Doctoral candidates
- Code of practice for supervisors and Honours degree students
- Code of practice for supervisors and Master's by thesis candidates
- Courses and awards
- Coursework Master's degrees at UTS - principles
- Disclosure of assessment results
- English language competency requirement for admission to an offshore program
- Graduate Certificate courses
- Guidelines for Acceptance of New Prizes
- Guidelines for doctoral degree oral examinations
- Guidelines for double, combined, cross-faculty and joint degrees
- Guidelines for the honours component in Honours Bachelor's degrees
- Guidelines for the introduction of courses taught in languages other than English (LOTE) or with teaching materials in LOTE
- Guidelines on TOEFL/TWL (Test of English as a Foreign Language/ Test of Written Language)
- Guidelines for Master's degrees
- Honorary Awards Policy
- Information for UTS staff on assessment
- Minimum English Language Requirements (work experience)
- Minimum English language requirements for admission to all courses
- Minimum guidelines for the award of medals
- Policy and Procedures for Administration of University Prizes
- Procedures for appeal against assessment grades
- Procedures for presentation and submission of theses for higher degrees
- Procedures for the conferral of graduate certificate awards
- Recognition of prior learning
- Short Courses policy
- Strategic Framework for approval of work-based learning awards and course planning for postgraduate set of professional practice awards
- Suggested practice for faculty consideration of thesis examiners' reports
- Table of grades

Records and Information Technology

- Electronic mail
- Electronic Mail Code of Practice
- Information Technology Security
- Information Technology Strategic Plan
- Privacy Management Plan
- Recommended guidelines for Email usage
- Records Policy
- WEB Policy - a code of conduct
- UTS code of conduct for web publishing

Research

- Code of conduct for research
- Designating areas of research strength at UTS and UTS research performance indicators
- Ethical conduct of research: academic and support staff
- Human Research Ethics Committee policy for undergraduate and postgraduate students

- Human Research Ethics Committee guidelines for undergraduate and postgraduate students
- Intellectual property
- National statement on ethical conduct in research involving humans
- Policy on research student supervisor register
- Policy relating to research funding by the tobacco industry
- Public research lectures
- Research Degrees: Admission Criteria
- Research strengths
- Roles of supervisors
- Selection of examiners
- University Research Infrastructure Costs

Students

- A credit point system for UTS
- Academic progression
- Admission requirements for transfer students
- Advice to students on good academic practice
- Conditions of participation for in-country study
- Credit Transfer Principles
- Determining priorities for allocation of postgraduate Commonwealth funded student places
- Determining priorities for distributing Australian postgraduate awards
- Employment of UTS students in industrial training positions at UTS
- Grievance procedures for graduate coursework students
- Guidelines for assessment of special consideration or alternative examination
- Guidelines for deans and heads of school in formulating recommendations on appeals against exclusion
- Guidelines for the provision of study guides/lecture notes to students
- Guidelines for summary exclusion of a student from a class or facility
- Guidelines for student loans
- Guidelines relating to equipment permitted in examination rooms
- Guidelines: support for research students working off-campus
- Handling of student complaints
- Higher degrees by research: principles for establishment and management of UTS-sponsored places
- Mediation guidelines for grievances of research degree candidates
- Miscellaneous and extension students
- Mountain Street student residence - guidelines for access
- Overseas student fees for repeat or additional subjects
- Postgraduate equity scholarships
- Postgraduate students exceeding maximum time for course completion
- Principles for the examination of research degree work which is not print on paper
- Privacy of student records
- Procedures for managers handling student complaints
- Recording of exchange studies on academic transcripts
- Refund of course fees for postgraduate courses
- Selection criteria for undergraduate admission 2002
- Special Admissions
- Statement of postgraduate coursework students' rights and responsibilities
- Student accommodation
- Student discipline and appeal guidelines
- Student Ombud terms of reference

Academic staff

- Academic market loading
- Appeals against academic promotion decisions
- Appointment of associate deans
- Appointment of clinical associates, Faculty of Nursing, Midwifery and Health
- Appointment of deans
- Appointment of directors of centres and institutes
- Appointment of distinguished professor by invitation
- Appointment of heads of department
- Appointment of heads of school
- Appointment of UTS invited professor
- Guidelines for the award of the title 'Emeritus Professor'
- Guidelines for the filling of vacated professorships and the creation of new professorships
- Guidelines for UTS teaching awards
- Honorary appointments policy
- Performance enhancement guidelines
- Personal professorships
- Promotion to lecturer
- Professional experience programs (PEP)
- Professorial fellows
- Promotion to associate professor
- Promotion to professor
- Promotion to senior lecturer
- Faculty readerships
- University Readerships

Non-academic staff

- Guidelines for job evaluation and position description writing
- Probation for support employees (and supplementary guidelines)
- Study time for support employees
- Guidelines for performance review for support staff

Employment

- Code of conduct
- Education allowance policy
- Employee records
- Guidelines for performance management in the executive remuneration scheme
- Guidelines on payment to be made to Employees vs Contractors
- Guidelines on fostering strategic partnerships with external organisations through staffing arrangements
- Guidelines for the transferability of service for long service leave and PEP
- Outside work
- Payment of travel and relocation expenses for new employees
- Recruitment and selection guidelines and policy
- Relieving appointments
- Reporting of suspected corruption, maladministration and serious waste within UTS
- Resignation
- Retirement
- Staff grievance
- Staff secondments/exchanges

- Staff selection guidelines (under review)
- Superannuation
- Temporary transfer to fractional employment
- Voluntary separation for academic and support staff
- Environment, health and safety
- Communicable diseases
- Environment health and safety
- First aid
- Guidelines for medical exclusion of adults at UTS with specified infectious diseases
- Guidelines for applications for bio-safety approval - research and teaching
- Manual handling
- Workplace injury management and return to work program
- Smoke-free University environment
- Sustainability

Miscellaneous

- Art Collection acquisition and management
- Associate membership of UTS University Library
- Endowments
- Equitable sharing of resources
- Financial delegations
- Display of Flags
- Policy for the Establishment and management of UTS Centres of Enterprise Research &/or Community Service
- Guidelines for supplies and services
- Guidelines for use of the UTS Corporate Symbols
- UTS Design Guidelines
- Policy statement on the use of University facilities by outside organisations
- Management centre funding
- Naming rights
- Natural justice
- Official portraits
- Parking
- Plain English
- Preventing and reporting corruption, maladministration and serious waste
- Purchasing policy
- Sign standards
- UTS sustainability policy
- UTS Commercial Activity Framework

Policy and procedures manuals in use at the University

- Reference Manual - Academic Policy and Procedure for Graduate Studies at UTS
- Accounting Manual
- Assessment Procedures Manual
- Committees Handbook
- Election Handbook
- Faculty of Business Student Liaison Unit Procedures Manual
- Faculty of Humanities and Social Sciences Policy Manual
- Human Resources Policy Manual
- Research Policy and Procedures Manual

SECTION 2 - STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs was issued in June 2003. The University's Summary of Affairs and Statement of Affairs may be obtained from the office of the FOI Coordinator and is also available on the University website at:

<http://www.gsu.uts.edu.au/foi/index.html>

SECTION 3 - CONTACT ARRANGEMENTS

Generally the University will meet reasonable requests for access to information without the need for formal applications under the FOI Act. As new policies are adopted and existing policies change they are added to the University's website. **The UTS Rules, Policies and Procedures** database contains many of the documents listed. The database includes a translation of Rules and selected policies into Modern Standard Chinese. The database is accessible by any text enabled web browser.

The web address is:

<http://www.uts.edu.au/div/publications/policies/index.html>

Publications available for sale have their prices shown. Some documents are available free. In other cases, a charge of ten cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the FOI Officer.

The University's first point of contact for general enquiries is the UTS Student Information and Administration Centre, Level 4 of the Tower Building, Broadway (telephone (02) 9514 1222). Inquiries may be made in person or over the telephone during the following hours: 8.30 am to 6.00 pm, Monday to Thursday, and 8.30 am to 5.00 pm on Friday. If the information requested cannot be provided by the Centre, the enquiry will be directed to the appropriate section of the University.

The University's FOI contact person is:

Ms Stephanie Garland
FOI Coordinator
Governance Support Unit
University of Technology, Sydney
Sydney NSW 2007
Telephone: (02) 9514 1225
Email: Stephanie.Garland@uts.edu.au

Office Hours: 9.00am to 5.00pm Monday, Wednesday & Friday

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(a) and (3)****Summary of Affairs****of the****UNIVERSITY OF WESTERN SYDNEY****AGENCY 2280****June 2003**

Contact:

Freedom of Information Officer

(02) 9678 7841

e-mail: d.adams@uws.edu.au

The University of Western Sydney (UWS): This Summary of Affairs issued in June 2003 in accordance with Sections 14 & 15 of the NSW Freedom of Information Act 1989.

SECTION 1: POLICY DOCUMENTS

This Section describes all documents which have a bearing on the affairs of the University as a whole.

The University's policies are published in a number of volumes, and as unbound documents. These policies are also published on the UWS web site. Following is a description of various types of policies as they relate to the interests of the public generally, the University's external community, the University's students, and the University's staff.

1.1 University of Western Sydney By-Law 2002

The University's By-Law was made pursuant to the University of Western Sydney Act 1997 and was approved in 1998 to commence on 18 March 1998, at a time when the University was a federation of three regionally based Members. The Act itself was significantly amended in 2000 to change the structure of the University from a federation to that of a unitary institution. The resolutions of the University's governing bodies, the Board of Trustees and the Academic Senate, and the University's rules are made in accordance with the provisions of the By-Law. The By-law was last significantly amended in 2002, with respect to rules and procedures for the election of student members and the graduate member of the University's Board of Trustees.

The By-Law is divided into Parts as follows:

- Part 1: Preliminary
- Part 2: Chancellor, Vice-Chancellor and other Office Holders
- Part 3: Election of Chancellor and other Officer Holders
- Part 4: Staff, Student and Graduate Members of the Board of Trustees
- Part 5: Rules
- Part 6: Miscellaneous

1.2 General Rules

Current UWS Rules, made under the By-Law, are:

- Service of Documents
- Meetings of the Board of Trustees
- Officers of the University - Vice-Chancellor
- The Academic Senate
- College Boards of Studies

- Admissions and Awards
- Academic Dress
- Emblem - University
- Community Engagement
- Affiliation
- Fees
- Sydney Graduate School of Management (SGSM)

1.3 Policies of the University

The policies of the University of Western Sydney are listed below under the Division/Office that holds responsibility for them. These policies can be found on the web at the following address: (<http://www.uws.edu.au/uws/policies/ppm/policies.phtml>).

Board and Senate Secretariat

End-On Honours Degree Policy

Plagiarism (included in Student Academic Misconduct)

School Assessment Committees - Terms of Reference and Membership Policy

Communications

External Relations Protocols

Media

Receipting of Scholarship Funds

Web Publishing

Capital Works and Facilities

After Hours Access and Safety

Dogs on Campus

Firearms and Explosives

Non-Smoking in University Premises and Facilities

Official Noticeboards

Parking

Division of Corporate Services

Code of Conduct

Emeritus Professor

Fees for Summer and Winter Subjects

Guidelines Regarding Fees for Certain Undergraduate Level Courses

Honorary Awards Policy

Policy Generation and Amendment

Privacy Policy Guideline

Protected Disclosure

Records and Archives Management

Student Misconduct - Non-Academic

UWS Delegations

UWS Legislation

UWS Rules

Finance

Asset Management

Budget Management

Charge-out of Expenditure
Corporate Credit Card
Domestic Travel
End of Year Financial Carry-Overs
Motor Vehicle Policy and Procedure
Overseas Travel
Payment of Fares and Relocation Expenses
Procurement and Tender Board
Purchasing Procedures
Reimbursement for Use of Staff Members Private Vehicle

Human Resources

Academic Staff Enterprise Agreement - 2001 - 2003
Academic Staff in Educational Development and Learning Development
Course Coordination Responsibilities and Allowances
Employee Assistance Program
Flexible Hours of Work Agreement
General Staff Enterprise Agreement - 2001 - 2003
Payment of Employees for Additional Work
Personal Professional Association Membership Fees
Professional Development Program
Promotion to Professor
Promotion to Lecturer / Senior Lecturer / Associate Professor
Recruitment and Retention Loadings
Staff Development
Staff Recruitment and Appointment Approvals 2001
Visiting and Adjunct Appointments

International

Initiation, Development and Renewal of International Partnerships for Academic Cooperation

Information Technology

Acceptable Use of IT Resources
Information Technology Equipment Disposal
Information Technology Leasing
Mobile Telephone
Systems Implementation

Library

Library Collection Development and Access
Library Loans

Office of the Academic Registrar

DEST HECS and Fees Manual 2002
Masters (Honours) Rule
Professional Doctorate Rule
Release of Information About Students
Replacement Testamur

Office of the Academic Registrar and Board and Senate Secretariat

Admissions
Assessment and Examinations
Enrolment
Progression and Graduation Rules and Procedures

Office of the Academic Registrar and Division of Corporate Services

Appeals Against Determinations Made in Relation to Student Misconduct
Student Misconduct 2001
Student Misconduct - Academic

Office of the Dean of Students

Alcohol and Drug Control Policy

Office of the DVC (Academic and Services) and Board and Senate Secretariat

Course Approvals
Dean's Excellence Awards

Operational Health and Safety

Accident, Injury, Incident, Hazard Reporting and Investigation
First Aid
Injury Management
New OH&S Legislation - Explanatory Notes for UWS
Occupational Health and Safety

Office of the Vice Chancellor

Vice-Chancellor's Excellence Awards

Research Office

Appeals and Procedures Under Higher Degree Rules
Ethics in Research
Intellectual Property

Research Office and Board and Senate Secretariat

Doctor of Letters and Doctor of Science
Doctor of Philosophy Rule

Social Justice Unit

Carers' Responsibilities
Children on Campus
Close Personal Relationships
Disability
Employment Experience Evaluation
Equal Opportunity
Flexible Work Practices
Grievance Resolution
Guidelines on Conflict of Interest in Close Personal Relationships
Inclusive Curriculum

Inclusive Language
Infectious Diseases
Prevention of Harrassment, Villification and Bullying
Prevention of Sexual Harrassment
Reasonable Adjustment in the Workplace for People with Disabilities
Women's Representation on University Committees

1.5 University Scholarships

Details of University scholarships awarded on a University-wide basis for undergraduate study are contained in the University's "Calendar" (see section 1.7, below) and at the following webpage address;
<http://www.uws.edu.au/about/adminorg/devint/ors/degrees/current/scholarships>

1.6 Documents to which the Seal of the University has been affixed

Documents to which the Seal of the University has been affixed are listed in the Seal Register, held in the Secretariat of the Division of Corporate Services. Such documents include contracts, agreements and leases.

1.7 Calendar and Handbooks

The University of Western Sydney Calendar for 2003 is set out in three volumes. Volume 1 - Calendar - Contains UWS rules and other general information about the University
Volume 2 - Undergraduate Handbook - describes undergraduate courses and units
Volume 3 - Postgraduate Handbook - describes postgraduate courses and units.

1.8 Other General Publications

University policy is also contained in the following publications, which may be inspected on request:

- Annual Reports
- Capital Management Plan
- Equal Employment Opportunity/Affirmative Action Plan
- Instruments of Delegation
- Research Management Plan
- University Plan
- University of Western Sydney Profile Submission 2002/2003
- Vision 2020 Statement
- Quality Portfolios
- The Triennial Financial Plan 1999-2002

SECTION 2: STATEMENT OF AFFAIRS

The Universities most recent Statement of Affairs, made in accordance with sections 14 and 15 of the Freedom of Information Act 1989, was issued in April 2003.

SECTION 3: CONTACT ARRANGEMENTS

Copies of the University's policy documents may be accessed by contacting:

Mr Paul Woloch
Senior Policy Officer
Division of Corporate Services
Werrington North Campus
University of Western Sydney
PO Box 1000
ST MARYS NSW 1790
Telephone: 02 9678 7875

Requests by students for access to University documents relating to their own affairs should be directed, in the first instance, to:

The Academic Registrar
Hawkesbury Campus
University of Western Sydney
Locked Bag 1797
SOUTH PENRITH DISTRIBUTION CENTRE NSW 1797

Requests by staff for access to University documents relating to their own affairs should be directed, in the first instance, to:

The Director
Human Resources
University of Western Sydney
Locked Bag 1797
SOUTH PENRITH DISTRIBUTION CENTRE NSW 1797

General enquiries under the Freedom of Information Act and formal requests for access to documents of the University not available from the above named officers should be directed to:

The Freedom of Information Officer
Division of Corporate Services
Werrington North Campus
University of Western Sydney
PO Box 1000
ST MARYS NSW 1790
Telephone: 02 9678 7841

By prior arrangement, documents may be inspected between the hours of 9.00 am and 4:30 pm.

A photocopying charge of 10c per page will be made for any documents that are supplied. The Statement of Affairs and the Summary of Affairs are supplied free of charge.

FREEDOM OF INFORMATION ACT 1989
Sections 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of
RESOURCE NSW
June 2003

Resource NSW was established in October 2001. The organisation was set up by the Waste Avoidance and Resource Recovery Act 2001, with a clear mission to change the focus of waste management in NSW from disposal to waste avoidance and resource recovery.

SECTION 1- POLICY DOCUMENTS

The following documents held by Resource NSW are available for inspection:

- Minutes and Agendas of the Board of Resource NSW
- Waste Avoidance and Resource Recovery Strategy
- Annual Report
- Corporate Plan
- Anti Dumping Guidelines
- Code of Conduct for Board Members

Publications

- Resource NSW Programs brochure
- "Going for Zero" - a zero waste to landfill event
- Know Your Paper - A Guide to Purchasing Recycled Content Office Paper
- Waste Reduction in Office Buildings - A Guide for Building Managers
- Waste Reduction in Office Buildings - A Guide for Tenants
- Office Products - A Guide to Sustainable Purchasing and Use

Construction & Demolition

- Better practice guide for waste management in multi unit dwellings
- Construction & Demolition Recycling Directory - Sydney Metro Area
- Construction & Demolition review (newsletter)
- Green Specification -A draft specification for supply of recycled material for roads, drainage and fill

Easy Guides

- The easy recycling guide
- Easy composting guide
- The marvel of mulch
- Easy worm farming guide
- The easy guide to natural cleaning

RID Reporter (newsletter)

A guide to eco-gardening - Creating your own Eden

Reuse & Repair Directory for Inner Sydney area

Many of these documents are available from the Resource NSW website: www.resource.nsw.gov.au

SECTION 2 - STATEMENT OF AFFAIRS

The Resource NSW Statement of Affairs was published in the 2001-2002 Annual Report. It is available as a separate document and can be obtained (free of charge) by contacting the Freedom of Information Co-ordinator or accessed on the Resource NSW website.

SECTION 3 - CONTACT ARRANGEMENTS

Resource NSW has offices located in Parramatta, Newcastle, Kariong, Dapto and Queanbeyan. Requests under the Freedom of Information Act 1989 are centrally co-ordinated at Head Office in Parramatta.

Applications for Information and Fee Structure

Requests under the Freedom of Information Act for access to documents in the possession of Resource NSW must be made in writing. Requests should be accompanied by an application fee of \$30 and marked for the attention of the FOI Co-ordinator.

The application should be addressed to:

The Chief Executive
Resource NSW
PO Box 644
PARRAMATTA NSW 2124

Access to policy documents, unless otherwise stated are free of charge. Access can be arranged by contacting the FOI Co-ordinator on tel: 8837 6000 or fax 8837 6099. Applications in person may be delivered to Head Office of Resource NSW between the hours of 8.30am and 5.00pm, Monday to Friday at the address below:

Level 2, Enterprise House
1 Fitzwilliam Street
PARRAMATTA NSW 2150

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
ROYAL BOTANIC GARDENS AND DOMAIN TRUST
(FOI Agency No 386)

Covering the activities of the Royal Botanic Gardens and Domain in Sydney, National Herbarium of New South Wales, Mount Annan Botanic Garden and Mount Tomah Botanic Garden.

1. POLICY DOCUMENTS

1.1 Scientific

Plant Conservation Policy (free).

1.2 Corporate

Commitment to Service (free)

Annual Report 2002-2003 \$10.00

Corporate Strategic Plan 2000-2002 (photocopied at cost)

EEO Action Plan 2000-2003 (photocopied at cost)

School Program 2003

A Gift of a Lifetime [bequests brochure] (free).

1.3 Administrative

Manual of Accounting Procedures (available for inspection)

Instrument of Non-Financial Delegation (available for inspection)

Ethnic Affairs Policy Statement (photocopied at cost)

Staff Induction Manual (photocopied at cost)

Occupational Health and Safety Policy (photocopied at cost)

Grievance Procedures Policy (photocopied at cost)

Code of Conduct Policy (photocopied at cost)

Drug and Alcohol Policy (photocopied at cost)

Harassment Policy (photocopied at cost)

Sick Leave Policy and Procedures (photocopied at cost)

Volunteers Policy (photocopied at cost)

2. STATEMENT OF AFFAIRS

A Statement of Affairs for the period 1 July 2002 to 30 June 2003 is available free of charge from the FOI Coordinator.

3. CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to file documents in the possession of the institution should be accompanied by a \$30.00 application fee and directed in writing to:

Mr Ralph Williams
FOI Coordinator
Royal Botanic Gardens
Mrs Macquaries Road
SYDNEY NSW 2000

General enquiries can be directed to the FOI Coordinator on telephone (02) 9231 8111 or facsimile (02) 9251 9694.

Arrangements can be made to obtain copies of any of the above listed publications by contacting the FOI Coordinator or enquiring at the Reception area of the Royal Botanic Gardens, Sydney between the hours of 8.30am and 4.00pm.

03/966

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****ROADS AND TRAFFIC AUTHORITY****(F.O.I. Agency No. 60)****June 2003****SECTION 1 - POLICY DOCUMENTS**

The RTA has the following policy documents that are available from the contact persons indicated in the third section of this Summary of Affairs.

Where a charge is made for a document, it is shown in brackets () after the name in the left-hand column. In some other cases a photocopy fee of 20 cents per sheet is payable. However, in all cases, documents are only charged for when the total value of an individual request is \$10.00 or more.

CORPORATE POLICY**DESCRIPTION (where necessary)**

1. Aboriginal Action Plan 2001 - 2006
2. Access and Use of the Internet in the RTA
3. Access and Use of RTA E-mail
4. Access and Use of the RTA Telephone Network
5. Access and Use of Voice Mail in the RTA
6. Access Control
7. Alteration of RTA Computer Equipment
8. Authorised use of RTA IT Facilities
9. Code of conduct and Ethics
10. Computer Virus Checking
11. Corporate Disposal Policy (CPS7)
12. Data Acquisition
13. Data Privacy
14. Delegation Manual
15. Disability Strategic Plan 2000-2004
16. Diversity and Equity Plan 2000-2004
17. Ethnic Affairs Priority Statement and Plan 2002 - 2003
18. Exemptions to IM & IT Policy
19. Internet and E-mail Security
20. Internet Firewall Security
21. Occupational Health & Safety Policies
 - Action for occupational accidents, incidents, serious threats and risks
 - Communicable diseases
 - Entry into Confined spaces
 - Excavation
 - First aid
 - Hazardous substances

Details of whom holds authority for the expenditure of funds and the purchase of goods and services

- Hearing conservation
- Management of OH&S
- OH&S Risk Management
- OHS Policy Statement 2002
- Post incident counselling
- Protection of persons from ultra violet radiation and insect bites
- RTA Occupational Health and Safety Management Standards
- Reporting and investigation of workplace accidents and incidents
- Remote or isolated work
- Safe driving policy
- Safety helmets on work sites
- Smoke-free workplace
- Training and certification of construction plant operators
- Wearing high visibility vests and garments
- Work in the vicinity of underground services
- Working at heights

22. Occupational Health & Safety Strategic Plan 2001-2004
23. Passwords for Computer Users
24. Procurement and Inventory Management Policy
25. Purchase and Use of Mobile Telephones
26. Query Access to Corporate Data
27. Remote Dial-in Access to RTA Computer Network
28. RTA Business Improvement Program (March 2002)
29. RTA Code of Practice for Water Management, Road Development and Management (1999)
30. RTA Heritage Guidelines (1999) (\$50)
31. RTA Occupational Health & Safety Strategic Plan 2001 - 2004
32. RTA Planning Guidelines 1999
33. RTA Quality, OHS & Audit Package (2000)
34. RTA Service Competition Policy (1998)
35. RTA Statutory Planning Guidelines (1999) (\$50)
36. RTA's Plan - The Journey Ahead (August 2001)
37. RTA Waste Reduction & Purchasing Plan 1998
38. Security for RTA Operating Systems
39. Security Incident Management
40. Statement of Business Ethics (Provides guidance to individuals (both RTA staff and those with whom they deal) in respect to the RTA's ethical behaviour requirements in business dealings between it and outside organisations or individuals)
41. Sponsorship - Policy and Guidelines Policy designed to encourage corporate/private sector sponsorship of RTA programs
42. System Intrusion Detection
43. User Access to RTA Systems and Applications
44. Use of Illegal and Unauthorised Software
45. Water Policy 1997

CONTRACTS

1. Access and use of External Information Services
2. Acquisition of Hardware and Software Guidelines covering RTA's purchase of computer hardware and software

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| 3. Application for Pre-qualification - Construction (RTA Form 627) | Application form for pre- qualification Industry Contractors |
| 4. Commercial Contracts Manual | |
| 5. Disposal of Hardware and Software | |
| 6. Engagement of IT Consultants | |
| 7. Engagement of IT Contractors | |
| 8. Engineering Contract Administration Procedures (12 separate documents) | |
| 9. Engineering Contracts Manual | |
| 10. Engineering Contract Notes | |
| 11. Entering into commercial undertakings | |
| 12. Guide to Quality Assurance Specifications (8 separate documents) | |
| 13. Pre-qualification Scheme for Construction Industry Contractors | |
| 14. Quality Assurance Conditions of Tendering | |
| 15. Quality Assurance Materials Specifications (37 separate documents) | |
| 16. Quality Assurance Model Specifications (132 separate documents) | |
| 17. Quality Control Conditions of Tendering | |
| 18. Sale of RTA data | |
| 19. Sale of RTA Software | |

PROPERTY

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|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1. Disposal of Surplus Real Property | Guidelines for disposal of surplus property |
| 2. M5 East Property Value Guarantee Procedure | |
| 3. Property Acquisition Fact Sheet (plus translations in Greek, Italian, Arabic, Tagalog, Chinese, Maltese) | |
| 4. Rented Properties | Guidelines on the management of rental properties |
| 5. Statutory Functions Relating to Land and Status of Main Roads | Policies on formalising roads, freeways, road access, road widening and the compulsory acquisition of land |

FINANCE

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 1. M4/M5 Cashback Scheme
- How to get a rebate
- What you should know
- Claim forms M4/M5 Cashback Rebate
- Request to stop payment on unrepresented cheque and have replacement cheque issued | (Describes how to obtain a rebate of tolls paid on the M4 and M5 Motorways when travelling in a NSW privately registered vehicle) |
| 2. Procedure for the Capitalisation of Infrastructure - Bridges 2000-2001 control of the RTA | Details the procedure used in placing a value on the NSW bridges under the |
| 3. Procedure for the Capitalisation of Infrastructure - Road 2000-2001 | Details the procedure used in placing a value on the NSW roads under the control of the RTA |
| 4. Project Estimating Manual (December 2001) | |

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| 5. Risk Management Manual | |
| 6. Road Cost Index - (issued quarterly) | Measures movements in the development and maintenance costs of roadworks, bridgeworks and traffic facilities |

REGISTRATIONS

1. Authorised Inspection Station Bulletins (AIS-BULL)
2. Automotive Information Sheets (AIS)
3. AUVIS Bulletins
4. Buying a written-off vehicle
5. Car Carriers [longer than 19m]
6. Conditional Registration Brochure
7. Conditional Registration Guide Manual
8. Controlled Access Buses [buses longer than 12.5 metres]
9. Converter Dolly Combinations
10. Dealer's Guide Manual
11. Eng. Spec. 531 - Vehicle Monitoring Devices
12. EURO Plates
13. Fact Sheet for trial of 19m B-Doubles at 55.5 tonnes on the Great Western Highway over the Blue Mountains
14. 4.6 metre high truck routes and loading requirements
15. 14.6 metre semi-trailers
16. 14.9 metre Refrigerated semi-trailers
17. Higher Mass Limits in NSW
18. Heavy Vehicle Safety and Standards
19. Information for Primary Producers, Registration
20. Innovative Vehicle assessment guidelines
21. Light Vehicle Code of Practice
22. Management of Speeding Heavy Vehicles - Policy and Procedures
23. Mass Loading and Access
24. National Heavy Vehicle Reform: Registration Changes: Changes to Special Purpose Vehicles
25. National Heavy Vehicle Reform: Registration Changes: Questions and Answers for Operators of Special Vehicles
26. New Vehicle Data Sheets (NVD)
27. Notice of Disposal
28. Number plates.... be an individual
29. Number plates Price List
30. Operating conditions for trial of 19m B-Doubles at 55.5 tonnes on the Great Western Highway over the Blue Mountains
31. Operators guide to Oversize and Overmass Vehicle Movements
32. Over dimension Vehicle Permits
33. Permit notice for Truck and Dog Trailers over 42.5 tonnes

34. Permit orders for the operation of B-Doubles, Road Trains and 4.6 m high vehicles
35. Plant Vehicles Certification System -Manual
36. Road Freight Advisory Council Charter
37. Road Vehicle Descriptor Sheet (RVD)
38. Rules for Authorised Inspection Stations
39. Rules for Authorised Inspection Stations - Heavy Vehicles
40. Rules for Authorised Unregistered Vehicle Inspection Stations
41. Specific Permits for over dimension multi-articulated agricultural combination
42. Stolen Vehicle Scam
43. The Guide to Purchasing a Second Hand Vehicle
44. Trial of AB-Triples in New South Wales
45. Trial of B-Triples in New South Wales
46. Vehicle Inspectors Bulletins (VIB)
47. Vehicle Inspection Procedures (VIP)
48. Vehicle Specification Sheets (VSS)
49. Vehicle Standards Information Sheets (VSI)
50. Vehicle Standards Information No 47 - Visibility Requirements for Night Travel of Oversize Grape Harvesters

Guidelines covering the inspection of motor vehicles

LICENCES

1. Accreditation of Multi-Combination Course Providers
2. Alcohol Interlock Information Package
3. Heavy Vehicle Competency Based Assessment - Assessment Procedures
4. Heavy Vehicle Competency Based Assessment - Assessors Log Book
5. Heavy Vehicle Competency Based Assessment - Management Agreement
6. Learner Driver Log Book
7. Motorcycle Rider Training Manual - Learner Rider
8. Motorcycle Rider Training Manual - Provisional Rider
9. Motorcycle Operator Skills Test (MOST) Manual
10. The Driving Ability Road Test for Class C Drivers - Testing Officer's Manual
11. The Driving Ability Road Test for Heavy Vehicle Drivers - Testing Officers' Manual
12. The Driving Ability Road Test for Motorcycle Riders - Testing Officers' Manual
13. 3 Strikes Scheme

Instructions for the conduct of driver/rider licence tests

REGISTRATIONS AND LICENCES

1. Agent's Guide to Registration & Licensing

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| 2. Enhanced Enforcement Program Guidelines Version 3 | |
| 3. Motor Dealers Guide to Vehicle Registration | Procedures for registration of motor vehicles by licensed motor dealers |
| 4. NHVAS: National Heavy Vehicle Accreditation Scheme | |
| 5. Operating Manual - Vehicle Regulation | Manual listing procedures to be followed by Vehicle Regulation Inspectors in carrying out their duties |
| 6. Trial of night travel by oversize Grape harvesters in the Murray-Darling Area Fact Sheet | |
| 7. Vehicle Standards Information No 15 - Engineering Signatories | |

MATERIALS

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|------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 1. Concrete Pavement Manual - Design and Construction (December 1991) (\$85) | |
| 2. Concrete Roundabouts - Design and Construction (April 1996) (\$30) | |
| 3. Materials Testing Manual Vol. 1-3 | Guidelines and standards for use in testing of materials in laboratories |
| 4. Sprayed Sealing Guide - February, 1997 | |
| 5. 2002 RTA Hire of Plant and Trucks | |

BRIDGES AND FERRIES

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|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1. A Guide to Timber Bridge Load Assessment | |
| 2. Bridge Branch Standard Drawings and Preferred Details (Full Set \$300, Single \$10) | Guidelines for use in drawing plans for bridgeworks |
| 3. Bridge Maintenance Manual | Methods of inspecting, testing and maintaining bridges |
| 4. Bridge Policy Circulars [Bound sets of Circulars] | Covers updates to procedures related to bridgeworks |
| 5. Bridge Waterways Manual (Draft) | |
| 6. Conditions for use of the Anzac (Glebe Island) Bridge for filming and photographic shoots | |
| 7. Conditions for use of the Sydney Harbour Bridge for filming and photographic shoots | |
| 8. Mortlake Ferry Operating Timetable | |
| 9. Quality Control Specifications - Bridgeworks | |
| 10. Quality Manuals: | |
| • Asset Procedures Manual | |
| • Branch Operating Manual | |
| • Design Procedures Manual | |
| • Policy Procedures Manual | |
| 11. Recommended Guide for the Design of Stress Laminated Timber Plate Bridge Decks | |
| 12. Requirements for Design, Construction and Maintenance of Developer Proposed Pedestrian Bridges | |
| 13. RTA Bridge Inspection Manual | |
| 14. RTA Structural Drafting Manual | |
| 15. Spit Bridge Opening Times | |
| 16. Timber Truss Bridge Maintenance Handbook | Deals with the special techniques required to repair timber truss bridges |

17. Timber Bridge Management - January 2002

TRANSPORT PLANNING

1. Action for Transport 2010
2. Adoption of the Australian Road Rules (TD 99/20)
3. AUTOTURN Swept Path Computer Program (TDT 2001/06a)
4. "Beyond the pavement" RTA Urban and Regional Design Practice Notes
5. Bicycle Parking (TD 99/30)
6. Bus Lanterns at Signalised Intersections (TD 98/14)
7. Coloured Pavement for Special Purpose Lanes (TD 99/9)
8. Compliance Guidelines for Waste Minimisation and Management Act 1995 and the WMM Regulation 1996 - Solid Waste (1998)
9. Contractors Environmental Management Plan Proformas and Guidance Notes
10. Enforcement Signs for Roadwork Speed Zones (TD 99/11)
11. Environmental Management of Road, Bridge and Traffic Management
12. Filming on major roads - Info pack
13. Filming on major roads Policy (TTP 00/3)
14. Guidelines for Banners on Bridges over Classified Roads
15. Guidelines for Pre-Construction Air Quality Assessment of Major RTA Projects (1994)
16. Hardship Acquisition Policy
17. How to prepare a Bike Plan
18. Murray River Crossing Strategy - March 2002
19. Pay Parking (Version 2)
20. Policy for Traffic Modelling TMC-POL-409706
21. Procedures for Use in the Preparation of a Traffic Management Plan (Version 2.0)
22. Roadside Environment Strategic Plan (1995) (\$50)
23. Road Traffic Noise Committee Annual Report (1996)
24. Road Traffic Noise Committee Annual Report (1997)
25. Road Traffic Noise Task Force Final Report Guidelines for consideration of (1994) noise reduction on RTA projects
26. Route Assessments for 14.5 metre busses
27. RTA Aboriginal Heritage Guidelines (2002) \$50
28. RTA Community Involvement Practice Notes and Resource Manual (1998) (\$50)
29. RTA Environmental Management System Manual (2000)
30. RTA Environment Policy (2000)
31. RTA Heritage Strategic Plan 1999-2000
32. RTA Infrastructure Maintenance Plan 1999 - 2004
33. RTA Roadscape Guidelines (1998) (\$50)
34. RTA Waste Reduction and Purchasing Plan (1998)
35. Safe-T-Cam Policy and Procedure
36. Special Events Manual TMC-MAN-003

37. Tourist Signposting
38. RTA Guide to Traffic Generating Developments
39. 40 Km/h Speed limit guidelines

ROAD AND TRAFFIC DESIGN

1. Advertising on RTA Infrastructure (TMP 98/3 & TMP 99/2)
2. Bitumen Emulsion Guide (Nov '95) (\$38)
3. Bus Stop Blackspot Zones (TD 98/4)
4. Current Technical Directions
5. Disposition of utility services in footways on classified roads
6. Environmental Impact Assessment Guidelines (2001) - Version 4 (\$50)
7. Environmental Impact Assessment - RTA Role and Procedures (1995)
8. General Specification for the Presentation of Concept and Detail Design
9. Great Western Highway Management Plan
10. Guide for the measurement and Interpretation of Skid Resistance using SCRIM (Aug '95) (\$20)
11. Guidelines for Estimating, Scope and Cost Control for Development Projects
12. Guidelines for Signposting associated with Accommodation Facilities (TD 92/46)
13. Guidelines for Traffic Facilities (Green Book) (\$50)
 - Part 1. Legislative & Administrative Framework
 - Part 2. Public Participation in Local Issues
 - Part 3.1 Preferential Parking Zones
 - Part 3.3 Angle Parking on Public Streets
 - Part 3.5 Disabled Parking
 - Part 4.1 Children's Crossings
 - Part 4.2 Pedestrian Refuges
 - Part 4.3 Grade Separated Pedestrian Facilities
 - Part 4.4 Marked Footcrossings
 - Part 6. Speed Humps - Planning & Implementation
 - Part 7.1 40 km/h Speed Limits on Public Streets
 - Part 7.2 Local Area Traffic Management
 - Part 7.3 Shared Traffic Zones
 - Part 7.4 Control of Traffic within Developments
 - Part 8. Road Closures
 - Part 9. Light Traffic Thoroughfares
14. Guide to use Portable Traffic Light Signals
15. Hook Turn Only Sign at Signalised Intersections (TD 99/24)
16. Interim Guide to Signs and Markings (Orange Book)
17. Keep Clear Pavement Marking (TD 99/26)
18. Kerb Ramps (TDT 2001/09)
19. Kerbside Linemarking of Parking Restrictions
20. Management of Illuminated Street Name & Advertising Sign Proposals
21. Marked Footcrossings at Signalised Intersection (TDT 2001/08a)
22. Metropolitan Parking Policy

Deals with delegation of RTA decision making powers, for certain traffic facilities, to Councils

A series of guidelines covering the design and construction of roads and neighbourhood areas

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| 23. Model Drawings | To be read in conjunction with Model Specifications. Typical detail drawings of various road components such as gates, grids, etc. |
| 24. Motor Bike Parking (TD 99/32) | |
| 25. No Entry Signs for Road-Related Areas (TD99/28) | |
| 26. No Hook Turn By Bicycles (TD 99/25) | |
| 27. Noise Barriers and Catalogue of Selection Possibilities (1991) (\$) | |
| 28. No Standing and No Parking Signs (TD 99/21) | |
| 29. Parking Control Signs - Adoption of Symbolic Period Parking Signs (TD 97/22) | |
| 30. Parking Signs Australian Standard Zone Symbol Parking Signs (TD 97/23) | |
| 31. Parking Signs - Standard Zone Symbol Parking Signs Part 2 (TD 99/27) | |
| 32. Pedestrian Refugees (TDT 2002/10) | |
| 33. Permit Parking (Version 2) | |
| 34. Planning and Design Guide | |
| 35. Regulatory Signs | |
| 36. Replacement of Traffic Controller Ahead Symbolic Signs (TDT 2002/13) | |
| 37. Replacement of Tar Spraying Signs (TDT 2002/14) | |
| 38. Restricted Parking Areas | |
| 39. Revised Pavement Markers - Prequalified (TDT 2002/09) | |
| 40. Road Design Guide | Statement of the geometric drainage and associated design structure associated with main roads in NSW |
| 41. Roundabouts - Geometric Design Method | |
| 42. Roundabouts - Pavement Marking | |
| 43. Route Assessment Guidelines for B-Doubles and Road Trains (February 2000) | |
| 44. Route Assessment Guidelines for 4.6m high vehicles | |
| 45. RTA Environmental Noise Management Manual | |
| 46. Safety Zone Signs (TD 99/31) | |
| 47. Schedule of Roads Classified under the Roads Act (December 2001) | |
| 48. Scramble Crossing - Signs and Markings (TD 99/22) | |
| 49. Shared Paths - User Advisory Signs (TDT 2001/07a) | |
| 50. Shared Zone Signs (TD 2000/6) | |
| 51. Signs and Markings for Transit Lanes (TD 99/5) | |
| 52. Signalised Entries to Private Developments (TDT 2001/03) | |
| 53. Signposting for Hospitals | |
| 54. Signposting of Regional Shopping Centre (TDT 2002/02) | |
| 55. Signs for Prohibitions, Designated Paths and Control of Downhill Speed | |
| 56. Stopping and Parking Restrictions at Intersections and Crossings (TDT 2002/02) | |

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| 57. Supplement to the Austroads (\$20)
(RTA Forms 76) | Guide to Structural Design of Road Pavements |
| 58. Supplement to the Austroads Pavement Rehabilitation Guide (2002) (\$20) | |
| 59. Towards Guidelines for Retail Centres along Traffic Routes | |
| 60. Traffic Control at Work Sites (Version 2) | |
| 61. Traffic Light Inventory (TDT 2002/06) | |
| 62. Traffic Separation using Road Marking Materials (TD 2000/4) | |
| 63. Traffic Signal Practice - Design | Design of traffic signals from geometric layout |
| 64. Truck Lanes (TD 2000/5) | |
| 65. Use of End Speed Limit Signs (TD 99/29) | |
| 66. Use of Freeway Signs(TD 2000/3) | |
| 67. Use of Keep Left Unless Overtaking Signs (TD 2000/3) | |
| 68. U-Turns at Signalised Intersections (TD 99/23) | |
| 69. Vehicle Path Computer Program (TD 92/24) | |
| 70. Zig Zag Advanced Pavement Markings at Marked Footcrossings (TD 92/43) | |

AGREEMENTS WITH PUBLIC UTILITIES/STATE GOVERNMENTS

1. Agreement between RTA and the AGL Newcastle Ltd
2. Agreement between RTA and the AGL Southern Ltd
3. Agreement between RTA and the AGL Sydney Ltd
4. Agreement between RTA and the AGL Western Ltd
5. Agreement between RTA and The Hunter District Water Board
6. Agreement between RTA and the Wollongong Gas Ltd
7. Border Bridges (Bridges on the border of NSW and Victoria or Queensland) and Ferries
8. Maintenance of Main Roads and Railways at their point of crossing: Agreement between the SRA and the RTA
9. Memorandum of Understanding: RTA and Local Government

FIELD OPERATIONS

1. Acid Sulphate Soils - Guidelines (1996)
2. Acid Sulphate Soils - Policy and Procedures (1995)
3. Answering calls in the Transport Operations Room
TMC-POL-409176
4. Applying for a Road Occupancy Or Road Development Licence TMC-SOP-409185
5. Clearway Towing - Owner/Driver Enquiries
TMC-SOP-409162
6. Clearway Towing - Vehicle Events TMC-SOP-409160
7. Communication in the traffic management of incidents
TMC-POL-409240
8. Delegation to Chairpersons of Regional Traffic Committees - Appeals to Regional Traffic Committees
9. Delegation to Councils - Regulation of Traffic
10. Displaying Messages on VMS TMC-SOP-409269

11. Electronic lane changing on the Sydney Harbour
Bridge TMC-SOP-409030
12. Guide to Maintenance of Concrete Pavements,
June 2000 (\$99)
13. Issuing a Road Occupancy Licence TMC-SOP-409186
14. Issuing a Road Development Licence TMC-SOP-409189
15. Policy for Creating Transport Management of Incidents
Plans TMC-POL-409312
16. Policy for Using VSLs TMC-POL-409280
17. Removing vehicles from roads and road related areas
TMC-POL-409165
18. Reporting of Potholes TMC-SOP-409172
19. Reporting Traffic Signal Faults TMC-SOP-409174
20. Reporting Traffic Sign Faults TMC-SOP-409173
21. Road Maintenance Brochure
22. Road occupancy/developments in the CBD
TMC-POL-409184
23. Road Surfaces: Brochure
24. SCATS and Sydney Light rail operations TMC-WKI-409755
25. SHB Approaches Phone Checks TMC-SOP-409032
26. Traffic Commanders Role in Traffic Management of
Planned Incidents TMC-POL-409197
27. Traffic Commanders Role in Traffic Management of
Unplanned Incidents TMC-POL-409196
28. Traffic Emergency Patrol roles in the traffic
management of unplanned incidents
TMC-POL-409810
29. Traffic Management of Unplanned Incidents
TMC-POL-409900
30. Treatment of Chemical Spills on Roads
31. Use of Variable Message Signs (VMS)
(TDT 2002/11)
32. Using RTA traffic management cameras
TMC-POL-409008
33. Using variable speed limit signs TMC-POL-409280

ROAD SAFETY

1. Accident Investigation and Prevention Policy and Guidelines
2. Action for Bikes - Bikeplan 2010
3. Children's Crossings: A Guide to Promoting Correct Use
4. Children's Crossings (TMP 01/1)
5. Convex Safety Mirrors Guidelines
6. Drink Drive: Problem Definition & Countermeasure Summary
7. Driver fatigue: Problems Definition & Countermeasure
Summary
8. Enhanced Enforcement Program Guidelines Version 3
9. Fixed Digital Speed Cameras: Manual for Site Selection and Preparation
10. Guidelines for Implementing the 50km/h Urban Speed Limit
11. How to Prepare a Pedestrian Access and Mobility Plan.
An Easy Three Stage Guide

12. Pedestrian Safety Problem Definition and Countermeasure Summary
13. Road Safety Audits
14. Road Safety 2010 - a framework for saving 2000 lives by the year 2010 in New South Wales
15. Roadside Services in Remote Areas (TMP 99/7)
16. Road User Behaviour Study - Community Attitude Survey Report
17. Road User Behaviour Study - Crash Data Analysis Report
18. Road User Behaviour Study - Public Education and Mass Media Report
19. Road User Behaviour Study - Road Safety Enforcement and Deterrence Strategies Report
20. Road User Behaviour Study - Summary Report
21. RTA Bicycle Policy for Grates (TMP00/1)
22. RTA Bicycle Policy for Maintenance Work (TMP 99/4)
23. Safe Driving Policy (RTA)
24. Safety Restraint Fitting Manual
25. Sharing the Main Street Guidelines
26. Significant Roadside Environment Area Signs
27. Speed Problem Definition and Countermeasure Summary
28. Traffic Engineering Manual Part 3: Speed Zoning (Draft)
29. Use of Pre-formed Traffic Signal Detection Loops (TMP 00/2)
30. Use of Traffic Calming Devices as Pedestrian Crossings (TDT 2001/04)

AUSTROADS PUBLICATIONS

1. Bitumen Sprayers, 1989 [NAS-70] (\$10)
2. Bridge Design Specification, 1976 plus amendments [BEC-01] (\$10)
3. Bridge Waterways, 1989 [NTR-06] (\$5)
4. Bridge Welding Practice, 1980 [BEC-08] (\$7)
5. Emergency Telephones [NAS-B12]
6. Explosives in Roadworks, 1982 [CMPC-09] (\$15)
7. Geometric Design Freeways, 1976 [RDC-03] (\$1)
8. Geometric Design of Major Urban Roads, 1976 [RDC-02] (\$2)
9. Grade Separated Interchanges, 1984 [RDC-08] (\$6)
10. Guide to Stabilisation in Roadworks, 1986 [MEC-10] (\$8)
11. Guidelines for Weighing of Vehicles, 1987 [NAS-52] (\$20)
12. Prestressed Concrete Inspection Practice, 1983 [BEC-09] (\$6)
13. Review of Sprayed Seal Design, 1988 [NTR-05] (\$5)
14. Road Maintenance Practice [AP-12/91] (\$35)
15. Road Medians, 1984 [RDC-07] (\$6)
16. Road Surface Drainage, 1986 [RDC-09] (\$5)
17. Rural Road Design {NAS-62} [AP0-12/91] (\$25)
18. Safety Barriers, 1987 [RDC-10] (\$5)
19. Specifications for Bridge Construction, 1987 [BEC-11] (\$12)
20. Strategy for Ecologically Sustainable Development Progress and Directions AP-40/95

21. Traffic Engineering Practice [NAS-54]
- Pt. 1: Traffic Flow [AP-11.1/88] (\$12)
 - Pt. 2: Roadway Capacity [AP-11.2/88] (\$15)
 - Pt. 3: Traffic Studies [AP-11.3/88] (\$25)
 - Pt. 4: Road Crashes [AP-11.4/88] (\$8)
 - Pt. 5: Intersections at Grade [AP-11.5/88] (\$20)
 - Pt. 6: Roundabouts [AP-11.6/93] (\$25)
 - Pt. 7: Traffic Signals [AP-11.7/93] (\$30)
 - Pt. 8: Traffic Control Devices [AP-11.8/88] (\$8)
 - Pt. 9: Arterial Road Traffic Management [AP-11.9/88] (\$15)
 - Pt. 10: Local Traffic [AP-11.10/88] (\$15)
 - Pt. 11: Parking [AP-11.11/88] (\$15)
 - Pt. 12: Roadway Lighting [AP-11.12/88] (\$12)
 - Pt. 13: Pedestrians [AP-11.13/95] (\$44)
 - Pt. 14: Bicycles [AP-11.14/95] (\$66)
 - Pt. 15: Motorcycle Safety [AP-11.15/99] (\$)
22. '92 Bridge Design Code Boxed Set (\$125)
- Part 1: General [AP-15.1/92] Code (\$6)
Commentary (\$6)
 - Part 2: Design Loads [AP-15.2/92] Code (\$12)
Commentary (\$12)
 - Part 3: Foundations [AP-15.3/92] Code (\$16)
Commentary (\$16)
 - Part 4: Bearings and Deck Joints [AP-15.4/92] Code (\$12)
Commentary (\$12)
 - Part 5: Concrete [AP-15.5/92] Code (\$20)
Commentary (\$20)
 - Part 6: Steel and Composite [AP-15. 6/96] Code (\$)
Commentary (\$)
 - Part 7: Rating [AP-15.7/96] Code (\$)
Commentary (\$)

Freedom of Information

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|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1. Procedures for Dealing with Freedom of Information and Privacy Applications and Reviews | Brochure for RTA staff and Customers explaining how to handle FOI and Privacy requests and reviews |
| 2. RTA Freedom of Information and Privacy Policy | Sets out the procedures and officers responsible for compliance with FOI/ Privacy legislation within the RTA |

SECTION 2 - STATEMENT OF AFFAIRS

The Statement of Affairs consists of two booklets. The first is titled "Inside the RTA - The Roads and Traffic Authority of New South Wales 2001/2002. What is the RTA and how does it affect me?" It covers all the requirements of the Statement of Affairs except details of the documents and their availability. These details are provided in a second document titled the "The Customer Information Directory 2001/2002", which also includes details of information, other than documents, available and details of contacts and charges. Both documents are available, without charge, from the offices listed in Section 3 and on the RTA's Homepage at <http://www.rta.nsw.gov.au>

SECTION 3 - CONTACT ARRANGEMENTS

Requests for RTA records, information or documents under the FOI or Privacy Act should be applied for by:

Completing a RTA FOI or Privacy "Request for Access" Application form, available at all RTA offices, or apply in writing supplying all the details required under the FOI Act.

and

Presenting the form or letter, the appropriate fee and, where necessary, identification to any RTA office. Details of procedures, fees, and reductions in certain cases, can be obtained from FOI brochures available at RTA offices.

There are currently six RTA Regional FOI/Privacy Liaison Officers in NSW to handle FOI applications or enquires. They are located at:

Sydney Client Services

PO Box 558, Blacktown 2148
Ground Floor, 83 Flushcombe Road,
Blacktown 2148
DX 8120 Blacktown
Telephone (02) 9831 0969
Facsimile (02) 9672 2593
Monday - Friday 8.30 am - 4.30 p.m.
Email: Michael_Sourjah@rta.nsw.gov.au

Southern Region

PO Box 477, Wollongong East 2520
Level 4, 90 Crown Street
Wollongong 2500
DX 5178 Wollongong
Telephone (02) 4221 2415
Facsimile (02) 4227 3705
Monday - Friday 8.30 am - 4.30 p.m.
Email: Tony_Arts@rta.nsw.gov.au

Western Region

PO Box 334, Parkes 2870
51 - 55 Currajong Street,
Parkes 2870
DX 20256 Parkes
Telephone (02) 6861 1444
Facsimile (02) 6861 1414
Monday - Friday 8.30 am - 4.30 p.m.
Email: Neil_Peden@rta.nsw.gov.au

Northern Region

PO Box 576, Grafton 2460
31 Victoria Street,
Grafton 2460
DX 7610 Grafton
Telephone (02) 6640 1380
Facsimile (02) 6640 1301
Monday - Friday 8.30 am - 4.30 p.m.
Email: Sonia_Williamson@rta.nsw.gov.au

South Western Region

PO Box 484, Wagga Wagga 2650
1 Simmon Street,
Wagga Wagga 2650
DX 5407 Wagga Wagga
Telephone (02) 6938 1105
Facsimile (02) 6938 1183
Monday - Friday 8.30 am - 4.30 p.m.
Email: Ray_Tuck@rta.nsw.gov.au

Hunter Region

Locked Bag 30, Newcastle 2300
59 Darby Street,
Newcastle 2300
DX 7813 Newcastle
Telephone (02) 4924 0240
Facsimile (02) 4929 7107
Monday - Friday 8.30 am - 4.30 p.m.
Email: Kathie_Wright@rta.nsw.gov.au

Your local office can advise you which RTA FOI & Privacy Liaison Officer covers a given area or you can contact the

Manager, Records Access Unit

PO Box K198, Haymarket 1238
Level 5, 260 Elizabeth Street, Surry Hills 2010
DX 13 Sydney
Telephone (02) 9218-6632
Facsimile (02) 9218-6085
Monday - Friday 8.30 am - 4.30 p.m.
Email: Phillip_Youngman@rta.nsw.gov.au

Corporate Freedom of Information & Privacy Liaison Officer

PO Box K198, Haymarket 1238
260 Elizabeth Street, Surry Hills 2010
DX 13 Sydney
Telephone (02) 9334-7520
Facsimile (02) 9218-6085
Monday - Friday 8.30 am - 4.30 p.m.
Email: Kylie_Cavanagh@rta.nsw.gov.au
Email: foi@rta.nsw.gov.au

Privacy and Contract Reporting Co-ordinator
PO Box K198, Haymarket 1238
260 Elizabeth Street, Surry Hills 2010
DX 13 Sydney
Telephone (02) 9218-3667
Facsimile (02) 9218-6085
Monday - Friday 8.30 am - 4.30 p.m.
Email: Bob_Jennings@rta.nsw.gov.au
Email: privacy@rta.nsw.gov.au

Note: Copies of the RTA's Statement of Affairs and any requested policy documents listed above have been forwarded to the:

State Library of NSW and
Library of the Parliament of NSW
National Library of Australia.

Paul Forward
Chief Executive

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) & (3)
SUMMARY OF AFFAIRS
of the
ROYAL ALEXANDRA HOSPITAL FOR CHILDREN
(F.O.I. Agency No. 1293)

SECTION 1 - POLICY DOCUMENTS

Hospital By-Laws and Rules
Organisational Chart
Hospital Strategic Plan
Department of Health Circulars
Department of Health Manuals for Public Hospitals
Fraud Control Policy
Hospital Policies
Internal Emergency Procedures
External Disaster Plan
Accounts and Audit Determination for Second and Third Schedule Hospitals
Specific Patient Care Policies
ACHS EQuIP Guidelines
Annual Report (published November of each year on CHW website: www.chw.edu.au/)

Please note: There is a 20c per page photocopying charge for copies of the above documents

SECTION 2 - STATEMENT OF AFFAIRS

The current Statement of Affairs describes the agency's structure and function, the kind of documents the agency holds, financial statements, and patient statistics. It is included in The Children's Hospital at Westmead Annual Report and is available at the same time as the Annual Report (November).

SECTION 3 - CONTACT ARRANGEMENTS

Written requests for inspection and/or purchase of policy documents and the Annual Report should be made to:

Ms Nadine Ghassibe
Freedom of Information Officer
Medical Record Department
The Children's Hospital at Westmead
Locked Bag 4001
WESTMEAD NSW 2145
Phone: (02) 9845 2849

FREEDOM OF INFORMATION ACT 1989**Section 14(1b) and (3)****Summary of Affairs
of the
Sydney Catchment Authority
May 2003****SECTION 1 - POLICY DOCUMENTS**

The Sydney Catchment Authority (the SCA) holds the following policies and procedures that may be accessed for information.

- Access to public information
- Access to published information
- American Express Sponsored Credit Cards Policy
- Asset Creation Manual
- Attendance at external conferences
- Building Emergency Procedures
- Bushfire Recovery Plan
- Business Plan 2002-2005
- Corporate Incident Management Manual, and Procedures Manual
- Corporate Risk Management Plan
- Customer Complaints Policy and Procedure.
- Design Management Guidelines
- EEO Management Plan 2002-03
- Electronic mail policy and communication standard
- Environmental Education Policy
- Energy Management Policy
- Equity & diversity and work & family Policy
- Ethnic Affairs Priority Statement 2001-2003
- Facilities Centre Conference Accommodation
- Fleet Motor Vehicle Policy
- Grievance Resolution, Dispute Settlement and Disciplinary Policy and Procedures
- Incident Management Plan
- Incident Management Policy
- Information Security
- Information Technology Policy and Procedures
- Interim Media Relations Policy
- Internet policy
- Interim Media Relations Policy
- Mobile Phones Policy
- OHS&R Policies & Procedures
- Pay Policies
- Privacy & Personal Information
- Privacy Management Plan
- Records management and policy procedures on:
 - Mail management
 - Records security

Records retention
Records disposal
Records management responsibilities
Recruitment Policy
Remote access
Remote computing
Risk Management Plan
Study Assistance Policy
Telephone Protocol Policy
Uniforms and Protective Clothing Policy.
Waste Reduction and Purchasing Policy
Work Experience Policy
Working From Home Policy

SECTION 2 - STATEMENT OF AFFAIRS

The SCA's most recent Statement of Affairs for has been published on the SCA's web site. Copies of the Statement of Affairs are held in the SCA's Library and are available for inspection. Copies of the Statement of Affairs can be obtained by contacting the SCA's FOI Co-ordinator at the address shown below.

The Statement of Affairs provides information on:

- The structure and functions of the SCA.
- The description of the ways in which the functions of the SCA affect members of the public.
- The manner in which the public can participate in the formation of the SCA's policy and the exercise of the SCA's functions.
- The description of the various types of documents usually held by the SCA.
- The procedural arrangements for public access to the SCA's documents.
- Provision for the amendment of the SCA's records concerning the personal affairs of a member of the public.

SECTION 3 - CONTACT ARRANGEMENTS

All applications for access to documents in the possession of the SCA (other than policy documents) must be in writing and should accompanied by an application fee of \$30 and marked to the attention of the "FOI Co-ordinator".

The application should be addressed to:

The Chief Executive
Sydney Catchment Authority
PO Box 323
PENRITH NSW 2751

Access to policy documents, unless otherwise stated, are free of charge and access can be arranged by contacting the FOI Co-ordinator on telephone number 4725 2103, facsimile 4725 2520, by email on hotline@sca.nsw.gov.au, or in person at the address below between the hours of 8.30am and 5pm, Monday to Friday.

Sydney Catchment Authority
Level 2, 311 High Street
PENRITH NSW 2750

FREEDOM OF INFORMATION ACT 1989**Section 14 (1)(b) and (3)****SUMMARY OF AFFAIRS****as at 30 June 2003****of****SAFE FOOD PRODUCTION NSW****FOI Agency No.43****1. POLICY DOCUMENTS**

Safe Food Production NSW ("SafeFood") was established under the Food Production (Safety) Act 1998. On 30 June 1999 the former NSW Dairy Corporation was dissolved and integrated into SafeFood. On 4 August 2000 the former NSW Meat Industry Authority was dissolved and was integrated SafeFood. SafeFood also assumed responsibility for the NSW Shellfish Quality Assurance Program, which was transferred from NSW Fisheries. Various policy documents and administration files from the former agencies, which now form SafeFood, have been brought together into the new organisation.

General

Code of Conduct

Fraud and Corruption Control Prevention Policy

Strategic Plan

Annual Report

Dairy Industry:

Dairy Test Manual

NSW Dairy Manual

Code of Practice for the Collection of Milk from Dairy Farms

Code of Practice for Dairy Buildings

Code of Practice for Milk Distributing Depots

General Circulars

Meat Industry:

Guide to Food Safety Programs for a Retail Meat Premises

Guide for the Administration of HACCP-MSQA Auditing

Code of Practice for the selling of Cattle and Bobby Calves in New South Wales Saleyards

Code of Practice for the Selling of Sheep and Lambs in NSW Saleyards

Domestic Live Bird Processor Sampling Programs/Procedures Manual

Domestic Abattoir Sampling Programs/Procedures

The New South Wales Standard for construction and hygienic operation of retail meat premises

Guidelines for Microbiological Testing for Process Monitoring in the Meat Industry - 30 October 2002

Memorandum of Understanding between SafeFood and Australian Quarantine and Inspection Service (AQIS):

Audit of Export Registered Poultry Meat Processing Premises - November 2000.

Memorandum of Understanding between SafeFood/NSW Health/Local Government and Shires Associations:

Food Safety Responsibilities for Retail Meat Premises - August 2000.

Memorandum of Understanding between SafeFood and National Parks and Wildlife Service (NPWS):

Rationalisation of Inspection Services for Kangaroo Field Chillers - September 2000

Seafood Industry:

Seafood Safety Manual

Environmental Sampling Procedures (Shellfish and Water).

NSW Shellfish Program Operations Manual

2. STATEMENT OF AFFAIRS

The annual report of Safe Food Production NSW ("Safe Food") represents the Statement of Affairs of the agency. Printed copies are available by contacting the FOI contact officer, Mr Pat Breen at Head Office. A website version is available on SafeFood's website <http://www.safefood.nsw.gov.au>.

3. CONTACT ARRANGEMENTS

Below are the names and locations of SafeFood officers responsible for providing the public with access to individual policy documents, together with details of any costs for purchasing the documents. Telephone numbers for the various offices are listed towards the end of this section under "Safe Food Production NSW Offices".

Dairy Test Manual: May be inspected at head office by prior arrangement or purchased from Ms Edwina Mulhearn, Principal Officer, Head Office.

Code of Practice for the Collection of Milk from Dairy Farms: Available free of charge from SafeFood's web site (www.safefood.nsw.gov.au) or from Ms Edwina Mulhearn, Principal Officer, Head Office.

Code of Practice for Dairy Buildings: Available free of charge from SafeFood's web site (www.safefood.nsw.gov.au) or by contacting Taree Office.

Code of Practice for Milk Distributing Depots: currently under review.

Copies of meat industry documents listed in Section 1 are available free of charge by contacting Mr Peter Grant, Manager, Industry Liaison at Head Office.

All of the Shellfish policy documents listed in Section 1 may be obtained by contacting the Program Manager of the NSW Shellfish Program at Head Office.

The cost of these documents is as follows:

Environmental Sampling Procedures (Shellfish and Water): \$10 plus postage and handling.

Code of Practice for Depuration of Oysters in NSW: \$10 plus postage and handling

The **NSW Shellfish Program Operations Manual 2001** is available on the SafeFood web site (www.safefood.nsw.gov.au). The document may be inspected at head office by prior arrangement or purchased from the Program Manager at Head Office.

Seafood Safety Manual \$55.00 plus postage and handling.

SAFE FOOD PRODUCTION NSW OFFICES

Head Office
 Level 7, "Tattersall's Building"
 179 Elizabeth Street
 SYDNEY NSW 2000
 PO Box A2613, SYDNEY SOUTH NSW 1235
 Telephone: (02) 9295 5777
 Facsimiles:
 General (02) 9261 2434
 NSW Shellfish Program (02) 9261 2132
 e-mail info@safefood.nsw.gov.au
 Internet <http://www.safefood.nsw.gov.au>
 Office Hours: Monday to Friday 8.30 am to 5.00 pm.

Regional Office

1 Macquarie Street
 TAREE NSW 2430
 Telephone: (02) 6552 3000
 Facsimile: (02) 6552 7239
 e-mail: taree@safefood.nsw.gov.au
 Office Hours: Monday to Friday 8.30 am to 5.00pm.

FREEDOM OF INFORMATION ACT 1989
SECTION 14(1)(b) & (3)
SUMMARY OF AFFAIRS
OF THE
SUPERANNUATION ADMINISTRATION CORPORATION
(trading as Pillar Administration)
AS AT 30 JUNE 2003

SECTION 1 - POLICY DOCUMENTS

The Superannuation Administration Corporation was constituted by the Superannuation Administration Authority Corporatisation Act 1999 and now uses the trading name of Pillar Administration (Pillar). So far as material under the Freedom of Information Act, Pillar provides superannuation administration services to the SAS Trustee Corporation (STC), the FSS Trustee Corporation (FTC) and the Trustees of the Parliamentary Contributory Superannuation Fund (PCSF).

Pillar holds the following policy documents, which are available free of charge. Where the documents relate to a superannuation scheme, the governing legislation is also identified.

1. All STC Schemes Policy Register, January 2003. This contains eleven (11) policies covering various matters affecting STC Schemes.
2. State Authorities Superannuation Scheme (SASS) Policy Register, July 2002. This contains four (4) policies arising from the State Authorities Superannuation Act 1987.
3. State Superannuation Scheme (SSS) Policy Register, July 2002. This contains fourteen (14) policies arising from the Superannuation Act 1916.
4. Police Superannuation Scheme (PSS) Policy Register, July 2002. This contains eight (8) policies arising from the Police Regulation (Superannuation) Act 1906.
5. State Authorities Non-contributory Superannuation Scheme (SANCS - Basic Benefit) Policy Register, July 2002. This contains one (1) policy arising from the State Authorities Non-contributory Superannuation Act 1987.
6. First State Super (FSS) Policy Register, January 2003. This contains twenty-two (22) policies arising from the First State Superannuation Act 1992 and the First State Superannuation Scheme Trust Deed and Rules.
7. Ethnic Affairs Priorities Statement (EAPS).
8. Equal Employment Opportunity Policy Statement.
9. Delegations of Authority.

SAC Freedom of Information Policy Documents

1. All STC Schemes Policy Register, January 2003.
2. State Authorities Superannuation Scheme (SASS) Policy Register, July 2002.
3. State Superannuation Scheme (SSS) Policy Register, July 2002.
4. Police Superannuation Scheme (PSS) Policy Register, July 2002.
5. State Authorities Non-contributory Superannuation Scheme (SANCS - Basic Benefit) Policy Register, July 2002.
6. First State Super (FSS) Policy Register, January 2003.
7. Ethnic Affairs Priorities Statement (EAPS).
8. Equal Employment Opportunity Policy Statement.
9. Delegations of Authority.

SECTION 2 - STATEMENT OF AFFAIRS

Pillar Administration is required under Section 14 of the Freedom of Information Act 1989 to publish annually a 'Statement of Affairs'.

Pillar's Statement of Affairs is included in the Pillar Administration Annual Report.

The Pillar Administration Annual Report can be accessed through Pillar's internet site www.pillar.com.au or copies are available free of charge from:

Pillar Administration
PO Box 1229
Wollongong NSW 2500

SECTION 3 - PROCEDURES AND CONTACT POINT

Arrangements may be made to obtain copies of the documents listed, or to inspect them between the hours of 10:00 am and 4:00 pm by contacting the Freedom of Information Coordinator at Old Springhill Rd Coniston NSW 2521, or by writing to:

The Freedom of Information Coordinator
Pillar Administration
PO Box 1229
Wollongong NSW 2500

Enquiries may be directed to the Freedom of Information Coordinator by telephone (02) 4253 1662 or by facsimile (02) 4253 1469.

Peter Cormack
General Manager, Operations
Pillar Administration

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****STATE ELECTORAL OFFICE****(F.O.I. Agency No. 54)****SECTION 1 - POLICY DOCUMENTS**

Subject to the Freedom of Information Act 1989 the State Electoral Office holds the following policy documents which may be accessed for inspection:

- Working papers, reports and documents relating to the conduct of elections and management of the Office.
- Working papers, reports and documents relating to the activities of the Electoral Districts Commissioners which undertakes the redistribution of electoral boundaries from time-to-time.
- Annual Reports of the Office.

No charge is made for copies of the Annual Report.

SECTION 2 - STATEMENT OF AFFAIRS

A copy of the Office's most recent Statement of Affairs may be obtained by contacting the FOI Coordinator.

SECTION 3 - CONTACTS ARRANGEMENTS

Access to documents held by the State Electoral Office and subject to the FOI Act must be made by written application accompanied by a fee of \$20.

The application should be directed to:

The FOI Coordinator

State Electoral Office
GPO Box 832
SYDNEY NSW 2001

All of the documents may be accessed at the State Electoral Office, Level 20, 207 Kent Street, Sydney between 8.30 am and 5.00 pm, Monday to Friday.

Prior to making an application it is suggested that the applicant contact the Office on telephone (02) 9200 5999 or facsimile (02) 9241 6011, as some information may be provided as part of a free community service.

FREEDOM OF INFORMATION ACT 1989**Sections 14(1) (b) and (3)****SUMMARY OF AFFAIRS****OF****STATE FORESTS OF NEW SOUTH WALES****1. LIST OF POLICIES**

The following list of Policies have been formally endorsed and approved by State Forests' Senior Management. Copies of these documents can be obtained by contacting the FOI Co-ordinator or by visiting State Forests web site www.forests.nsw.gov.au

Forestry

- Access to State Forests' Planning Information
- Environment Policy
- Fire Management Policy
- Forest Management Zoning in NSW State Forests' Policy
- Recreation Policy
- Forest Recreation Policy
- International Project Opportunities Policy

Human Resources

- Ethical Practices Commitment
- Equity Policy
- Training Policy
- Harassment Policy
- Reasonable Adjustment Policy
- Ethnic Affairs Priority Statement
- Safety Policy
- Alcohol and Other Drugs Policy
- Code Of Conduct
- Privacy Management Policy
- Reasonable Adjustment During Pregnancy Policy
- Usage of Telephone Policy
- Internal Reporting Policy

Financial

- Accounts Payable Policy
- Corporate Credit Cards Policy
- Credit Management Policy
- Procurement of Goods and Services Policy
- Travel Policy
- Depreciation of Roads and Bridges Policy
- Provision of Doubtful Debts Policy

Operational

- Motor Vehicle Policy
- Fleet Insurance Policy
- Safe Driving Policy
- Records Management Policy
- Radio and Procurement Management Policies

Note: State Forests' Policies are under constant review and may vary as Government policy or circumstances dictate.

2. STATEMENT OF AFFAIRS

A copy of the June 2003 "State Forests of NSW Statement of Affairs" can be obtained by contacting the FOI Co-Ordinator at the address or telephone number listed below.

3. CONTACT ARRANGEMENTS / ACCESS TO STATE FORESTS' DOCUMENTS

Applications to access State Forests' Policy documents and Statement of Affairs or files and records under the Freedom of Information Act are to be addressed to:

Mike Hickman
FOI Co-Ordinator
State Forests of New South Wales
Locked Bag 23
PENNANT HILLS NSW 2120

Enquiries relating can also be made to the Co-ordinator on telephone (02) 9980 4168 or fax (02) 9484 3976 or email mikeh@sf.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) and (3)
SUMMARY OF AFFAIRS
OF THE
STATE LIBRARY OF NEW SOUTH WALES

SECTION 1. - POLICY DOCUMENTS

The following is a list of State Library Policies:

- Australian Interlibrary Resource Sharing Code
- Bookings Cancellation & Refunds
- Client Code of Conduct
- Code of Conduct
- Collection Development Policy
- Conditions of Access to the Special Collections
- Disability Action Plan
- Email Policy
- Ethnic Affairs Priority Statement
- Guarantee of Service
- Guidelines relating to section 10, Library Amendment Act, 1992
- Health Information Request Policy
- Industry Placement Policy
- Information Request Service Policy
- Internet access to Information: A Basic and Free Service
- Movable Heritage Principles
- Offsite Storage Policy
- Privacy Management Plan
- Reading Room Internet Usage Policy
- Records Management Policy and Plan
- Telephone Inquiry Service Policy
- Volunteer Policy
- Waste Reduction and Purchasing Policy

SECTION 2. - STATEMENT OF AFFAIRS

The Statement of Affairs may be found in the State Library's Annual Report. Copies of the Annual Report are available for inspection at the State Reference Library, Macquarie Street, Sydney during State Reference Library opening hours (published on our website at <http://www.sl.nsw.gov.au/visit/hours.cfm>). The Annual Report is also available through our website at <http://www.sl.nsw.gov.au/annual/>.

SECTION 3. - CONTACT ARRANGEMENTS

The policy documents listed under 1 above are available for inspection by contacting the Records Management Coordinator by phone (02) 9273 1796, or e-mail records@sl.nsw.gov.au.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****STATE RAIL AUTHORITY of NEW SOUTH WALES****June 2003****SECTION 1- POLICY DOCUMENTS**

The State Rail Authority (SRA) hold the following policy documents which are available to the public from the Freedom of Information Officer, referred to below:

- Accounting Instructions and Guidelines
- Accounts Receivable Policy
- Animals on City Services.
- Carriage of Bicycles
- CCTV Code of Practice
- CityRail Customer Service Commitment
- Code of Workplace Standards
- CountryLink Business Rules Manual
- Decommissioning Policy Manual for Engineering and Operational Facilities
- Employee Environmental Handbook, June 2000
- Environmental Policy 1998
- Facilities Operations
- Fare Enforcement
- Human Resources Policy Manual
- Passenger Fares and Coaching Rates Handbook
- Policies and Procedures -Land Management (Volume 3)
- Policies and Procedures -Property Management (Volume 4)
- Policies and Procedures- Property Transfers(Volume 2)
- Policies and Procedures-Portfolio Management (Volume 1)
- Safety and Health Policy 2001
- Safety System Elements
- Smoking Policy
- Station Lifts

SECTION 2-STATEMENT OF AFFAIRS

The SRA is a statutory authority of the NSW Government and was originally established under the provisions of the Transport Authorities Act 1980. That Act has subsequently been repealed and replaced by the Transport Administration Act 1988.

The SRA commenced operations on 1 July 1980. The restructure pursuant to the Transport Administration Amendment (Rail Corporatisation and Restructuring) Act 1996 saw the SRA assume responsibility from 1 July 1996 for all passenger train and associated road coach services within NSW.

The Statement of Affairs is included in the SRA's Annual Report. The Annual report is available at the Authority's website, www.staterail.nsw.gov.au.

SECTION 3- CONTACT ARRANGEMENTS

Requests for SRA records or documents under the Freedom of Information Act 1989 (NSW) should be made as follows:

1. by requesting the information in writing and
2. forwarding the letter, the appropriate fee and the appropriate postal address for the applicant to the address below.

Details of procedures, fees and reductions may be obtained from the Freedom of Information (FOI) brochure produced by the Premier's Department or by calling the SRA FOI Officer.

The FOI Officer may be contacted at:

Communications and Marketing
State Rail Authority of NSW
Level 6
18 Lee Street
Chippendale NSW 2008
Telephone: (02) 8202 2323

Office hours are between 9am and 5pm Monday to Friday (excluding Public Holidays) Members of the public seeking access to documents are requested to telephone the FOI Officer before visiting as many of the documents are available by mail, free of charge or for a small fee.

Freedom of Information Act 1989
Section 14(1)(b) and (3)
Summary of affairs
of
SAS TRUSTEE CORPORATION
June 2003

SECTION 1: POLICY DOCUMENTS

SAS Trustee Corporation (STC) is the trustee of the New South Wales public sector closed defined benefit superannuation schemes.

Policy documents in respect of STC that are available for inspection are:

- State Superannuation Scheme policy register
- State Authorities Superannuation Scheme policy register
- State Authorities Non-contributory Superannuation Scheme policy register
- Police Superannuation Scheme policy register
- STC Delegated Functions under Scheme legislation
- STC Board Code of Conduct
- STC Executive Code of Conduct
- Disputes Register
- Complaints and Queries Register
- STC Privacy Management Plan
- Ethnic Affairs Priority Statement

SECTION 2: STATEMENT OF AFFAIRS

The most recent Statement of Affairs for STC was published in June 2003. The Statement is available on the website at www.statesuper.nsw.gov.au and is also published in STC's Annual Report. A copy of the Statement of Affairs can also be obtained (free of charge) by contacting the Freedom of Information Co-ordinator.

SECTION 3: FREEDOM OF INFORMATION CONTACT POINT

Requests under the Freedom of Information Act 1989 for inspection of policy documents held by STC and requests by members to access their member records should be made to:

The Freedom of Information Co-ordinator
SAS Trustee Corporation
PO Box 1229
Wollongong DC NSW 2500

Telephone: (02) 4253 1662
Facsimile: (02) 4253 1469

Applications and inquiries can be made between 10.00 am and 4.00 pm Monday to Friday.

Freedom of Information Act 1989
Section 14(1)(b) and (3)
Summary of Affairs
of
FSS TRUSTEE CORPORATION
June 2003

SECTION 1: POLICY DOCUMENTS

FSS Trustee Corporation (FTC) is the trustee of First State Super (FSS), the superannuation scheme open to all New South Wales public sector employees.

Policy documents in respect of FTC that are available for inspection are:

- FSS Trust Deed and Rules
- First State Super Scheme policy register
- FTC Delegated Functions
- FTC Board Code of Conduct
- Disputes Register
- Complaints and Queries Register
- FTC Privacy Management Plan
- Ethnic Affairs Priority Statement

SECTION 2: STATEMENT OF AFFAIRS

The most recent Statement of Affairs for FTC was published in June 2003. The Statement is available on the website at www.firststatesuper.nsw.gov.au and is also published in FTC's Annual Report. A copy of the Statement of Affairs can also be obtained (free of charge) by contacting the Freedom of Information Co-ordinator.

SECTION 3: FREEDOM OF INFORMATION CONTACT POINT

Requests under the Freedom of Information Act 1989 for inspection of policy documents held by FTC and requests by members to access their member records should be made to:

The Freedom of Information Co-ordinator
FSS Trustee Corporation
PO Box 1229
Wollongong DC NSW 2500

Telephone: (02) 4253 1662
Facsimile: (02) 4253 1469

Applications and inquiries can be made between 10.00 am and 4.00 pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****SYDNEY HARBOUR FORESHORE AUTHORITY****JUNE 2003**

Sydney Harbour Foreshore Authority (SHFA) is a New South Wales government agency with responsibility for protecting and enhancing the natural and cultural heritage of Sydney's inner harbour foreshore. The Authority is subject to the conditions of The Sydney Harbour Foreshore Authority Act 1998, formed to constitute its activities and to specify its functions.

SHFA's business activities focus on heritage conservation, property management and development, urban renewal, and tourism. Key locations in the management area include The Rocks, Darling Harbour, Circular Quay, Pyrmont and Ultimo, Australian Technology Park, Luna Park, White Bay Power Station, Rozelle Railway Yards and Ballast Point.

SECTION 1 POLICY DOCUMENTS

The following documents are available free of charge:

- Sydney Harbour Foreshore Authority Annual Report 2001/2002
- Australian Technology Park Precinct Management Annual Report 2001/2002
- Luna Park Reserve Trust Annual Report 2001/2002
- Cooks Cove Development Corporation Annual Report 2001/2002
- Code of Conduct for Board Members
- Code of Ethics for SHFA Staff
- Disability Access Plan
- Privacy Management Plan
- Guarantee of Service
- Guidelines for Use of Taxi and Fleet Vehicles
- Guidelines for Commercial Outdoor Seating Areas in Darling Harbour
- Records Management Policy and Program
- Study Assistance Policy
- Acceptable Use of Employer Communication Devices
- Issue of Equipment Policy
- Official Overseas and Domestic Travel Policy
- Policy for Telecommunications in The Rocks
- Customer Request Management Service
- Waste Reduction and Purchasing Policy
- Occupational Health & Safety Policy
- The Rocks Heritage Management Plan
- SHFA Process Risk Maps

Please visit the Sydney Harbour Foreshore Authority website www.shfa.nsw.gov.au.

SECTION 2 STATEMENT OF AFFAIRS

A copy of the Authority's most recent Statement of Affairs may be obtained by contacting the Freedom of Information Coordinator telephone (02) 9240 8823.

SECTION 3 CONTACT ARRANGEMENTS

Requests for access to Sydney Harbour Foreshore Authority documents under the Freedom of Information Act should be addressed to:

The Freedom of Information Coordinator
Sydney Harbour Foreshore Authority
Level 6
66 Harrington Street
THE ROCKS 2000

Telephone: (02) 9240 8823

Applications and enquiries can be made between 8.30am - 5.00pm Mondays to Fridays.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY OPERA HOUSE TRUST
(FOI Agency No. 387)

SECTION 1 - POLICY DOCUMENTS

Policy documents held by the Sydney Opera House Trust include:

- Annual report
- Corporate and Strategic Plans
- EEO Management Plan
- Code of Conduct
- Guarantee of Service
- Ethnic Affairs Priorities Statement
- Corporate Policy Manual
- Privacy Management Plan

Agendas and Minutes of the Trust and other Committee Meetings, administrative memoranda, correspondence, reports and working papers relating to the carrying out of the functions of the Trust.

SECTION 2 - STATEMENT OF AFFAIRS

A copy of the Trust's most recent Statement of Affairs may be obtained by contacting the Coordinator, Corporate Information.

SECTION 3 - CONTACT ARRANGEMENTS

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

Coordinator, Corporate Information
Business Services Department
Sydney Opera House
GPO Box 4274
SYDNEY NSW 2001

Telephone: (02) 9250 7424
Fax: (02) 9247 3651
Email: foi@soh.nsw.gov.au

Arrangements can be made to obtain copies of documents or to inspect them at the Sydney Opera House between 10am and 4pm Monday to Friday by contacting the Coordinator, Corporate Information.

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

SUMMARY OF AFFAIRS

of the

SYDNEY WATER CORPORATION

Sydney - Illawarra - Blue Mountains

(FOI Agency No 1658)

30 June 2003

1. POLICY DOCUMENTS

Copies of the documents listed below will be provided at a cost of 20 cents per page and are covered by copyright. Please note that the documents marked with an asterisk (*) are provided free of charge or available on Sydney Water's website at www.sydneywater.com.au.

- Operating Licence*
- Customer Contract*
- Customer Complaints Procedure
- Customer Complaints Policy
- Billing of Accounts for Customers with Metered Standpipes
- Policy on Issue and Fit of Water Meters
- Redress for Failing to Supply Clean Water to Customers Policy
- Granting of a 'One-off' Allowance for Customers with Concealed Leaks
- Code of Practice and Procedure on Debt Recovery and Disconnection of Water Supply
- Corporate Credit Policy Manual
- Payment Assistance Scheme
- Pensioner Rebates on Sydney Water Charges
- Exemption of Payment of Service Charges for Council Owned Swimming Pools
- Customer Service Incident Response Plan
- Notice of Entry Procedures
- Sydney Water's Fair & Square Dealing (Trade Practices) Policy
- Copper Corrosion: Responding to Claims
- Materials and Products in Contact with Drinking Water Policy
- Main to Meter Water Service
- Rural Water Policy
- Water Continuity Policy
- Low Water Pressure Policy
- Drinking Water Quality Event Management Plan
- Diving Activities in Reservoirs
- Bulk Water Supply Agreement
- Supply of Water for Firefighting Purposes Policy
- Sewer Continuity and Surcharge Policy
- Trade Waste Policy & Management Plan
- Backflow Prevention Policy
- Guidelines for the On-site Pre-treatment of Trade Wastewater Discharges
- Guidelines for the Discharge of Trade Waste Water from Photographic Processing and Diagnostic Imaging

- Risk Index for Trade Waste Dischargers
- Methods of Analysis of Trade Wastewater
- Sewage Treatment Plant Buffer Zone
- Independent Water and Waste Water Services
- Connected Land Charging Policy
- Bonding of Works by Lodgement of Guarantee Policy
- Certificate Issue Policy
- Servicing Dual Occupancy and other Two-Dwelling Developments
- Community Title Subdivision
- Development Servicing Plan Consultation and Dispute Resolution
- Signing of Developer Agreement
- Connection to Sewerage System Policy
- Documentation standards for Easements over Private Sewer Lines Policy
- Easement/Land Operational Guidelines
- Encroaching Private Services Lines
- Minor Water and Sewer Extension Policy
- Feasibility on Proposed Development
- Responsibility for provision of reticulation mains.
- Asset Creation Standards Policy
- Application of Developer Charges to Specific Development Policy
- Developer Charge Price List
- Charging Public Authorities and Utilities for Development Information and Services
- Recoveries Charging for Existing Mains Policy
- Exemption from Payment of Service Charges
- Ecologically Sustainable Development (ESD) Policy
- Sydney Water's Research and Development Policy
- Energy Management Policy
- Waste Minimisation Policy
- Water Usage Reduction Policy
- Environmental Audit Policy
- Environmental Policy
- Urban Bushland Policy
- Wetlands Policy
- Noxious and Environmental Weeds Policy
- Pesticides and Herbicides Policy
- Feral Animal Policy
- Environmental Heritage Policy
- Principles of Environmental Due Diligence
- Environmental Impact Assessment Policy
- Environmental Education Awareness and Training Policy
- Sydney Water's Emergency Risk Management Policy and Guidelines
- Contract Management Manual
- Engagement and Management of Consultants and Professional Services Contract
- Procurement Guidelines
- Contractor Payment
- Contract Shells
- Corporate Quality Policy
- Sydney Water's Community Consultation Policy
- Corporate Media Policy

- Publications Policy
- Sponsorship Policy

2 STATEMENT OF AFFAIRS

Sydney Water includes a 'Statement of Affairs' as part of its Annual Report, which is available on Sydney Water's website at www.sydneywater.com.au.

3 INQUIRIES REGARDING FREEDOM OF INFORMATION

All inquiries regarding Freedom of Information and Sydney Water should be directed in the first instance to the Freedom of Information Officer on telephone (02) 9350 5010. This includes requests for copies of the 'Summary of Affairs', requests for copies of policy documents and formal applications for access to documents. Inquiries may be made Monday to Friday between 8.30am and 4.45pm.

All applications for access to documents must be made in writing, accompanied by the correct fee, and should be directed to the following address:

The Managing Director
Sydney Water
Level 23
115-123 Bathurst Street
SYDNEY NSW 2000

FREEDOM OF INFORMATION ACT, 1989
Section 14(1) (b) and (3)
SUMMARY OF AFFAIRS
of the
TOW TRUCK AUTHORITY OF NSW

SECTION 1 - POLICY DOCUMENTS

Maximum Charges for Towing, Salvage and Storage of Motor Vehicles not having a Gross Vehicle Mass in Excess of 4 Tonnes

Tow Truck and Associated Work and Equipment Charges

Protective Clothing Policy

Prohibited Vehicles

Stand-by Tow Truck

Interstate Tow Truck Permit

Conditions of Tow Truck Drivers Certificate Under Section 35 of the Tow Truck Industry Act 1998.

SECTION 2 - STATEMENT OF AFFAIRS

The most recent Statement of Affairs for the Tow Truck Authority was included in the Authority's 2001/2002 Annual Report and is available from the Authority.

SECTION 3 - CONTACT ARRANGEMENTS

Enquires concerning the Tow Truck Authority's Statement of Affairs, Summary of Affairs, the inspection of policy documents, and making a Freedom of Information or Privacy applications should be made during office hours to:

Freedom of Information Coordinator
Tow Truck Authority
Level 1
20 Charles Street
PARRAMATTA NSW 2150

Telephone: (02) 8836 6200
Facsimile: (02) 8836 6266
E-mail: email@towtrucks.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of****TRANSGRID****30 June 2003**

TransGrid is a Statutory State Owned Corporation and has two Shareholding Ministers, The Hon. Michael Egan MLC and the Hon. John Della Bosca MLC. TransGrid was established as a Statutory Authority on 1 February 1995, under the Electricity Transmission Authority Act 1995, and corporatised on 14 December 1998, under the Energy Services Corporations Amendment (TransGrid Corporatisation) Act 1998. TransGrid is subject to the direction of the Minister for Energy and Utilities, the Hon. Frank Sartor MP.

TransGrid is the owner, operator and manager of the New South Wales high voltage electricity transmission network.

SECTION 1 - POLICY DOCUMENTS

Strategic Policies are developed and reviewed by various business units throughout TransGrid. They are as follows:

- Asset Management
- Compliance Programs
- Contract Liability Management
- Corporate Security
- Corporate Sponsorships
- Customer Complaint Handling
- Customer Quality of Supply
- Customer Relations
- Dispute Management System
- Electric and Magnetic Fields and Electromagnetic Fields
- Employment Conditions
- Environment
- External Correspondence
- Health and Safety Policy
- High Voltage Equipment Protection Policy
- Information Systems
- NEM Compliance Management
- Purchasing
- Records
- Rehabilitation
- Research and Development
- Risk Management
- System Security and Reliability
- Telecommunication Infrastructure and Services
- Unregulated Work
- Workforce Diversity

SECTION 2 - STATEMENT OF AFFAIRS

The most recent information relating to TransGrid's Statement of Affairs was included in the 2002 TransGrid Annual Report.

SECTION 3 - CONTACT ARRANGEMENTS**Location:**

TransGrid
Levels 9 - 12
201 Elizabeth Street
SYDNEY

Postal Address:

TransGrid
PO Box A1000
SYDNEY SOUTH NSW 1235

DX 1122 SYDNEY

Telephone: (02) 9284 3000
Facsimile: (02) 9284 3456

Enquires:

Enquires regarding access to TransGrid's policy documents, Statement of Affairs and/or Summary of Affairs; should be directed to the Freedom of Information Officer, by contacting:

Ms J Taggart.

Email: janice.taggart@transgrid.com.au

Telephone: (02) 9284 3521 - Facsimile: (02) 9284 3522

Monday to Friday (8.30am - 4.30pm)

THE FREEDOM OF INFORMATION ACT 1989
SECTIONS 14(1)(b) & 14(3)
SUMMARY OF AFFAIRS
OF THE
WATERWAYS AUTHORITY
JUNE 2003

SECTION 1 - POLICY DOCUMENTS

The Waterways Authority's Policy Documents are listed below:

- (i) Corporate Plan and Division Plans.
- (ii) Policy Files held in the Records Section.
- (iii) Policy and Procedure Manuals - containing policy and procedures relevant to recreational boating, commercial vessels, environmental assessments, boating plans, mooring plans of management, property, personnel; and administrative matters.
- (iv) Capital Works Policy and Procedures Manual.
- (v) Land Owner's Consent Manual.
- (vi) Depths in Berths and Fairways Policy 5 January 2000.
- (vi) Privacy Management Plan 1 July 2000.
- (vii) Provision of Hydrographic and Geotechnical Data Guidance Note, revised December 2001.
- (viii) Guidelines for the Siting, Design, Construction and Maintenance of Waterside Structures.

SECTION 2 - INFORMATION DOCUMENTS

- (i) Annual Report.
- (ii) NSW Safe Boating Handbook.
- (iii) NSW Tides 2003/2004.
- (iv) Waterways Asset Development & Management Program Kit.
- (v) Sydney's Summer Aquatic Events, Boater's Guide.
- (vi) Sydney Region Boating Directory 2003.
- (vi) Educational pamphlets entitled:
 - Alcohol and Water Don't Mix!
 - Aquatic Licences
 - Be Bright. Think Safety at Night
 - BoatCode Agencies
 - Boats 'n Bars - a Safety Guide
 - Boat Smart From The Start
 - Built-in security for your boat - BoatCode
 - Determining the Length of Your Vessel
 - Easy Pay (telephone payments)
 - Don't Make Waves
 - Hypothermia
 - Keep Your Boat Afloat! Buoyancy Saves Lives
 - Leave Only Water In Your Wake
 - Mooring Licence Conditions
 - Navigation Lights
 - Noise Annoys
 - Personal Watercraft in Sydney
 - Pittwater No Wash Zone
 - Proof of Identity

- Safety Equipment Checklist
 - Sail Boarding in the Waters of Sydney Harbour
 - Ski Safe To Be Safe
 - Small Craft Safety
 - Some People Go Overboard - Overloading Boats
 - Traffic Separation & No Wash Zone - Blackwattle Bay and Rozelle Bay
- (vii) Port of Eden - Port Information Sheets
- (viii) Port of Yamba - Port Information Sheets

SECTION 3 - STICKERS

- (i) Bar Crossing
- (ii) Boat Smart From The Start, Know When To Wear Your Lifejacket
- (iii) Bowriding
- (iv) Don't Mess The Sea
- (v) Don't Trash The Oceans - Bring Your Garbage Back
- (vi) Drowning is Uncool
- (vii) Hypothermia
- (viii) Kids In Boats
- (ix) "Maximum Capacity" - Power Boats less than 6 metres
- (x) "Maximum Capacity" - Power Boats 6 metres or more
- (xi) "Maximum Capacity" - Power Boats with Flybridges
- (xii) "Maximum Capacity" - Inflatable Boats
- (xiii) Navigation Rules, Warning Signals, Advisory Signs
- (xiv) Ride Smart - PWC Behaviour
- (xv) Safety Boating - Buoyage System
- (xvi) Safe Boating - Navigation Marks
- (xvii) Safety Check
- (xviii) Safety Check Equipment Checklist - Offshore
- (xix) Water Ski Hand Signals

SECTION 4 - INFORMATION VIDEOS/MAPS

- (i) Blue Water Safety - An introduction to safe offshore boating, featuring "How to Cross Surf Bars"
- (ii) Big Ships Small Boats - Your guide to safe navigation in busy ports
- (iii) Boat Smart - Your guide to the boating traffic rules
- (iv) Ride Smart - How to enjoy personal watercraft . . . the safe way
- (v) Boating Maps - Your guide to safe navigation of NSW coastal and inland waterways

SECTION 5 - STATEMENT OF AFFAIRS DOCUMENT

The Waterways Authority's eighth Statement Of Affairs document was published in June 2003. The Statement provides an overview of the Authority's structure and functions, the effect of the Authority's functions on members of the public, the processes for public participation in the development of Authority policy, the documents held by the Authority and document access and amendment procedures.

SECTION 6 - CONTACT ARRANGEMENTS

Requests for copies of the Waterways Authority's Policy & Information Documents, Statement & Summary Of Affairs Documents, posters, stickers and videos should be directed to:

Miss Tonette Kelly
Legal Manager/Freedom Of Information Co-Ordinator
Waterways Authority
PO Box R228
SYDNEY NSW 1223
Phone: (02) 9563 8648

Alternatively the Statement and Summary Of Affairs Documents, the Corporate Plan and Annual Report may be inspected at the State Library Of New South Wales.

SECTION 7 - HOURS OF OPENING AND LOCATION OF WATERWAYS AUTHORITY OFFICES

The office hours of the Waterways Authority are 8.30am - 4.30pm, Monday - Friday, in the Sydney Metropolitan area and inspection or purchase of documents may be arranged at any Waterways Office during those times or by contacting Miss T Kelly at the number set out above.

For information in relation to the opening hours of Regional Offices or the location of your nearest office contact should be made with the Authority's Info line on 13 12 56 for the cost of a local call.

The Authority also has a telephone payment and recorded information service which may be accessed on 13 12 36 for the cost of a local call.

FREEDOM OF INFORMATION ACT 1989
SECTION 14 (1)(b) & (3)
SUMMARY OF AFFAIRS
OF THE
ZOOLOGICAL PARKS BOARD OF NEW SOUTH WALES
(F.O.I. Agency No. 78)

SECTION 1 - POLICY DOCUMENTS

The Board has the following policy documents which are available free of charge.

TARONGA & WESTERN PLAINS ZOOS

- Functions of the Board
- Constitution of the Board
- Capital Works Program
- Appointment of Directors
- Delegation of Powers to Committees, Director, Senior Staff and Other Persons
- Investment of Funds Policy
- Media Announcements
- Preservation of Rights of Certain Employees (Schedule 1 of ZPB Act)
- Extracts from relevant Acts
- Minutes of Meetings of Zoological Parks Board of NSW

EXECUTIVE SUPPORT

- Zoological Parks Board Master Plans - Taronga and Western Plains Zoos
- Zoological Parks Board Business Plan
- Zoological Parks Board Corporate Plan
- Zoological Parks Board Mission Statement
- Zoological Parks Board Annual Report
- Zoological Parks Board of NSW Strategic Plan
- Zoological Parks Board of NSW Privacy Management Plan

HUMAN RESOURCES BRANCH

- Equal Employment Opportunity Policy
- Equal Employment Opportunity Annual Report
- Occupational Rehabilitation Policy
- Human Resources and O.H. & S. Policies
- Ethnic Affairs Policy Statement
- Code of Conduct and Ethics
- Disability Action Plan

SECTION 2 - STATEMENT OF AFFAIRS

The Board's Statement of Affairs published in June 2003 is available as a separate document. Copies of the Statement can be obtained (free of charge) by contacting the F.O.I. Co-Ordinator during the hours of 10a.m. to 3p.m. Monday - Friday

SECTION 3 - CONTACT ARRANGEMENTS

Requests under the F.O.I. Act for access to documents in the possession of the Board should be accompanied by a \$30.00 application fee and directed in writing to:

The F.O.I. Co-Ordinator
Zoological Parks Board of NSW
Bradleys Head Road
MOSMAN 2088

Enquiries may be directed to the F.O.I. Co-Ordinator by telephoning the Taronga Zoo switchboard on (02) 9969-2777

Arrangements can be made to obtain copies of any of these documents, or to inspect them at Taronga Zoo between 10a.m. and 3p.m., Monday -Friday, by contacting the F.O.I. Co-Ordinator.