



Government Gazette

OF THE STATE OF
NEW SOUTH WALES

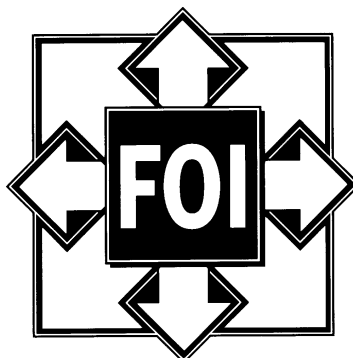
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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 3

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

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

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

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Crookwell	740	Merriwa	866	Wagga Wagga	1016
Deniliquin	741	Mosman	870	Walcha	1018
Dubbo	743	Mudgee	872	Warringham	1020
Dungog	745	Mulwaree	878	Willoughby	1024
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FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS**

of the

ARMIDALE DUMARESQ COUNCIL**(FOI Agency No. 2071)****SECTION 1 – POLICY DOCUMENTS**

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

CORPORATE**Date of Adoption**

POL001* – Corporate	Economic Development and Incentives Policy	September 2000
POL002* – Corporate	Environment Policy	September 2000
POL003* – Corporate	Complaints Management	September 2000
POL004* – Corporate	General Conditions for Sponsorship Arrangements	September 2000
POL005* – Corporate	Competitive Testing Policy	September 2000
POL007* – Corporate	Internal Reporting Policy	September 2000
POL008 – Corporate	Appointment of a Delegated Committee Under Section 555 of the Local Government Act, 1993	September 2000
POL009 – Corporate	Community Contributions Policy	November 2002
POL010 – Corporate	Freedom of Information Policy	September 2000
POL011 – Corporate	Sister City and Overseas Friendship Policy	September 2000
POL110 – Corporate	Rural Fire Service	September 2000
POL112 – Corporate	Smoking in the Workplace Policy	October 2000
POL114* – Corporate	Disaster Recovery Plan	October 2000
POL115 – Corporate	Records Management Policy	October 2000
POL116 – Corporate	Private Work Policy	October 2000
POL121* – Corporate	Disability Action Plan	September 2000
POL128 – Corporate	Asset Sustainability	August 2001
POL137 – Corporate	Library Collection Development Policy	Draft

DRAINAGE and TOTAL CATCHMENT MANAGEMENT

POL037* – Drainage	Stormwater Drainage and Flooding	October 2000
POL038* – TCM	Interim Flood Plain Policy	October 2000

EXECUTIVE

POL013* – Executive	Payment of Expenses and Provision of Facilities to Councillors	October 2001
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ENGINEERING

POL119* – Engineering	Engineering Code	September 2000
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FINANCE

POL020 – Finance	Trust Fund	October 2000
POL021 – Finance	Depreciation of Non-Current Assets	October 2000
POL022 – Finance	Joint Ventures	October 2000
POL023 – Finance	Elimination Entries	October 2000
POL024 – Finance	Cost Allocation	October 2000
POL025 – Finance	Asset Accounting	October 2000
POL026 – Finance	Significant Accounting Policies	October 2000
POL027 – Finance	Corporate Credit Cards	October 2000

PARKS

POL120* – Parks	Urban Streetscape Plan	May 2000
POL122 – Parks	Tree Removal and Tree Root Encroachment	May 2001
POL123 – Parks	Tree Valuation	May 2001
POL124 – Parks	Street Trees and Solar Collectors	May 2001
POL125 – Parks	Street Tree Maintenance by Residents	May 2001
POL127 – Parks	Cost Sharing for the Retention of Street Trees Under Power Lines	August 2001
POL132 – Parks	Grazing on Charleston Willows	Draft
POL133 – Parks	Footpath Obstructions	August 2002

PERSONNEL

POL014* – Personnel	Equal Employment Opportunity Policy	October 2000
POL015 – Personnel	Motor Vehicle Policy	October 2000
POL016 – Personnel	Corporate Wardrobe Policy	October 2000
POL017 – Personnel	Armidale City Council Staff Exchanges with Other Councils and Familiarisation Visits	October 2000
POL018 – Personnel	Recognition of Service and Employment Awards	October 2000
POL019 – Personnel	Education Assistance Policy	October 2000
POL101 – Personnel	Annual Union Picnic Day Holiday	October 2001
POL113 – Personnel	Child Protection Policy	October 2000
POL117 – Personnel	Leave of Absence for Army Reserve Service	October 2000
POL118 – Personnel	Policies Remaining Current for Staff of the Former Dumaresq Shire Council	October 2000
POL129 – Personnel	Leave for Staff involved in Emergency Services	March 2002

REGULATORY

POL048* – Regulatory	Armidale Local Approvals Policy and Development Control Plan 1999	September 2000
POL049* – Regulatory	Residential Development Code	September 2000
POL050* – Regulatory	Parking Code	September 2000
POL051* – Regulatory	Industrial Development Code	September 2000
POL052* – Regulatory	Enterprise 10 Zone Development Code	September 2000
POL053* – Regulatory	Draft Outdoor Advertising Code	September 2000
POL054* – Regulatory	Control of Advertisements Code	September 2000
POL055* – Regulatory	Heritage Conservation Guidelines	September 2000
POL056* – Regulatory	Geotechnical Hazards Code	September 2000
POL057* – Regulatory	Design for Access and Mobility Code	September 2002
POL058* – Regulatory	Water and Sewerage Headworks Contribution Policy	September 2000
POL059* – Regulatory	Armidale Contributions Plan	September 2000
POL060* – Regulatory	Dumaresq Section 94 Contributions Plan	September 2000
POL061a* – Regulatory	Food Premises Code	March 2002
POL061b* – Regulatory	Food Vending Vehicles and Temporary Food Premises Code	Sept 2000
POL062* – Regulatory	Self Service Food Industry Code of Practice	September 2000
POL063* – Regulatory	Keeping of Animals (Urban Areas) Policy	September 2000
POL064* – Regulatory	Street Vending Control and Outdoor Eating Areas Policy	September 2000
POL065* – Regulatory	Development Related Security Policy	September 2000
POL066* – Regulatory	Public Car Parking Policy	September 2000
POL067* – Regulatory	Advertising Signs/Merchandising Tables	September 2000
POL068* – Regulatory	Landscaping and Tree Planting Policy	September 2000
POL069* – Regulatory	Amusement Machines Policy	September 2000
POL070* – Regulatory	Relocation of Buildings	September 2000
POL071* – Regulatory	Local Place Naming Policy	September 2000
POL072* – Regulatory	Contaminated Land Policy	May 2002
POL073* – Regulatory	Thermal Insulation of a Dwelling Policy	September 2000
POL074* – Regulatory	Servicing of Rural Allotments Policy	September 2000
POL075* – Regulatory	Road Intersections (Line of Sight) Policy	September 2000

POL077* – Regulatory	Swimming Pool Code	September 2000
POL078* – Regulatory	Mall Market Operations Policy	September 2002
POL079* – Regulatory	Pay for Parking Policy	September 2000
POL080* – Regulatory	Armidale Flora and Fauna Study	September 2000
POL081* – Regulatory	On-site Sewage Management Strategy	September 2000
POL082* – Regulatory	Busking Policy	November 2002
POL083* – Regulatory	Roadside Tributes Policy	September 2000
POL084* – Regulatory	Site-Specific Development Control Plans	September 2000
POL085* – Regulatory	Site-Specific Contribution Plans	September 2000
POL102* – Regulatory	Subdivisions – Development Control Plan No. 1	September 2000
POL103* – Regulatory	Erection of Dwellings – Development Control Plan No. 2	September 2000
POL104* – Regulatory	Environment Protection (Scenic Zone) Development Control Plan No. 3	September 2000
POL105* – Regulatory	Bed and Breakfast Operations – Development Control Plan No. 6	September 2000
POL106* – Regulatory	Exempt and Complying Development – Development Control Plan No. 7	September 2000
POL108* – Regulatory	Dog Boarding and Breeding Establishments – Development Control Plan No. 5	September 2000
POL109 – Regulatory	Electric Fences in Rural Areas	September 2000
POL130 – Regulatory	Sex Industry Development Control Plan	October 2001
POL131 – Regulatory	Joint Companion Animals Management Plan	May 2002
POL134 – Regulatory	Ambient Air Quality (Woodsmoke)	March 2003
POL135 – Regulatory	Aquatic Centre Patron Code of Conduct	November 2002

RISK MANAGEMENT

POL028 – RiskMgt	Occupational Health and Safety Policy	September 2002
POL029 – RiskMgt	Rehabilitation Policy	September 2000
POL030 – RiskMgt	Safe Driving Policy	September 2000
POL126 – RiskMgt	Supply and Consumption of Alcohol	October 2001

ROADS

POL032 – Roads	Roads – Distinction between “Public” and “Non – Public” Roads	October 2000
POL033 – Roads	Policy for Location of Vehicular Footpath Crossings	October 2000
POL034 – Roads	Kerb, Guttering and Footpaths	October 2000
POL035 – Roads	Vehicular Driveway Construction	October 2000
POL086 – Roads	Events on Public Roads	October 2000
POL087 – Roads	Stock Grids on Public Roads	October 2000
POL092 – Roads	Dedication of Public Roads	October 2000
POL093 – Roads	Dust Laying Seals on Public Roads	October 2000
POL094 – Roads	Grazing Permits on Public Roads	September 2002
POL095 – Roads	Roads Maintenance	October 2000
POL097 – Roads	Management of Road Reserves	October 2000

TRANSPORT

POL098 – Transport	Armidale Regional Airport – Fees and Charges	September 2000
POL099 – Transport	Armidale Regional Airport – Car Rental Concessions	September 2000
POL100 – Transport	Armidale Regional Airport – Groundsman’s Residence	September 2000

UTILITIES

POL039 – Utilities	Water Supply	October 2000
POL045* – Utilities	Liquid Trade Waste Policy	October 2000
POL046* – Utilities	Liquid Trade Waste Pricing Policy	October 2000
POL047* – Utilities	Policy for the Financing of Water Supply and Sewerage Infrastructure	October 2000
POL136* – Utilities	Backflow and Cross Connection Prevention Guidelines	March 2003

SECTION 2 – STATEMENT OF AFFAIRS

The annual Statement of Affairs for Armidale Dumaresq Council was published on 30 June 2003 and is available for inspection at Council's Customer Service Counter, Civic Administration Building, 135 Rusden Street, Armidale and also at the Library in Faulkner Street, Armidale. The Statement contains the following information:

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer
Armidale Dumaresq Council
PO Box 75A
(135 Rusden Street)
ARMIDALE NSW 2350
Phone: (02) 6770 3516
Fax: (02) 6772 9275
Email: rstachiw@armidale.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ASHFIELD MUNICIPAL COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

Backyard Burning Policy
Media Relations Policy
Change of Property Numbers Policy
Mobile and Street Vending Machines Policy
Charity Street Stalls and Street Collection Policy
Mowing of Verges Policy
Code of Conduct
Naming of Public Reserves Policy
Code of Meeting Practice
Payment of Expenses and Provision of Facilities to Councillors Policy
Collection Development Policy
Pension Rebates Policy
Colourbond Fencing Use Policy
Planting of Additions Trees in Parks and Reserves Policy
Competition Policy
Privacy and Personal Information Act
Complaints Handling Policy
Protected Disclosure Act
Concessional Use of Council Halls Policy
Public Use of Internet Policy
Council Work on Private Property Policy
Purchasing Policy and Procedures
Council Corporate Name Policy
Records Management Policy
Culturally Diverse Society Principles Policy
Refund of Permit or Fees Policy
Donations Policy
Section 94 Contribution Policy
Fees for Mayor, Deputy Mayor and Councillors Policy
Sponsorship Policy
Filming Policy
Stormwater Management Policy
Footpath Repair and Maintenance Policy
Street Furniture Policy
Heritage Items Assessing Policy
Tree Conservation on Building Sites Policy
Internal Reporting Policy
Tree Preservation and Landscape Policy
Investment Policy
Use of Council Halls & Meeting Rooms Policy
Joining Ashfield Library Policy

Vehicular Crossing Policy
Library Community Noticeboards Policy
Local Ethnic Affairs Policy

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Bob Stockham
Public Officer
Ashfield Municipal Council
260 Liverpool Road
ASHFIELD NSW 2131
Telephone: 02 9716 1800 (during office hours 8.40am to 5.00pm)

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

Administration Building
260 Liverpool Road
ASHFIELD NSW

Dr David Niven
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BALLINA SHIRE COUNCIL****(FOI Agency No. 2074)****SECTION 1 – POLICY DOCUMENTS**

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

Policies and Codes

Access to Documents Policy
Alfresco Dining Policy
Ampitheatre Policy
Building Line Policy
Building Notification Policy
Child Protection Policy
Civic Expenses and Facilities Policy
Code of Conduct
Councillor Information and Access Policy
Employment related codes

- Salary Policy
- Training Plan
- Education Policy
- Staff Immunisation Policy
- Staff Safe Driving Policy

Erosion and Sedimentation Control Policy
Events Policy
Fees and Charges Policy
Fence Policy/Code
Flood Prone Land Policy
Food Premises Code
Footpath Display Policy
Harassment Prevention Policy
Internal Audit Policy
Investments Policy
Light Vehicle Policy
Markets Policy
Mobile & Markets – Food Vendors Policy
Notification of Adjoining Owners Policy
Occupational Health and Safety Code
On-the-Spot Fines Policy
Protected Disclosures Policy
Purchasing Policy
Recycling Strategy
Revenue Policy (refer to Council's Management Plan)
Smoke Free Work Environment Policy
Software Usage Policy
Staff Support Policy
Subdivision Code

Swimming Pool Fencing Policy
Tendering Policy
Travelling Allowance Policy
Trade Waste Policy

Planning Documents

Ballina Local Environmental Plan
Ballina Shire DCP No. 1 (Urban Land)
Ballina Shire DCP No. 3 (Coastal Hazard Protection, Lennox Head)
Ballina Shire DCP No. 4 (Ballina Airport – Aircraft Noise)
Ballina Shire DCP No. 5 (Bed and Breakfast Establishments)
Ballina Shire DCP No. 6 (Alstonville Village Centre)
Ballina Shire DCP No. 7 (Exempt and Complying Development)
Ballina Shire DCP No. 9 (Energy Smart Homes)
Ballina Shire DCP No. 10 (Brothels)
Ballina Shire DCP No. 11 (Mosquitoes)

Developer Contribution Plans

Carparking, Ballina CBD
Parks and Reserves
Community Facilities
Heavy Vehicle Haulage
Roads
Water Supply
Sewerage Augmentation

Other Documents

Ballina Aerodrome Emergency Procedures Manual
Ballina Local Flood Plan
Bushfire Disaster Plan
Corruption Prevention Plan
EEO Management Plan
Lennox Head Strategic Plan
Local Disaster Plan
Plans of Management for Community Land
William Reserve Plan of Management
Privacy Management Plan
Social / Community Plan
State of the Environment Report
Tourism Committee – Plan of Management

SECTION 2 – STATEMENT OF AFFAIRS

The Council's latest Statement of Affairs was produced in June 2002.

SECTION 3 – CONTACT ARRANGEMENTS

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

Freedom of Information Officer
Ballina Shire Council
Cnr Cherry and Tamar Streets
BALLINA NSW 2478
Telephone: (02) 6686 4444

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
BANKSTOWN CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

Access Charter

Advertising Policy

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

Annual Management plans, including –

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

Annual Reports, including audited financial statements

Attendance at Seminars and Conference

Bike Plan

Biodiversity Strategy

Brothels Policy

Business Continuity Plan

Business Investment Strategy

Catchment Management Strategy

City Health Plan

Code of Conduct

Code of Council Meeting Practice

Codes and Standards for Public Health Issues

Codes for Buildings

Commercial use of Footways Policy

Communication Protocol

Community Events Policy

Community Safety Strategy

Contaminated Land Management Policy

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

Council's Land Register of Operational and Community Land

Councillor returns of pecuniary interests

Cultural Plan

Development Control Plans – various

Disability Discrimination Plan

Disclosure of Information – Complaints and Objections

Environmental Policy

Electoral Funding Act returns of Candidates

Grants & Donations Policy

Human Resources/Personnel Management Policies including -

- Counselling and Disciplinary Actions
- EEO
- Employee Assistance Programs

- Employee Education Policies
- Harassment
- Injury Management Plan
- Occupational Health and Safety
- Recruitment
- Redundancy
- Rehabilitation Policies and Practices
- Termination
- Use of Internet

Instrument of Delegated Authority

Investment Policy

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

Local Air Quality Management Plan

Neighbour Notification Policy

Multicultural Strategy and Policy

Orders and Approvals Policies

Payment of Rates by Pensioners

Plans of Management for Community Land – various

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

Privacy Management Plan

Protected Disclosure Policy

Public Lighting Strategy

Public Transport Improvement Plan

Representation by Bankrupt Lawyer/Solicitor

Results for Ordinary Elections of Council and Extraordinary elections

Sale of Property Information Policy

Sport and Recreation Strategy

Stormwater Drainage and Flood Mitigation Policies

Street Tree Planting and Footpath Strategy

Tree Roots in underground Sewerage Pipes

Valuation Books

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

Waste Management Strategy

Youth Crime Prevention Plan

Youth Plan

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Manager, Governance & Administration/Public Officer
 Bankstown City Council
 PO Box 8
 BANKSTOWN NSW 1885
 Telephone: 9707 9531
 Facsimile: 9707 9555

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

\$30.00 Application fee and first hour of inspection
 \$30.00 per hour thereafter
 Plus photocopy costs per sheet if necessary

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BATHURST CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Bathurst City Council maintains the following documents:

- Adjoining owners notification (see Advertising and Notification of Development Applications DCP)
- Annual Report
- Auditor's Report
- Business papers
- Bathurst Aerodrome – Part 1, Manual
- Bathurst Aerodrome – Part 2, Emergency Plan
- Bathurst Aerodrome – Part 3, Emergency Procedures
- Bathurst Demographic Profile 1999
- Bathurst/Evans Local Disaster Plan
- Bathurst Heritage Study
- Bathurst Housing Strategy 1994
- Bathurst Local Approvals Policy/ Development Control Plan 2000
- Bathurst Retail Strategy
- Bathurst Social/Community/Cultural Plan
- Bathurst Strategic Access Plan
- Bathurst Structure Plan
- Bathurst Traffic Study
- Ben Chifley Dam – Dam Safety Emergency Plan
- Blue Green Algae Action Plan
- Building Certificate records
- Building and construction certificate application/approval records
- Car Parking Code
- Cemetery records
- Children's Services Review
- Civil Engineering Construction Specification
- Code of Conduct
- Code of Meeting Practice
- Code for the installation of swimming pools
- Contaminated Land Management Act Register
- Contributions Plans (available from Council – eg Jordan Creek Stormwater Drainage Management, Community Facilities, Hereford Street)
- Development Application/consent records
- Delegations Register
- Development Control Plans (available from Council – eg Residential Housing, Residential Subdivision, Industrial Development and Business Development)
- Developer Contributions Plans (water and sewerage)
- Disclosures Register
- Financial Management Plan
- Floodplain Management Plan
- Food Premises Code (see Bathurst Local Approvals Policy)
- Guidelines for Engineering Works
- Guidelines for Naming Roads
- Human Resources Management & Employment Relations Policy and Procedures Manual

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

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's statement of affairs is available from Council. Contact arrangements are outlined in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Enquiries concerning the procedure for inspecting or purchasing Council's policy documents or Statement of Affairs can be made to Council's Manager Administration on telephone number (02) 6333 6209.

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

COUNCIL OF BAULKHAM HILLS

SECTION 1 – POLICY DOCUMENTS

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

- (i) • Annual report (includes State of the Environment Report)
- Annual financial reports
 - Annual reports of bodies exercising delegated council functions
 - Auditor's report
 - Any codes referred to in the FOI Act
 - Building control policy register
 - Business papers for council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
 - Council's code of conduct
 - Council's code of meeting practice
 - Council's code of councillor practice
 - Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
 - Council's land register
 - EEO management plan
 - Environment planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
 - Introduction to Child Protection
 - Leases and licences for use of public land classified as community land
 - Local policies adopted by the council concerning approvals and orders
 - Management practices register
 - Management plan (Hills Shire Plan)
 - Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
 - Plans of land proposed to be compulsorily acquired by the Council
 - Plans of management for community land
 - Records of approvals granted and decisions made on appeals concerning approvals
 - Records of building certificates
 - Register of delegations
 - Register of investments
 - Returns on the interests of councillors, designated persons and delegates
 - Statement of Affairs
 - Strategic plan (Hills Shire Plan)
- (ii) Council Policy Register which contains the following adopted policies of Council
1. STRATEGY DEVELOPMENT & SUPPORT UNIT
 - 1.1 Councillors/General Management & Directors
 - 1.1.1 Donation of Attendance Fee – Councillors
 - 1.1.2 Policy for the Payment of Expenses and Provision of Facilities to Councillors (Section 252, Local Government Act 1993)
 - 1.1.3 Access & Equity
 - 1.1.4 Community Based Management Policy Position
 - 1.1.5 Competition Policy "Competing for our Customers"
 - 1.1.6 Code of Conduct
 - 1.1.7 Protected Disclosures Policy

- 1.1.8 Baulkham Hills General Emergency Fund Regulations
- 1.1.9 Constitutional Recognition of Local Government
- 1.1.10 Policy for Supporting the Volunteer Network of the Shire
- 1.1.11 Complaints Management – Councillors
- 1.1.12 Volunteer Program Policy
- 1.2 Corporate Communications
 - 1.2.1 Corporate Sponsorship
 - 1.2.2 Council Conducted Competitions
 - 1.2.3 Corporate Communications – External
 - 1.2.4 School and Community Education Policy
 - 1.2.5 Corporate Gifts – Distribution
- 2. CORPORATE SERVICES GROUP
 - 2.1 Financial Management
 - 2.1.1 Financial Planning
 - 2.1.2 Financial Objectives
 - 2.1.3 Investment of Surplus Funds
 - 2.2 Administration
(There is no item 2.2.1)
 - 2.2.2 Section 356 Donations (General)
 - 2.2.3 Permanent Hall Hirers
 - 2.3 Organisation Development
 - 2.3.1 Staff Educational Assistance
 - 2.3.2 Gratuities
 - 2.3.3 Special Leave
 - 2.3.4 Staff Attendance at Conferences – Allowance
 - 2.3.5 Attendance at Blood Bank
 - 2.3.6 Public Liability
 - 2.3.7 Compensation Claims for Damage by Mower Stones
 - 2.3.8 Compensation Claims for Tree Roots in Sewer
 - 2.3.9 Reward & Recognition
 - 2.4 Library Services
 - 2.4.1 Library Services Strategic Direction
 - 2.4.2 Free Public Library Services and Conditions of Membership
 - 2.5 Land Information
 - 2.5.1 House Numbering
 - 2.6 Fleet Management
 - 2.6.1 Council Fleet Policy
 - 2.6.2 Financing of Plant and Equipment
 - 2.6.3 Air Conditioning of Major Plant
- 3. SERVICES DELIVERY GROUP
 - 3.1 Community Buildings
 - 3.1.1 Commemoration Plaques
 - 3.1.2 Physical Access Policy
 - 3.2 Parks Operation
 - 3.2.1 Showground – Rock Concerts
 - 3.2.2 Helicopter Landing in Public Reserves
 - 3.2.3 Honorary Rangers – Powers and Duties
 - 3.2.4 Naming of Public Facilities
 - 3.3 Roads Operations
 - 3.3.1 Clothing Recycling Bins – Regulation
 - 3.4 Technical Services
 - 3.4.1 Consultation Policy for Infrastructure Projects
 - 3.5 Children’s Services
 - 3.5.1 Vacation Care
 - 3.5.2 Placement of Children with Disabilities at Long Day Care Centres
 - 3.6 Youth Services
 - 3.6.1 Youth Policy

- 4. PLANNING SERVICES GROUP
 - 4.1 Forward Planning
 - 4.1.1 Council Involvement in Development of Private Land
 - 4.1.2 Management of Contaminated Sites
 - 4.2 Development Control
 - 4.2.1 Filling of Rural Land
 - 4.2.2 Filling of Urban Land
 - 4.2.3 Unauthorised Activities
 - 4.2.4 Advertising Signage for Pedestrian Bridges on Classified Roads
 - 4.2.5 Telecommunications Facilities
 - 4.2.6 Section 102 Amendments to Consents
 - 4.2.7 Meetings with Applicants and Objectors
 - 4.2.8 Pump Out Systems
 - 4.3 Building Control
 - 4.3.1 Building Applications and/or Subdivisions in Flood Affected Areas
 - 4.3.2 Encroachments over Drainage Easements
 - 4.3.3 Excavation and Filling
 - 4.3.4 Occupation of Incomplete Dwellings and Caravans During Dwelling Construction
 - 4.3.5 Local Approvals Policy
 - 4.4 Subdivision Control
 - 4.4.1 Road and Drainage Works – Bonds
 - 4.5 Health and Environment Protection
 - 4.5.1 Piggeries
 - 4.5.2 Smoke Emissions from Residential Fireplaces and Chimneys
 - 4.5.3 Keeping of Animals in Residential Areas
 - 4.5.4 Salinity Policy

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer/Public Officer
Director – Corporate Services
Council Chambers
129 Showground Road
PO Box 75
CASTLE HILL NSW 2154
Telephone: (02) 9843 0121
Fax: (02) 9843 0400

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

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
BEGA VALLEY SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

Management Plans – 1994 to date
Revenue Policy-1994 to date
Published Annual Reports
State of Environment Report
Annual Financial Statements
Auditors Reports
Adopted Income and Expenditure Estimates
Quarterly Revised Income & Expenditure Estimates
Regional Environmental Plans
Local Environmental Plans
Development Control Plans
State Environmental Planning Policies
Local Approvals Policy
Subdivision Code
Tree Preservation Code
Statement of Affairs under F.O.I. Act
Freedom of Information Policy
Code of Conduct
Code of Meeting Practice
Delegations of Authority Register
Community Safety Plan
Social Plan
Disaster Plan(s)
E.E.O. Management Plan
Staff Policy and Procedure Manual
Minutes of Council Meetings
Business Papers & Reports to Council Meetings
Minutes of Committee Meetings
Business Papers & Reports to Committee Meetings
Plans of Management for Community Land
Policy Manual adopted on 25 August 1998 and updated thereafter classified as follows :

- General Purpose policies
- Finance Policies
- Works Policies
- Planning and Environment Policies
- Community Services Policies
- Staff Policies
- Disclosures Register
- Land Register
- Investment Register
- Building Certificate Records
- Building application/approval records
- Development application/consent records
- Privacy Policy

The Council has the following documents available for inspection free of charge:
Documents listed in Section 12 of the Local Government Act 1993.

SECTION 2 – STATEMENT OF AFFAIRS

Published with Council's 2001/2002 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr David Jesson
General Manager
Bega Valley Shire Council
PO Box 492
BEGA NSW 2550

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

Zingel Place
BEGA NSW 2550

Telephone enquiries can be made to the Director Corporate and Community Services on telephone number 02 64992106.

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
BLACKTOWN CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Legend

- ONL document is available online from www.blacktown.nsw.gov.au
- INSP document is available for inspection free of charge. However, a charge may be apply for the provision of copies
- COST document is available for purchase

DOCUMENT	ONL	INSP	COST
Abandoned Vehicles Policy			
Aboriginal Reconciliation Policy		✓	
Aboriginal Signage Policy		✓	
Access Policy		✓	
Animals Policy		✓	
Annual Financial Reports		✓	
Annual Report		✓	
Annual Section 94 Financial Report		✓	
Approved engineering plans		✓	
Aquatic Centres Policy		✓	
Awards – Building Policy		✓	
Blacktown Development Control Plan 1992 (as amended)		✓	
Blacktown Floodplain Management Study	✓		
Blacktown Local Environmental Plan 1988 (as amended)		✓	✓
Blacktown Residential Development Strategy			
Brick Veneering Code		✓	
Building Certificate Register		✓	
Bus Routes Policy		✓	
Business Papers for Council and Committee Meetings (but not including matters considered when a Meeting is closed to the public)		✓	
Carports, Awnings, Pergolas, Garages and Small Extensions to Dwellings		✓	
Childrens' Services Policies		✓	
Christmas Promotions Policy		✓	
Clean-up and Prevention Notices		✓	
Clothing Recycling Bins		✓	
Code for Fences & Screen Walls		✓	
Code for Food Premises		✓	
Code for Itinerant Vendors		✓	
Code of Conduct	✓	✓	
Code of Meeting Practice		✓	
Code of Procurement		✓	
Community Buses Policy		✓	
Community Communication, Consultation and Participation Policy	✓	✓	
Community Services Directory		✓	
Complaints and Compliments		✓	

DOCUMENT	ONL	INSP	COST
Constitutional Recognition of Local Government		✓	
Construction Zones		✓	
Contaminated Lands Policy		✓	
Contributions Plans Nos 1 to 7, 10 to 13 and supporting documents (various)		✓	
Council Buildings and Properties Policy		✓	
Council Plant Policy		✓	
Cultural Plan Policy		✓	
Delegations of Authority Register		✓	
Development Consents Register		✓	
Development Control Plans and draft Development Control Plans		✓	✓
Development Determinations		✓	
Disabled Persons Parking Policy		✓	
Disposal of Furniture, Office and Computer Equipment		✓	
Dogs Policy		✓	
Dog Registration under the Dog Act 1966 and Companion Animals Act 1998		✓	
Draft Local Environmental Planning Instruments		✓	
Draft Local Environmental Plans (exhibited)		✓	
Drugs		✓	
Electricity and Street Lighting Policy		✓	
Emergency Management Plan		✓	
Emeritus Mayor		✓	
Energy Smart Homes Policy		✓	
Engineering Development Guide		✓	✓
Environmental Impact Statements, Reviews of Environmental Factors and Conservation Plans		✓	✓
Equal Employment Opportunity Management Plan and Policy		✓	
Execution of Documents – Power of Attorney		✓	
Fences, Screen Walls and Building Lines for Dwellings		✓	
Festivals Policy		✓	
Filming in City Areas Policy		✓	
Financial Assistance to Community Organisations Policy		✓	
Financial Assistance to Sportspersons and Representatives in the fields of Arts/Culture and Education – Policy		✓	
Financial Reviews Policy		✓	
Fire Control Policy		✓	
Firearms in Council Buildings		✓	
Flags Policy		✓	
Flood Extent Maps		✓	
Flood Level Information (major creeks)		✓	
Food Premises Policy		✓	
Footpaths Policy		✓	
Fraud Prevention Guidelines		✓	
Fringe Benefits Tax Policy		✓	
Garbage and Waste Services Policy		✓	
Geographical Names Policy		✓	
Goods & Services Pricing Schedule 2003/04	✓		
Goods & Services Pricing Schedule 2003/04 – Business Unit	✓		
Graffiti Removal Guidelines		✓	
Guidelines for the Operation of Slow Combustion Heaters		✓	
Halls and Community Neighbourhood Centres Policy		✓	
Hardship Policy – Pensioners		✓	
Health Plan		✓	

DOCUMENT	ONL	INSP	COST
Heritage Register		✓	
Historical Sites		✓	
House Numbering Policy		✓	
Information Policy		✓	
Insurance Policy		✓	
Internal Reporting Policy		✓	
Keys of the City and Honorary Citizenship		✓	
Land Acquisition, Disposal & Dedication Policy		✓	
Land Register		✓	
Leases and licences for use of public land classified as community land		✓	
Leases, Licenses Policy		✓	
Legal Matters Policy		✓	
Library Policy		✓	
Livestock and Large Animals Policy		✓	
Local Air Quality Management Plan		✓	
Local Approvals Policy 2000		✓	✓
Local Orders Policy – Keeping of animals on private property		✓	
Local Policies concerning building and development approvals		✓	
Management Committees – Parks & Community Facilities Policy		✓	
Management Plan 2002/03	✓	✓	
Management Plan 2003/04	✓	✓	
Minutes of Council and Committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)		✓	
Mount Druitt Area Action Plan	✓		
Mount Druitt Human Services Stocktake		✓	
Naming and Renaming of Roads		✓	
Naming of Shopping Centres		✓	
Noise Nuisance Policy		✓	
Obstructions by Advertising Signs, Vehicles		✓	
Occupational Health & Safety Policy		✓	
On-site Sewage Management Policy		✓	
Outdoor Eating Policy		✓	
Parks, Reserves and Playing Fields Policy		✓	
Path Paving Policy		✓	
Payment of Expenses and Provision of Facilities to Councillors – Policy		✓	
Plans of land proposed to be compulsorily acquired by the Council		✓	
Plans showing height and external configuration of a building for the purpose of neighbour notification		✓	
Pollution Control – Stormwater Quality Control		✓	
Pricing Policy (refer Goods & Services Pricing Schedule 2003/04)	✓		
Pricing Policy (refer Goods & Services Pricing Schedule 2003/04 – Business Unit)	✓		
Protected Disclosures Policy		✓	
Purchasing and Orders Procedure		✓	
Rates and Debt Recovery Policy		✓	
Records of Appeal decisions relating to Development Determinations		✓	
Records Management Policy		✓	
Recycling Policy		✓	
Regional Environmental Plans		✓	
Register of Delegations		✓	
Register of Investments		✓	

DOCUMENT	ONL	INSP	COST
Registers of Applications – Development Applications and Section 96 amendments, Building Applications, Complying Development Certificates, Construction Certificates, Compliance Certificates, Occupation Certificates and Linen Releases.		✓	
Returns of the interests of Councillors, designated persons or delegates		✓	
Roads & Drainage Asset Registers		✓	
Roads Policy		✓	
Roadside Memorials		✓	
Section 94 Contributions Plans		✓	✓
Section 94 Contributions Register		✓	
Sewage Policy		✓	
Soil Erosion and Sedimentation Control Policy		✓	✓
Social Impact Assessment – Proposed Developments		✓	✓
Sporting Activities Policy		✓	
Staff Policy		✓	
State of the Environment Report		✓	
State Environmental Planning Policies		✓	
Street Parties Policy		✓	
Suburb Names Policy		✓	
Swimming Pool Code		✓	
Telecommunications Cabling		✓	
Tenders and Contracts Policy		✓	
Tobacco and Alcohol Policy		✓	
Tree Preservation Controls		✓	
Upper Parramatta River Catchment Trust, On-Site Detention Handbook			✓
Vehicles		✓	
Vehicular & Gutter Crossings Policy		✓	
Western Sydney Regional Organisation of Councils Policy		✓	
Workers Compensation Policy		✓	
Works Improvement Program		✓	
Works Specification Subdivisions/Developments			✓

SECTION 2 – STATEMENT OF AFFAIRS

Blacktown City Council's Policy Documents are published on Council's web page www.blacktown.nsw.gov.au under 'Accessing Information-Documents'. Copies of the Documents are available by contacting the person named below.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

It should be noted:

- (a) Documents listed may be inspected during office hours.
- (b) A reasonable copying charge may be made by Council.
- (c) A copy of a Building Certificate may not be taken away unless the owner of the building to which the certificate relates, has given Council written permission to release copies.

Contact Officer:

Mr Paul Burne

Public Officer

or

Mr Craig Dalli

Manager Governance & Support Services

Blacktown City Council

Civic Centre

Flushcombe Road

BLACKTOWN 2148

Hours: 8.30am – 4.30pm

Phone: 9839 6000

Fax: 9831 1961

Email: council@blacktown.nsw.gov.au

General Manager
Blacktown City Council
PO Box 63
BLACKTOWN 2148

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
BLAND SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- Code of Conduct
- Code of Meeting Practice
- Local Approvals Policy
- Local Orders Policy
- Local Disaster Plan
- District Fire Plan of Operations
- Policy Register
- Council Vehicles Policy
- Education Assistance Policy
- Equal Employment Opportunity Policy
- Recruitment Policy
- Salary Policy
- Community Directory
- Revenue Policy
- Section 94 Plan
- Tree Preservation Order
- Smoke Free Working Environment
- Sun Protection Policy
- Training and Development Policy
- Safe Operating Procedures
- Human Resources Policy Register
- Management Plan 2003/2008
- Audited Annual Financial Reports 2001/2002
- Auditors Reports
- Statement of Affairs
- Register of Investments
- Local Environmental Plan 1993
- Development Control Plan 1999
- Annual Report – 2002
- Register of Disclosures
- Community Plan
- Community Profile
- Minutes of Open Council Meetings
- EEO Management Plan
- State of the Environment Report
- Policy on the Payment of Expenses and Provision of Facilities to Councillors

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

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs (as at June 30, 2003) is available for inspection or purchase from Council.

SECTION 3 – CONTACT ARRANGEMENTS

Ms Glenda Tasker
Director Finance and Administration
Bland Shire Council
Council Chambers
PO Box 21
Shire Street
WEST WYALONG NSW 2671
Tel.: 02 6972 2266
Fax: 02 6972 2145
Hours: 8.30 a.m. – 5.00 p.m.

FRANK ZAKNICH,
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BLAYNEY SHIRE COUNCIL****(FOI Agency No. 2086)****SECTION 1 – POLICY DOCUMENTS**

Acknowledgment of Correspondence
Advance Energy Agency Agreement
Aerial Fire Fighting
Air Conditioning
Annual Financial Statements
Annual Reports
Asset Registration
Asset Replacement Programmes (see Management Plan)
Auditor's Reports
Barry Water Supply – Electricity Accounts
Blayney Shire Community Cemetery Forum
Blayney Shire Council Bush Fire Control Committee
Building Alignment
Building Application/Approval Register
Bush Fire Manual
Business Papers and Minutes (excluding closed meetings)
Capital Works Programmes (see Management Plan)
Carer's Leave Policy
Chemical Incidents
Child Protection Policy
Code of Conduct
Code of Meeting Practice
Code of Safety Practice
Colourbond and Zinalume Cladding
Community and Operational Lands Register
Community Celebrations – Public Liability Insurance
Complaints Management
Conflict of Interest Code
Corporate Plan (see Management Plan)
Corporate Records Manager
Councillors Expenses
Delegations Register
Development Application/Approval Register
Development Consent – Advertising
Disaster Management Manual
Disclosures Register
Dog Numbers in Urban Areas
Donation – Public Liability Insurance
Donation – School Presentation Nights – Mayoral Allowance
Drug and Alcohol Policy
EEO Management Plan
E-mail and Internet Policy
Employee Work Clothing

Equal Employment Opportunity Management Plan
Estimates of Income and Expenditure (see Management Plan)
Fees and Charges Policy (see Management Plan)
Footpath Maintenance Strategy
Footpath Risk Management
General Advertising in Council Road Reserves
Grievance Handling Policy and Procedure
Gutter Crossing
Hazardous Waste Incident
Immunisation Clinics
Impounding – Tethered Stock
Inala Retirement Units Policies
Incinerator Burning Off
Internal Reporting Policy
Interview Expenses
Investment Portfolio
Investment Register
Issuing of Receipts
Keeping of Horses
Kerb and Gutter Contribution
Landscaping
Lee Hostel Committee Agency Agreement
Legionnaires Disease – Emergency Management Plan
Line Marking on Local Roads
Local Approval Policy
Local Environmental Plan
Long Service Leave
Loss of Licence Policy and Procedures
Lyndhurst Recreation Ground
Management Plan
Media Spokesperson
Motor Vehicle Replacements
Motor Vehicles – ABS Braking
Notification of Adjoining Owner – Rural Subdivision
Notification of Building Applications
Occupation of Caravans
On Site Sewerage Management
Plan of Management for Community Lands
Plant Account Financial Operation
Plant and Equipment Use
Playground Equipment Risk Management
Policy Register
Private Tree Planting on Footpaths
Private Works
Privet Trees
Public Halls and Community Centre Policies
Public Notice Format
Purchase of Goods and Services
Purchase of Motor Vehicles and Plant
Rate Category Objection – Farmland
Rate Recovery Procedure
Rating Categories
Recognition of Service of Council Employees
Records Management

Recruitment Procedures
Removal Expenses
Removal of Timber from Road Reserves
Reserve Funds (Interest of Investments)
Reserves of the Defence Forces
Revenue Raising Policy (see Management Plan)
Road and Street Names
Rural Bus Stops Access Policy
Rural Road Maintenance Strategy
Seasonal Ground Hire Charges
Secondary Employment Policy and Procedures
Section 94 Plan
Self Enforcing Infringement Notice System (SEINS)
Show Conflict with Circus
Sick Leave
Sporting Fields
Sporting Fields – Line Marking
Staff Telephone Subsidy
State of Environment Report
Street Trees
Tank Water Storage – New Buildings
Temporary Street Closure
Tender Procedure
Trade Waste
Use of Footpaths
UV Policy
Vandalism Reward
Vittoria Bush Fire Brigade
War Memorials Maintenance
Workcover Rehabilitation

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the most recent Statement of Affairs is available upon request.

SECTION 3 – CONTACT ARRANGEMENTS

Access to the above documents may be arranged by prior contact with the Public Officer.

Access to documents, other than those identified above, may be made in writing under the Freedom of Information Act, addressed to:

The Public Officer
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799
Telephone: (02) 6368 2104
Hours: 9.00 am and 5.00 pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
BOMBALA COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

Corporate Structure

Committee Structure

Code of Conduct

Code of Meeting Practice

Contributions Plans – Developer Headworks

– Section 64 Developer Contributions, Sewerage and Water Headworks

Delegations of Authority Register

Bombala Local Disasters Plan (DISPLAN)

EEO Management Plan

Model Policy for Interaction between Councillors and Staff

Internal Reporting Policy

Employment Codes – Bombala Council Award Restructuring Policy

– Bombala Council Training Policy

– Bombala Council Salary System

Bombala Local Environment Plan, 1990 (as amended)

Expenses and Facilities Policy

Internal Reporting Policy

Provision of Information to and Interaction between Councillors and Staff Policy

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

Community Land Management Plan – Sportsgrounds

– Parks and Gardens

– General Community Use

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

Privacy Management Plan

Minutes of Council and Committee Meetings

Policy Register (containing decisions by Council and forming policy)

Revenue Policy

State of the Environment Report

Tenders and Purchasing Policy

Notification of Adjoining Owners Policy (see Local Approvals Policy)

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

Building – Conditions of Approval

Bombala Bush Fire Emergency Management Plan

Flood Prone or Floodway Lands – Minimum Floor Levels Policy

Food Premises Policy

Smoking in the Workplace Policy

Annual Report

Auditors Report

Disclosures Register

Land Register

Investment Register

Development Applications Register

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

D. L. RAWLINGS
General Manager

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

CITY OF BOTANY BAY

SECTION 1 – POLICY DOCUMENTS

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

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
 - (a) the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
 - (b) such other matters as the Council or Committee resolves should be made public.
- Contributions Plans
 - S.94 Contributions Plan No. 1, 2 and 3 CM
 - Mascot Station Precinct – 94 Contributions Plan
 - DA/BA/Subdivision Application Starter Kit
 - The City of Botany DA Guide for Multi-Unit Residential, Commercial and Industrial Developments
- Development Control Plans
 - Draft DCP 28 Spring Street & 29-31 Green Street, Botany
 - 6-22 High Street, Mascot DCP
 - 5-15 William Street, Botany DCP
 - 104-110 High Street Mascot DCP
 - 125-127 Banksia Street and 16-18 Morgan Street, DCP
 - Access DCP
 - Off-Street Parking DCP
 - Mascot Station Precinct DCP
 - Waste Management and Minimisation Guidelines
 - Aircraft Noise DCP
 - Extended Public House Trading Hours DCP
 - Container Terminals DCP & Similar Facilities Handling Containers
 - Local Air Quality Management Plan
 - Two Floor Dwelling
 - Swimming Pool Code
 - Courtyard Fence Code
 - 235-237B Bay Street, Pagewood
 - Amusement Centres
 - (Repealed 04/03/03) Code for Industrial Development DCP No. 1

- 28-40 Lord Street, Botany
- 635-637 Gardeners Road, Mascot
- 1365 Botany Road, Botany
- 14a Baker Street, Botany
- 25-27 Green Street, Banksmeadow
- Energy Efficiency
- Notification of Development Applications – DCP No. 24
- Exempt and complying development
- Multi Unit Residential Development
- Moore and Baker Street, Banksmeadow – DCP No. 25
- 26A Bunnerong Road, Daceyville
- 653 Gardeners Road, Mascot
- Unit B, 639 Gardeners Road, Mascot
- Building Design and Construction DCP
- Outdoor Advertising
- Stormwater and Drainage System Guidelines
- Botany Randwick Industrial Area Land Use Safety Study
- Landscape (Draft)
- Contaminated Land
- Daceyville Conservation Area (Draft)
- Industrial Development (DCP33)
- Guidelines for Development, Building and Local Approvals under EPA Act 79 and LGA 1993
- Draft DCP for Advertising Signs and Structure
- Draft DCP – 4 Nilson Avenue, Hillsdale
- Subdivision DCP No. 7 (version 2)
- Dual Occupancy DCP (not in use)
- Emergency Management Plan
- Fence Policy
- Contaminated Land Policy
- Financial Management Plan
- Internal Reporting Policy
- Local Environmental Planning Instruments – Botany Local Environmental Plan 1995
- Policy Register
- Pricing Policy
- Procedure Manuals exist for a number of Council activities
- Records/Disposal Policy
- Register of delegations
- Revenue Policy
- State of the Environment Report
- Tree Preservation Order
- Local Policies adopted by the Council concerning approvals and orders
- Records or Approvals granted and decisions made on appeals concerning Approvals
- Records of Building Certificates
- Plans of land proposed to be compulsory acquired by the Council
- Leases and Licences for use of public land classified as community land
- Plans of Management for community land
- Environmental Planning instruments, development control plans and plans made under Section 94AB of the Environment Planning and Assessment Act 1979 applying to land within the Council's area
- Privacy Management Plan
- Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs (June 2002) may be obtained by contacting the Administration Office, 141-143 Coward Street, Mascot, 2020.

SECTION 3 – CONTACT ARRANGEMENTS

Principal Officer for Freedom of Information details:

Deputy General Manager
Public Officer

Address for inspection of Policy Documents and Statement of Affairs:

Administration Office
141-143 Coward Street
MASCOT NSW 2020

Inspection may be undertaken: Monday to Friday – 9 a.m. to 4 p.m.

Mailing address:

PO Box 331
MASCOT NSW 1460

Phone: (02) 9366 3666

Fax: (02) 9366 3777

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BROKEN HILL CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

- (i) – Agendas and business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public).
- Minutes of Meetings of Council and its various Committees (but not including minutes in respect to matters considered when a meeting is closed to the public).
- Annual Reports.
- Schedule of Fees and Charges.
- Annual Financial Statement of Accounts.
- Quarterly Financial Review Statements.
- Register of Investments.
- Assets Register.
- Food Premises Code.
- Willyama Commoners' Roll.
- Broken Hill Cemetery Records.
- Auditor's Report.
- Management Plan.
- Social Plan.
- Disability Access Plan
- EEO Management Plan.
- Privacy Management Plan
- Land Register.
- Returns of the interests of Councillors, designated persons.
- Register of Delegations.
- Policies concerning approvals and orders.
- Records of approvals granted and decisions on appeals.
- Records of Building Certificates.
- Local Environmental Plan 1996, Broken Hill – Amendment No. 1
 - Amendment No. 2
 - Amendment No. 3
 - Amendment No. 4
- Management Plan – Community Land.
- State of the Environment Report.
- Willyama Common – Draft Plan of Management.
- Living Desert – Draft Plan of Management.
- Development Application Register.
- S149 Certificate Register.
- Subdivision Register.
- Contaminated Land Register.
- S121ZP Certificate Register
- Development Control Plans:
 - 1 – Residential Development
 - 2 – Commercial Development
 - 3 – Heritage Development
 - 4 – Industrial Development
 - 5 – Neighbour Notification

- 6 – Outdoor Advertising
- 7 – Keeping of Horses
- 8 – Rural Small Holdings
- 9 – Exempt and Complying Development
- 10 – Contaminated Land – Other Than Lead
- 11 – Contaminated Land – Lead Management
- 12 – Stormwater Collection, Usage and Disposal
- 13 – Energy Smart Homes

(ii) POLICY DOCUMENTS

01.000 GENERAL MANAGER

- 01.001 Code of Conduct
- 01.002 Code of Meeting Practice
- 01.003 Payment of Expenses and Provision of Facilities to Councillors
- 01.004 Freedom of Information
- 01.005 Donations and Gifts (Broken Hill City Art Gallery)
- 01.006 Conduct of Government Instrumentality Functions
- 01.007 Suspension of Driver's Licence
- 01.008 Vandalism Reward System
- 01.009 Volunteers
- 01.011 Code of Councillor Practice
- 01.012 Damage, Loss/Theft of personal property or personal effects
- 01.013 Secondary Employment
- 01.014 Employment of Contractors
- 01.015 Protected Disclosures
- 01.016 Access and Equity
- 01.017 Community Assistance
- 01.019 Child Protection – Mandatory Reporting
- 01.020 Media Liaison
- 01.021 Format of Business Paper
- 01.022 Use of Internet E-mail and Web Browsing
- 01.023 Use of Computer Equipment and Software
- 01.024 Complaints Management Policy
- 01.025 Community Consultation Policy
- 01.026 Broken Hill Filming Policy
- 01.027 Records Management Policy
- 01.028 Statement of Ethical Principles
- 01.029 Motor Vehicle Usage Policy
- 01.030 Fraud Control
- 01.031 Travel on Council Business
- 01.032 Gifts, Benefits & Bribes Policy

02.000 CORPORATE SERVICES

Administration

- 02.001 Land Development
- 02.002 Land Acquisition Policy
- 02.003 Motor Vehicle Pool System and Private Lease
- 02.004 Tendering Procedures
- 02.005 Sponsorship Principles
- 02.006 Procedures for the Issue of General Permits and Permission for Street Activities
- 02.007 Leasing/Licensing of Council Properties
- 02.008 Disposal of Council Real Estate
- Human Resources
- 02.100 Health and Building Surveyors Staff Training
- 02.101 Approved Students – Education/Training Institutions
- 02.103 Engagement and Training of Apprentices
- 02.104 Occupational Health and Safety
- 02.105 Workplace Smoking Policy

- 02.106 Human Services
- 02.107 Drug and Alcohol Programme
- 02.108 Employee Travelling Expenses – In Relation to Workers’ Compensation Claims
- 02.109 Workers’ Compensation Claims Management
- 02.110 Equal Employment Opportunity
- 02.111 Disciplinary Procedures
- 02.112 Grievance Policy
- 02.113 HIV/AIDS
- 02.114 Employee Assistance Programme
- 02.115 Harassment
- 02.116 Working in Hot Conditions, Skin Cancer and Employee Clothing
- 02.117 Training
- 02.118 Issuing Certificates of Service and References
- 02.119 Code of Dress
- 02.120 Drug and Alcohol Free Workplace
- 02.121 Employee Leave Balances
- 02.122 Occupational Rehabilitation
- 02.123 Child Protection – Employment Screening
- 02.124 Security of Taxation File Numbers

Finance

- 02.200 Investment
- 02.201 Provision of Reserves for Employees’ Leave Entitlements
- 02.202 Debt Collection Policy
- 02.203 Competitive Neutrality Policy

Community Services

- 02.300 Library
- 02.301 Access to Library Services
- 02.302 Acquisition and Loan of Objects Relating to Cultural Heritage
- 02.350 Public Art Policy
- 02.400 Broken Hill City Art Gallery Reporting Procedures
- 02.401 Broken Hill City Art Gallery Loan of Works to External Locations
- 02.402 Broken Hill City Art Gallery Loan of Art Works to Council
- 02.403 Broken Hill City Art Gallery – Appraisals
- 02.404 Broken Hill City Art Gallery – Acquisitions
- 02.450 Management Policy – GeoCentre
- 02.500 Broken Hill Entertainment Centre Conditions of Hire

03.000 ENVIRONMENTAL SERVICES

- 03.003 Legionnaire’s Disease
- 03.004 Dumper Hire
- 03.011 Footway Restaurants/Outdoor Settings
- 03.013 Fire Safety in Existing Buildings
- 03.015 Places of Public Entertainment
- 03.019 Keeping of Pigeons – Residential Area
- 03.020 Food Hawker and Vendor Regulations
- 03.021 Heritage Restoration Fund – Loan Funds
- 03.022 Residential Buildings – Conservation Policy
- 03.023 Dispute Resolution
- 03.024 Waiving of Notice Preparation Fees – Protection of the Environment Operations Act

04.000 TECHNICAL SERVICES

- 04.001 Directional Signs
- 04.002 Illegal Vehicular Passage on Footpaths
- 04.003 Construction of Paving on Public Footways
- 04.004 Stormwater Drainage Systems
- 04.005 Lane Widening
- 04.006 Tree Removal and Tree Root Encroachment Prevention Policy
- 04.007 Tree Planting on Nature Strips

- 04.008 Disposal of Unwanted Plant, Equipment and Surplus Stock
- 04.009 Removal of Oleander Bushes
- 04.010 Improvements of Nature Strips
- 04.011 Landscaping on Nature Strips
- 04.012 Signage of Major Tourist Attractions
- 04.013 Installation of Planters in Argent Street

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs comprises three documents, Council's current Annual Report, Summary of Affairs and 2003/2004 Management Plan.

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

Administrative Centre
Blende Street
Broken Hill

Charles Rasp Library
Blende Street
Broken Hill

SECTION 3 – CONTACT ARRANGEMENTS

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

Administration Manager/Public Officer,
Ms Cheryl Rafferty
PO Box 448
BROKEN HILL NSW 2880

Personal applications may be made to Ms Rafferty during normal office hours, 9.00 am to 5.00 pm, Monday to Friday, at Council's Administrative Centre, Blende Street, Broken Hill, telephone (08) 8080 2222 or facsimile (08) 8088 1702.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
BURWOOD COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

COUNCILLORS (ELECTED REPRESENTATIVES)

- Councillors – Conference attendance
- Councillors’ Expenses and Facilities Policy
- Councillors – Travel interstate and overseas
- Councillors – Use of Council photocopiers
- Decision making to be within Local Government’s Charter under the Local Government Act
- Late Items Policy (for Council and Committee Meetings)
- Mayoral Chain
- Meeting Practice, Code of
- Petitions Received – report to Council
- Representation on Local Traffic Committee
- Staff Resignations – report to Council

CORPORATE

- Code for Use of Overt Safety Cameras in Council’s Customer Service Area
- Code of Conduct
- Community Consultation Protocol
- Competitive Neutrality – Complaints Management System
- Complaints Policy and Procedure
- Crisis Communication Plan
- Delegations of Authority – Position Statement
- Execution of Contracts by the General Manager
- Involvement of Council in joint projects with Government Departments
- Privacy Management Plan
- Protected Disclosures Act – Internal Reporting Policy
- Protected Disclosures Act – Internal Reporting Policy
- Purchasing Guidelines
- Sponsorship Policy
- Sub-delegations by the General Manager – Position Statement
- Use of Recycled Paper

PERSONNEL

- Staff – Blood Donations
- Staff – Cash Handling Procedures
- Staff – Child Protection
- Staff – Disciplinary Procedures
- Staff – EEO Policy and Management Plan
- Staff – Employees’ Handbook
- Staff – First Aid
- Staff – Grievance Procedures
- Staff – Guidelines for Vehicle Usage
- Staff – Interstate Travel and Overseas Expenses
- Staff – Interview Expenses
- Staff – Internet and Electronic Mail Policy for the use of
- Staff – Language Aides
- Staff – Leave Without Pay Policy

- Staff – Long Service Leave Requirements
- Staff – Maternity Leave
- Staff – Parental Leave
- Staff – Redeployment
- Staff – Recognition of Service
- Staff – Recruitment and Selection
- Staff – Rehabilitation Policy
- Staff – Salary Policy & System – Statement of Intent
- Staff – Termination of Employment
- Staff – Time off in lieu of overtime
- Staff – Training and Development
- Staff – Use of Council photocopiers
- Staff – Workplace Planning and Review

ENGINEERS

- Advertising – signboards and articles on footpaths
- Building and household waste containers
- Collection of discarded needles and syringes
- Collection of money on roadways
- Number of Dogs permitted on any premises
- Parking on footpaths
- Pedestrian Facilities – Notification to Access Committee
- Regulation of the placement of building waste containers
- Risk Management Policy
- Road Opening Permit Code
- Roads, Code for Activities Affecting
- Street parties
- Street trading
- Stormwater Management Code
- Use of Sporting Fields
- Use of Burwood Park for Festivals and Major Gatherings
- Vehicle Crossings – second crossing
- Vehicular Crossing Policy

FINANCE

- Aggregation of rating values for the purpose of minimum rates
- Bank Guarantees
- Debt Recovery Procedures
- Deferment of Payment of Rates
- Exemption from Rating
- Investment Policy
- Pensioner Rebates for Rates

ENVIRONMENTAL

- Advertising Sign Development Control Plan No. 9
- Appian Way Conservation Area Development Control Plan No. 4
- Brothels Development Control Plan No. 13 (draft)
- Burwood Area No. 1 Development Control Code
- Burwood Planning Scheme Ordinance (BPSO) (as amended by various Local Environmental Plans)
- Carports, Code for
- Community Grants Program – Guidelines
- Contamination – Applications on land known as Potentially Contaminated Sites
- Dual Occupancy Control Code
- Exempt & Complying Development Control Plan No. 12
- Fence Development Control Plan No. 3 for Heritage Premises
- Fences, Code for Front and Side Return
- Fitzroy Centre Policy documents
- Grosvenor Street Development Control Plan

- Guidelines for the Subdivision of land for single dwelling residential development
- Land Register
- Landscaping Code
- Local Ethnic Affairs Policy
- Locality/Streetscape Analysis for Commercial Buildings
- Locality/Streetscape Analysis for Residential Flat Buildings
- Locality/Streetscape Analysis for Single House Residential Areas
- Lodging a Development Application in the Malvern Hill and Appian Way Conservation Area
- Malvern Hill Conservation Area – Development Control Plan No. 5
- Marmaduke Street Development Control Plan No. 2
- Mechanical Parking Systems, Guidelines for the Use of
- Notification of Development Applications Development Control Plan No. 6
- Off-Street Car Parking Code
- Outdoor Eating
- Post Supported Street verandahs in Burwood Town Centre Development Control Plan No. 7
- Residential Flat Code Building – Development Control Plan No. 18
- Residential Development (Development Strategies) Development Control Plan No. 8 (draft)
- Residential Development Liverpool Road/Byer Street Precinct Development Control Plan No. 14
- Residential Development Lucas & Cheltenham Roads Precinct Development Control Plan No. 16
- Section 94 Contributions Plan for Traffic Facilities (Plan No. 1)
- Section 94 Open Space Contribution Plan (Plan No. 2)
- Section 94 Off-Street Car Parking Plan (Plan No. 3)
- Section 94 Contributions Plan for Burwood Town Centre (Plan No. 4)
- Section 94 Contributions Plan for Westfield Burwood (Plan No. 5)
- Single Dwelling Houses, Code for
- Town Centre Commercial Development Control Plan No. 10 (draft)
- Town Centre Residential Development Control Plan No. 11 (draft)
- Town Centre LEP 2000 (draft)
- Townhouse type Development in Residential 2(b1) zoned areas, Code for
- Tree Preservation Order Policy
- Waste Management Development Control Plan No. 17

OTHER DOCUMENTS/REGISTERS AVAILABLE FOR PUBLIC INSPECTION (Note: access to some of the following documents/registers is subject to the provisions of the Privacy and Personal Information Protection Act (PIIPA))

- Annual Budget
- Annual Fire Safety Statement
- Annual Report (Statutory)
- Annual Report (Community)
- Annual Statement of Accounts
- Consents and Approvals, Register of
- Building Certificates, Record of
- Agendas for Council and Committee Meetings
- Community Services Social Plans (12 Papers)
- Corporate Strategic Plan
- Disclosure of Interests and Other Matters, Register of
- Schedule of Fees and Charges
- Fire Detection and Alarm Systems for Dwellings – information handout
- Fire Safety Certificate/Interim Fires Safety Statement
- Land Register
- Management Plan
- Minutes of Council and Committee Meetings
- Plans of Management for Community Land
- Pricing Policy (See Management Plan)
- Privacy Management Plan
- Revenue Policy (See Management Plan)
- State of the Environment Report (See Annual Report)

SECTION 2 – STATEMENT OF AFFAIRS

Burwood Council's Statement of Affairs as at 30 June 2001 is available for inspection at Burwood Council Chambers, 2 Conder Street, Burwood and the Burwood Central Library, 2-4 Marmaduke Street, Burwood.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Burwood Council
2 Conder Street
BURWOOD NSW 2134
or
PO Box 240
BURWOOD NSW 1805
Telephone: (02) 9911 9911
Fax: (02) 9911 9900
Email: council@burwood.nsw.gov.au
Hours: 8.30am to 5.00pm, Mondays to Fridays

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BYRON SHIRE COUNCIL****SECTION 1 – GENERAL AND POLICY DOCUMENTS**

Advertising Structures	5.26
Amusement Devices	5.28
Approvals For Activities Relating To Public Roads	5.29
Asbestos – Handling and Disposal	5.8
Assistance For Festivals and Community Functions	4.15
Attendance At Conferences (Elected Members)	1.2
Award Restructuring Policy	3.17
Beaches – Motor Vehicles On Beaches	5.39
Building – Access For The Disabled	4.19
Building – Geotechnical Reports	5.18
Building – Hillside and Sloping Land	5.17
Building – Hoardings	5.10
Building – Occupation	5.14
Building – Separate Occupancy	5.15
Building – Survey Certificates	5.16
Building – Termite Treatment	5.12
Building – Wet Area Rooms	5.19
Building and Development – Minimum Fill Levels on Flood Prone Land	5.45
Building and Development – Payment of Developer Contributions	5.47
Building and Development – Release Of Plans	5.40
Building and Development Applications – Notification Of Neighbours and Procedures	5.41
Building Certificates	5.11
Building Fees – Amended Plans	5.13
Building over Pipelines and Other Underground Structures	4.20
Burials On Private Property	5.3
Burning Of Garden Waste Matter In Urban and Village Areas	5.5
Business and Commercial Activities	7.1
Busking	5.57
Caravan Park Fees – Refunds	3.3
Cemeteries	7.5
Chattels On Footpaths	5.38
Circuses which include the use or display of exotic, wild or native Australian animals within Byron Shire	5.55
Code Of Conduct	1.8
Code Of Meeting Practice	1.3
Commercial Activities on Coastal Crown Reserves	5.52
Commercial and Other Activities On Public Land and Roads	5.37
Common Seal Of Council	3.11
Community Committees With Delegated Authority	1.4
Community Consultation and Participation in Council’s Decision Making	3.38
Community Groups	3.12
Community Halls and Sporting Facilities – Management By Community Groups	3.25
Companion Animal Exercise Areas	5.31
Complaints Procedures	3.22

Concrete Slabs	5.21
Construction Of Civil Works	4.2
Construction Of Fences In Urban Areas	5.25
Construction Of Garages and Outbuildings On Vacant Land	5.22
Contracts and Consultants	3.2
Contribution To The Cost Of Sealing Of Unsealed Roads Adjacent To Properties At Request Of Owners	4.17
Contributions For Construction Of Kerbing and Guttering and Footpaths	4.7
Control Of Amusement Parlours/Centres	5.27
Council Files	1.9
Councillors' Access to Information	1.14
Cultural Policy	3.42
Debt Recovery	2.3
Debt Recovery Procedures for Pensioners (defunct – see Policy No. 2.3)	2.4
Demolition Of Buildings	5.24
Development	3.23
Development Panel	5.43
Dog Population	5.33
Dog Registration Fee	5.32
Donations To Community Organisations, Other Groups and Persons	3.13
Employment Of Former Employees	6.8
Engagement of Consultants	3.2
Engagement Of Contractors Other Than Hired Plant and Haulage	3.30
Engagement Of Hired Plant and Haulage Contractors	3.29
Equal Employment Opportunity (EEO)	6.2
Erosion and Sediment Controls	5.1
Excess of Power and Procedural Fairness	3.35
Filling of Water Tankers from Council Water Mains – Fees and Conditions of Use	4.21
Filming on Council Owned and Controlled Land	3.41
Financial Planning Management and Reporting	2.1
Five Year Works Program	4.4
Food Premises	5.9
Footpath Dining	5.54
Footpaths and Nature Strips	4.16
Freedom Of Information	3.24
Fund Raising – Community Organisations	5.36
Guidelines for Investment	2.5
Harassment Prevention	6.9
Hazardous Waste	4.13
Hearing Protection and Noise Reduction	3.36
Infectious Diseases	3.37
Installation Of Rainwater Tanks	5.48
Insurance Claims	3.32
Interim Policy on Genetically Modified Agriculture in Byron Shire	5.56
Issue Of References Under Seal	3.14
Itinerant Food Vendors	5.4
Leave For Reserve Military Service	3.27
Leave For Volunteer Bush Fire, Town Fire Brigade and Rescue Organisation Members	3.19
Legal Costs – Assistance To Councillors, Committee Members, Officers and Council Employees	1.10
Liquid Trade Waste Approvals	4.23
Local Approvals Policy	5.49
Local Orders for the Keeping of Animals	5.30
Maintenance and Improvement Of Council Owned Community Buildings	7.4
Maintenance and Repairs Of Roads and Other Assets	4.5

Maintenance Of Parks By Private Individuals and Community Groups	7.2
Markets Within Byron Shire	5.51
Mayor and Councillors Travelling Expenses and Other Assistance	1.1
Memoranda To Councillors	3.1
Notification to Applicants of Matters to be determined by the Elected Council	1.12
Occupational Health and Safety	3.6
Payment Of Developer Contributions	5.47
Payment Of Gratuities	3.15
Planting and Landscaping on Footpaths and Nature Strips within Road Reserves and Drainage Easements	4.15
Procedures for Cases of Financial Hardship to Undertake repair works to prevent Adverse Environmental or Public Health Impacts	5.58
Protected Disclosures	1.11
Provision Of Driveways	4.8
Public – Sun Protection	5.7
Public Complaints About Personnel	3.10
Public Consultation – Proposed Works	4.3
Public Gates and Cattle Grids On Council Roads	4.18
Public Notice Of Council Meetings	1.5
Purchase and Disposal Of Plant and Motor Vehicles	3.28
Purchasing Of Stores and Equipment	3.31
Rates and Charges – Writing-Off	3.26
Reconsideration of Development Proposals and Mediation	5.53
Recycling Of Waste Matter	4.12
Register Of Roads Maintained By Council	4.6
Release Or Sale Of Dogs	5.35
Resiting Of Dwellings	5.23
Resource Management And Energy Efficiency – Council Properties	5.50
Role and Protocol of the Dispute Resolution/Legal Services Committee	3.34
Roles	1.6
Section 356 Donations to Charitable and Community Organisations	3.39
Section 356 Donations to Public Halls and Community Centres – Rates and Charges	3.40
Sewerage Charges – Charitable Nursing/Aged Care Homes	2.2
Site Inspections by Councillors	1.13
Smoke Free Environment	3.20
Sponsorship Of Council	1.7
Sporting Grounds	7.3
Street Names and Signs	4.14
Temporary Use Of Land	5.46
Traffic Control at Worksites	4.22
Tree Preservation Order	5.42
Unemployment Schemes	6.1
Unwanted Dogs and Cats	5.34
Urban Enhancement Planning Program	5.44
Use and Occupation Of Caravans	5.20
Use Of Public Footpaths For Restaurant Purposes	4.9
Waiving Of Fees For Building and Development Applications	5.2
Waste Management Service	4.11
Wastewater Disposal For Unsewered Land	5.6
Water and Sewer Charges – Religious Properties	3.5
Water Conservation	4.1
Water Meters and Charges On Strata Units	3.4

Procedure Manuals

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

General

Annual Report

Auditors Report

Management plan 2003/2006

Financial Plan (see Management plan)

Register of Investment

Register of Delegation

Council's land register

Records Plans of management for
community land

Privacy Management Plan

Development Control Plan

Local Environmental Plans

Building application/approval records

Development Application/Consent

Records of building certificates

Business papers for council and
committee meetings

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

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council is produced in Council's 2001 Annual Report

SECTION 3 – CONTACT ARRANGEMENTS

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

The FOI Officer
Byron Shire Council
PO Box 219
Mullumbimby 2482

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CABONNE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

1. Governance
 2. Management & Corporate Services
 3. Council Finances
 4. Tourism & Promotion
 5. Emergency Services
 6. Community Services
 7. Economic Development
 8. Environmental Health
 9. Environmental Planning & Building Regulations
 10. Waste Management
 11. Animal Control
 12. Council Property & Assets
 13. Transport Infrastructure
 14. Town Beautification, Parks, Sporting & Recreational Facilities
 15. Noxious Weeds
 16. Water
 17. Sewerage
- Management Plan 2003/2004 incorporating:
 - Budget to 30 June 2004
 - Five Year Financial Plan
 - Fees and Charges for 2003/2004
 - Waste Management Charges 2003/2004
 - Strategic Plan 2003/2004
 - Community Social Plan
 - Cabonne Council LEP and Amendments
 - Development Control Plans
 - Cabonne DCP No. 1 – Spring Glen Rural Small Holdings
 - Cabonne DCP No. 2 – West Canowindra Rural Small Holdings
 - Cabonne DCP No. 4 – Longs Corner Road Rural Small Holdings
 - Cabonne DCP No. 5 – General Rural Zones
 - Cabonne DCP No. 6 – Rural Small Holdings
 - Cabonne DCP No. 7 – North St Canowindra Industrial
 - Cabonne DCP No. 8 – North Molong Industry
 - Cabonne DCP No. 9 – Strathnook Lane Rural Small Holdings
 - Cabonne DCP No. 12 – Weemelah Rural Small Holdings
 - Contributions Plans
 - Roading Contributions Plan – General Rural Zones
 - Roading Contributions Plan – Rural Small Holdings Zone
 - Bushfire Services Contributions Plan

SECTION 2 – STATEMENT OF AFFAIRS

Cabonne Councils' Statement of Affairs as at the 30 June 2002 has been published as part of Councils' Annual Report and may be obtained contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

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

Ms Joanne Smith
Public Officer
Cabonne Council
PO Box 17
MOLONG NSW 2866
Telephone: (02) 6392 3200
Facsimile: (02) 6392 3260
Email: council@cabonne.nsw.gov.au
Hours: 9.00 a.m. to 5.00 p.m. Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COUNCIL OF CAMDEN****SECTION 1 – POLICY DOCUMENTS**

1. Policy documents held by Council:

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

- Annual Report
- Delegations of Authority Register
- Development Control Plans (Various)
- Disclosures Register
- EEO Management Plan
- Internal Reporting Policy (Protected Disclosures Act)
- Local Approval Policies
- Management Plan
- Minutes of Council & Committee Meetings (also available on CD from Camden and Narellan Libraries or www.camden.nsw.gov.au)
- State of the Environment Report
- Plans of Management for Community Land
- Revenue Policy (see Management Plan)
- Section 94 Contributions Plans (various)
- Schedule of Fees & Charges

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

- Record of Development Approvals
- Land Register
- Register of Delegations
- Register of Investments
- Register of Returns of the interests of Councillors, designated persons and delegates
- Register of Returns as to candidates' campaign donations
- Rates Record
- Contributions Register

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs as required under Section 14(2) of the Freedom of Information Act, 1989, was issued in June, 1989 and has continued to be issued in June each year thereafter. A copy is available at no cost, from the Freedom of Information Co-Ordinator, Camden Council, 37 John Street, Camden.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Freedom of Information Co-Ordinator
Camden Council
PO Box 183
CAMDEN NSW 2570
Telephone: 02 4654 7777
Hours: 8.30am – 5pm, Monday to Friday

A fee of \$30 per application is charged, plus additional costs as provided in the Freedom of Information Act, if required.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CAMPBELLTOWN CITY COUNCIL
(FOI Agency No. 2099)

SECTION 1 – POLICY DOCUMENTS

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

City Works Division

Engineering

Policy 2101	Closure of Pathways off Blind Ended Roads
Policy 2201	House Numbering on Kerbs
Policy 2301	Vehicle Crossings
Policy 2302	Traffic Control Required by Construction Work
Policy 2303	Directional Signage
Policy 2304	Graffiti Removal
Policy 2401	Emergency Procedures – Bushfires Activity
Policy 2402	Emergency Procedures – Storm, Tempest and Flood

Property and Parks

Policy 6101	Property Acquisition
Policy 6102	Council Cottages
Policy 6301	Construction of Buildings on Council Properties
Policy 6401	Japanese Tea House and Gardens
Policy 6402	Tree Removal from Public Reserve

Community Services Division

Community and Cultural

Policy 4101	Library Services
Policy 4102	Freedom of Collection and Access for Local Government Libraries
Policy 4103	Library Regulations
Policy 4104	Library Staff Levels
Policy 4105	Reference and Information
Policy 4107	Local Studies Collection
Policy 4108	Children's and Youth Services
Policy 4109	Library Membership
Policy 4110	Library Opening Hours
Policy 4111	Library Loans
Policy 4112	Library Fees and Charges
Policy 4113	Public Access Micro-Computer
Policy 4114	Library Meeting Room 1 – Conditions of Use
Policy 4201	Art Gallery Collection
Policy 4202	Art Gallery Exhibition
Policy 4203	Art Gallery Educational Services
Policy 4204	Art Gallery Opening Hours
Policy 4205	Art Gallery Fees and Charges
Policy 4301	Community Development
Policy 4302	Community Consultation
Policy 4303	Community Arts
Policy 4304	Youth Development
Policy 4305	Aged Services
Policy 4306	Information Networks
Policy 4307	Aboriginal Advisory Committee
Policy 4308	Grants Under Section 356

Policy 4309	Donations to Individuals, Community Organisations, Sports, Cultural and Arts Representatives
Policy 4310	Community Services Policy
Policy 4401	Children's Services
Policy 4402	Vacation Activities Program
Healthy Lifestyles	
Policy 6202	Educational Cycleway – Use and Operation
Policy 6203	Hire of Playing Fields
Policy 6204	Booking of Swimming Centres for School Carnivals
Policy 6205	Swimming Achievement Awards
Policy 6206	Fees for Professional Service Provider Use of Council Recreation Facilities
Policy 6207	Coaches Attendance at Significant Competitions
Corporate Governance Division	
Management Plans 2002 – 2006	
Code of Conduct	
Code of Meeting Practice	
Code of Tendering and Purchasing Procedures	
Local Ethnic Affairs Policy Statement (LEAPS)	
Statement of Accounting Policy	
Annual Statements of Account	
Register of Delegations	
Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public).	
Minutes of Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public).	
Policy 1101	Recognition of Service – Councillors
Policy 1102	Procedure for Addressing Council Committees
Policy 1103	Disposal of Equipment – Procedure
Policy 1104	Confidential Business Papers
Policy 1105	Councillor's Lounge
Policy 1106	Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors
Policy 1107	Councillors' Access to Information and Interaction with Staff
Policy 1108	Questions from Councillors
Policy 1109	Recording of General Business Items at Committee
Policy 1110	Code of Conduct
Policy 1111	Conduct of Meetings
Policy 1203	Recognition of Long Service by Council Employees
Policy 1207	Staff – Study and Examination Leave
Policy 1208	Outdoor Staff – Work in Heatwave Conditions
Policy 1220	Access to Personnel Records
Policy 1221	Parental Leave
Policy 1223	Incentive Award System
Policy 1228	Volunteer Workers
Policy 1230	Provision of Management Audit Services Within the Organisation
Policy 1239	Manual Handling
Policy 1252	Hepatitis B
Policy 1256	Sun and Heat Protection
Policy 1259	Complaints Handling
Policy 1260	Use of Electronic Mail (E-Mail) on Council's Computer Network
Policy 1263	Emergency Evacuation – Child Care Centres
Policy 1265	Pesticides – Child Care Centres
Policy 1266	Immunisation – Child Care Centres
Policy 1267	Sun Protection – Child Care Centres
Policy 1268	Nappy Changing
Policy 1269	Manual Handling – Child Care Centres
Policy 1270	Harassment Prevention

Policy 1277	Purchasing
Policy 1278	Operations Manual
Policy 1279	Auditing of Council's Occupational Health and Safety System
Policy 1280	Ensuring Year 2000 compliance in purchasing of goods and services
Policy 1281	Vehicle Allocation
Policy 1284	Appointments Within Grade Range
Policy 1288	Work Methods Statements
Policy 1291	Employment Screening
Policy 1294	Superannuation – Salary Sacrifice
Policy 1295	Child Care Fees – Salary Sacrifice
Policy 1296	Motor Vehicles – Salary Sacrifice
Policy 1297	Higher Grade Duties
Policy 1298	Job Share Employment
Policy 1301	Grants – Sport, Cultural and Arts Representatives
Policy 1302	Parks and Reserves Names
Policy 1304	Council Flags – Use of
Policy 1305	Council City Colours and Emblem
Policy 1307	Annual Report
Policy 1308	Provision of Public Telephones in Council Halls and Community Centres
Policy 1309	Policy Production and Review
Policy 1310	Policy Production and Review
Policy 1311	Council Sponsorship of Community Activities and Facilities
Policy 1312	Sponsorship of Council Activities and Facilities by External Organisations and Individuals
Policy 1401	Rate Recovery Procedures
Policy 1402	Cashiers Shortages
Policy 1403	Accounting Practices Statement
Policy 1404	Allocation of Annual Subsidies – Section 504, 358, 364/2
Policy 1405	Payment of Wages and Salaries
Policy 1406	Forms of Release – Insurance Claims on Council
Policy 1407	Investment
Policy 1408	Overhead Charges Applicable to Private Works
Policy 1409	Sundry Debtors Recovery Procedures
Policy 1410	Kerbing and Guttering Construction
Policy 1411	Occupational Rehabilitation
Policy 1412	Workers' Compensation – Make-Up Pay
Policy 1413	Workers' Compensation
Policy 1501	Disciplinary Action
Policy 1502	Mobile Phones
Policy 1503	Attendance at Funerals
Policy 1504	Child Protection
Policy 1505	Defence Force Reserve Leave
Policy 1506	Reimbursement of Interview Expenses
Policy 1507	Payment of Untaken Sick Leave
Policy 1508	Release of Staff for Fire Fighting Purposes/Emergencies
Policy 1509	Release of Staff for Out Of Area Assistance – Fire Fighting Purposes
Policy 1510	Smoking in the Workplace
Policy 1511	Release of Staff for State Emergency Services Duties
Policy 1512	Staff Exchange Program between Campbelltown City Council and Koshigaya City Office
Policy 1513	Carers Leave
Policy 1514	Grievance Handling Procedures
Policy 1515	Job Description Policy
Policy 1516	Equal Employment Opportunity
Policy 1517	Job Evaluation
Policy 1518	Leave Without Pay
Policy 1519	Performance Based Salary System
Policy 1520	Occupational Health and Safety Risk Management

Policy 1521	Extended Sick Leave
Policy 1523	Employment Outside Council's Service
Policy 1524	References/Letters of Recommendation/Certificates of Service
Policy 1525	Interview Selection Committees
Policy 1526	Recruitment Advertising
Policy 1527	Appeals Against Unsuccessful Job Applications
Policy 1601	Workplace Investigation
Policy 1605	Corrective Action
Policy 1606	Design Control
Policy 1607	Document Control
Policy 1608	Infectious Disease
Policy 1609	Personal Protective Equipment
Policy 1610	Inspection and Testing
Policy 1611	OH&S Consultation Process
Policy 1612	OH&S System
Policy 1613	OH&S Training
Policy 1614	Process Control
Policy 1615	Reporting of Safety Related Incidents and Hazards
Policy 1616	Investigation of Safety Related Incidents and Hazards
Policy 1617	Occupational Health and Safety Responsibilities
Policy 1618	Safety, Health and Welfare of Employees
Policy 1619	Issue of Chainsaws
Policy 1620	Safety Footwear
Policy 1621	HIV & AIDS (Acquired Immune Deficiency Syndrome)
Policy 1622	Safety Vests and Bandoliers
Policy 1623	First Aid
Policy 1624	Safety Helmet
Policy 1625	Hand Protection
Policy 1626	Hearing Protection
Policy 1627	Eye Protection
Policy 1628	Hand/Arm Vibration Syndrome
Policy 1629	Working Near Services
Policy 1630	Trenching
Policy 1631	Oxyacetylene
Policy 1632	Confined Space
Policy 1633	Chemicals
Policy 1634	Safety Respirator
Policy 1635	Pesticide, Herbicide and Fungicide
Policy 1636	Ladders
Policy 1637	Tractors and Ride-on Plant
Policy 1638	Brushcutters
Policy 1639	Fibre and Flexible Steel Wire Rope, Chains and Shackles
Policy 1640	Collecting Discarded Sharps
Policy 1641	Drugs and Alcohol
Policy 1642	Hazardous Waste Incidents
Policy 1643	Explosive Powered Tools
Policy 1644	Hepatitis A
Policy 1645	Infection Control – Child Care Centres
Policy 1646	Emergency Evacuation of Council Work Places
Policy 1647	Council's Orientation Program for Contractors
Policy 1648	Site Induction for Contractors
Policy 1701	Learning and Development
Policy 1702	Compulsory Training
Policy 1703	Induction for New Employees
Policy 1704	Attendance by Staff at Training Courses, Seminars and Professional Development conferences
Policy 4501	Operation of Classes in Extreme Heat

Planning and Environment Division

Planning

- Interim Development Orders: Nos 13, 15, 22, 28.
 Local Environmental Plans: Nos. D8, 1, 32, 112, 209, 214, 2001, 2002.
 Development Control Plans: Nos. 2, 6, 13, 18, 20, 24-27, 29, 33, 38, 44, 45, 47, 49, 54, 56-59, 62, 65, 67, 69, 72-78, 80, 83-89, 91, 92, 95, 96, 104, 105, 109, 111-121
 Code for the Erection of Advertisements and Advertising Structures
 Code for the Installation of Swimming Pools and Safety Fences
 Code for the Erection of Fences and Courtyard Walls
 Code for Places of Public Amusement
 Policy 5101 Removal of Buildings
 Policy 5102 Occupation of Non-Residential Buildings
 Policy 5103 Access to Garage – Dwellings
 Policy 5104 Garden Taps and Standpipes
 Policy 5105 Garage Ventilation
 Policy 5106 Landings, Terraces and Steps
 Policy 5107 Timber Framed Buildings and Foundation Walls
 Policy 5109 Objection to Building Application
 Policy 5110 Erosion and Sediment Control
 Policy 5111 Protection of Buildings from Subterranean Termites
 Policy 5112 Audit of Private Certifiers
 Policy 5201 Environmental Assessment of Council Developments and Activities
 Policy 5204 Retail Plant Nurseries within Scenic Protection/Non-Urban and Rural Zones – DCP No. 32
 Policy 5205 Exhibition Homes
 Policy 5206 Code and Regulations for Places of Public Amusement and Resort
 Policy 5207 Location and Control of Service Stations and Convenience Stores
 Policy 5208 Motor Vehicles Wreckers, Metal Recyclers, Waste Material Depots and Junk Yards – DCP No. 20
 Policy 5209 DCP No. 79 – Residential Development
 Policy 5210 Road construction adjacent to Development Applications involving dwellings
 Policy 5211 DCP No. 49 – Rural Environmental Protection Subdivision and Dwelling
 Policy 5212 Professional Consulting Rooms and Home Occupations in Residential Areas
 Policy 5213 Industrial Development
 Policy 5215 Laneways in the Ingleburn Industrial Area
 Policy 5216 Provision of Open Space
 Policy 5218 DCP No. 52 – Off-Street Car Parking
 Policy 5219 Contributions in Lieu of Car Parking
 Policy 5220 Construction of Roads Adjacent to Open Space
 Policy 5221 Restrictions As to User for Unusual Site Conditions
 Policy 5222 Removal of Restriction As To User
 Policy 5223 DCP No. 40 – Hotel/Tavern
 Policy 5224 DCP No. 46 – Motor Vehicle Smash Repair
 Policy 5225 DCP No. 70 – Bulky Goods Retailing
 Policy 5226 Contributions for Subdivision of Dual Occupancy Development
 Policy 5227 Appeals – Land and Environment Court
 Policy 5228 DCP No. 82 – Religious Establishment
 Policy 5229 DCP No. 87 – Public Notification and Exhibition
 Policy 5230 Brothels
 Policy 5231 Sidewalk Café
 Policy 5232 DCP No. 89 – Campbelltown Riparian Land Protection Policy and Guidelines
 Policy 5233 Campbelltown Contaminated Land Management Policy

Health and Environment

- Code for the Erection of Advertisements and Advertising Structures
 Code for the Installation of Swimming Pools and Safety Fences
 Code for the Erection of Fences and Courtyard Walls
 Code for the Keeping of Pigeons

Code for the Keeping of Dogs for Commercial Purposes	
Code for the Conduct of Animal Boarding Establishments	
Code for a Food Premises	
Code for Places of Public Amusement	
Code for Temporary Food Stalls	
Code for Keeping of Horses in Residential and Non-residential Areas	
Policy 3101	Small Capacity Rain Water Tanks
Policy 3102	Access and Equity – People with Disabilities
Policy 3201	Overgrown Land
Policy 3301	Secondhand Clothing Bins
Policy 3302	A Frame and Free Standing Signs on Footpaths, Roads or Other Public Places
Policy 3303	Abandoned Motor Vehicles
Policy 3304	Unattended/Abandoned Shopping Trolleys
Policy 3305	Trading in Public Places
Policy 3306	Personal Safety – Rangers
Policy 3401	Development of District Policies
Policy 3402	Notification to Other Agencies
Policy 3403	Notification of Fire/Incident to State Operations/Central East Head Office
Policy 3404	Conducting Debriefs – Rural Fire Service
Policy 3405	Hepatitis B – Rural Fire Service
Policy 3406	Drugs and Alcohol – Rural Fire Service
Policy 3407	Smoking in the Brigade Work Area – Rural Fire Service
Policy 3408	Working on Vehicles and Plant – Rural Fire Service
Policy 3409	Protective Clothing and Accessories – Rural Fire Service
Policy 3410	Use of Protective Clothing – Rural Fire Service
Policy 3411	First/Aid Advanced First Aid Course – Rural Fire Service
Policy 3412	Protocol – Attendance at First Aid Course – Rural Fire Service
Policy 3413	Minor Equipment held at/on Fire Fighting Appliances
Policy 3414	Fire Ground Communication
Policy 3415	Wheel Change on Fire Vehicles
Policy 3416	NSW Rural Fire Service Long Service Badge
Policy 3417	Australian National Medal – Rural Fire Service
Policy 3418	Correspondence to Brigades
Policy 3419	Activation of Communication Personnel – Rural Fire Service
Policy 3420	Expenditure of Council Funds – Rural Fire Service
Policy 3421	Area of Responsibility for Rural Fire Brigades
Policy 3422	Purchase of Equipment by Brigades
Policy 3423	Purchase of Personal Equipment – Rural Fire Service
Policy 3424	Private Use of Brigade Equipment
Policy 3425	Equipment Issued by the Rural Fire Service
Policy 3426	Duties of the Captain in the Administration of Brigades
Policy 3427	Recording of Telephone Calls within the Fire Management Centre
Policy 3428	Eligibility for Appointment as Group Officer/Deputy Group Officer
Policy 3429	Field Officer and Communications Officer Eligibility
Policy 3430	Response Protocols for Group Officers & Brigades with no Officer in Attendance
Policy 3431	Domestic Water Supplies (Tanks/ Pools)

SECTION 2 – STATEMENT OF AFFAIRS

Council has prepared a Statement of Affairs as at 30 June 2003 and is available for inspection at Council's offices.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of the above Policy documents may be viewed at:

Campbelltown City Council Administration Building
Civic Centre
Corner Queen and Broughton Streets
CAMPBELLTOWN 2560
Hours: 8.30am and 4.30pm, Monday to Friday

Access to documents held by Campbelltown City Council and subject to the Freedom of Information Act must be made by written application and accompanied by the fee of \$30.00. The application should be directed to:

Mr Nicholas Smolonogov
Public Officer
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560
Telephone: (02) 4645 4669

Paul Tosi
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CANTERBURY CITY COUNCIL****(FOI Agency No. 2100)****SECTION 1 – POLICY DOCUMENTS**

The policy documents held by Council are as follows:

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

- Council Meetings – Transcripts
- Councillors – Notification of Rezoning and Development Proposals
- Councillors – Presentation to Retiring
- Councillors – Use of Consultants
- Councillors – Use of Property or Staff
- Development Applications – Landscaping Canterbury Road
- Development Applications – Notification and Advertising
- Development Control Plans (Various)
- Disability Access Committee – Voting
- Disasters – Council Resources for Others
- Dog Exercise Areas
- Dog Registration – Fee Reduction
- Drainage Reserves – Disposal
- Dual Occupancies – Torrens Title Subdivision
- Enclosure of Balconies
- Exhibition Space – Campsie Central Library
- Filming on Public Land
- Financial Assistance – Road Grant Use (Commonwealth)
- Financial Assistance Grants
- Financial Support and Subsidies
- Flood Management – Cooks River
- Flood Management – Wolli and Salt Pan Creeks
- Footpaths – Canterbury Road
- Footpaths Maintenance and Inspection
- Footway Restaurants – Standards
- Function Room Use
- Greenhouse Gas Emissions
- Helicopters on Council Land
- Hepatitis B – Immunisation for Garbage Staff
- Hepatitis B – Immunisation for Staff
- Heritage Issues
- Itinerant Street Traders
- Leases – Council Houses and Units
- Leases – Renewal
- Libraries – Freedom of Collections and Access
- Local Businesses Support
- Local Environmental Planning Instruments (Various)
- Logo
- Major Events
- Mobile Garbage Bins – Replacement
- Naming of Buildings
- Naming of Reserves
- Naming of Suburbs
- Neighbourhood Watch – Waiving Fees
- Nuclear Weapons
- Onsite Inspections
- Overhead Cabling
- Petitions in Council Buildings
- Places of Worship
- Plant – Hiring Out
- Playground Equipment
- Privacy Management Plan
- Publications – Approved by General Manager
- Purchasing – SSROC “Get it Green”

- Rates – Pegging
- Rates – Rate of Interest and Incentive Scheme
- Rates – Written Off
- Rebate of Fees
- Records and Archives
- Recyclables
- Refund of Deposits
- Removal of Overgrown Vegetation
- Reporting Requirements – Capital Expenditure
- Residential and Commercial Developments Mix
- Residential Development Strategy
- Responsible Accounting Officer
- Rezoning Land / Industrial Developments
- Right to Practice Religious and Cultural Principles
- Risk Management
- Riverwood Community Centre
- Senior Citizens' Centres
- Shop Premises
- Site Improvements
- Smoke Free Workplace
- Sponsorship and Receiving Money
- Sporting Ambassadors
- Staff – Advertising
- Staff – Annual Leave
- Staff – Defence Forces
- Staff – Designated Persons
- Staff – Equal Employment Opportunity
- Staff – Fleetsafe Driver and Fleet Safety
- Staff – Flexible Working Hours
- Staff – Fund Raising
- Staff – Grievance Procedure
- Staff – Harassment
- Staff – Language Aides and Signing Work
- Staff – Long Service Leave
- Staff – Manual Handling
- Staff – Maternity Leave
- Staff – Mobile Phones
- Staff – Occupational Health and Safety
- Staff – Payment of Gratuities
- Staff – Payment of Gratuities (Cut Off Age)
- Staff – Plaque and Reference Under Seal
- Staff – Redeployment
- Staff – Reduction by Natural Attrition
- Staff – Rehabilitation of Injured Staff
- Staff – Salary
- Staff – Signing of Correspondence
- Staff – Smoke Free Workplace
- Staff – Software
- Staff – Special Leave Without Pay
- Staff – Training Plan and Study Leave
- Staff – Ultra Violet Radiation
- Staff – Uniform
- Staff – Vehicle
- Strata Subdivisions

- Street Lighting
- Street Numbering
- Street Tree Management Plan
- Street Trees – Removal and Notification
- Telephones in Reserves
- Tendering
- Tenders and Tendering Procedures
- Third Party Motor Vehicle Insurance
- Toilet Facilities – Family Restaurants
- Trade Waste Collection
- Tree Preservation Order
- Tree Preservation Order – Prosecutions
- Velodrome and Touch Stadium
- Waste Reduction and Procurement
- Website Management
- Wolli Creek – Flood Management
- Wolli Creek – Preservation and Protection

SECTION 2 – STATEMENT OF AFFAIRS

Our latest Statement of Affairs was published on 30 June 2003 and outlines the structure and functions of Council, the ways in which the public can participate in Council's decision making processes and the types of documents Council holds. Copies of the Statement of Affairs are available free of charge from our Administration Team Leader.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Canterbury City Council
137 Beamish Street
CAMPSIE NSW 2194
Telephone: (02) 9789 9398
Facsimile: (02) 9787 3064
E-mail: bradm@canterbury.nsw.gov.au

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed in Section 1), are to be made in writing (an application form is available), accompanied by the appropriate fee. Applications are to be addressed to:

The General Manager
Canterbury City Council
PO Box 77
Campsie NSW 2194

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CARRATHOOL SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- Annual Report
- Annual Financial Statements
- Auditors Report
- Building Application Records
- Building Certificate Records
- Building Line Policy
- Bushfire Management Plan & Fuel Management Plan
- Business Papers
- Code of Conduct
- Code of Meeting Practice
- Conferences and Seminars Policy (see Policy Manual)
- Confidentiality Policy (see Code of Conduct)
- Conflict of Interest Policy
- Corporate Plan (see Management Plan)
- Delegations of Authority Register
- Development Application Records
- Disclosures Register
- EEO Management Plan
- Emergency Management Plan
- Employment Handbook & Policies
- Energy Smart Homes Policy
- Environmental Management System Policy
- Environmental Planning Instruments
- Expenses and Facilities Policy (see Policy Manual)
- Fees and Charges Policy (see Management Plan)
- Fence Policy (see Local Approvals Policy)
- Financial Management Plan (see Management Plan)
- Interim Development Orders
- Internal Reporting System
- Investments Policy (see Policy Manual)
- Local Approvals Policy
- Local Area Disaster Plan
- Local Orders Policy (see Policy Manual)
- Leases and Licences of Public Land
- Council's Land Register
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Motor Vehicle Policy (see Policy Manual)
- Occupational Health & Safety Policy
- On Site Sewer Management Policy
- Policy Manual
- Pricing Policy (see Management Plan)

- Records Policy (see Policy Manual)
- Revenue Policy (see Management Plan)
- Smoke Free Work Environment Policy (see Policy Manual)
- State of the Environment Report
- Subdivision Policy (see Policy Manual)
- Tendering Policy (see Policy Manual)
- Tree Preservation Orders (see Policy Manual)
- Work on Private Property Policy (see Policy Manual)

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs published on 30th June 2003 is available by contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Peter Kozlowski
The Public Officer
Carrathool Shire Council
PO Box 12
GOOLGOWI NSW 2652
Telephone: (02) 6965 1306
Fax: (02) 6965 1379
E-mail: council@carrathool.nsw.gov.au
Hours: 8.30 am to 5.00 pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CENTRAL MURRAY COUNTY COUNCIL
(FOI Agency No. 2263)

SECTION 1 – POLICY DOCUMENTS

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

- Council Code of Conduct
- Councils Code of Meeting Practice
- Annual Financial Report
- Auditors Report
- Register of Investments
- Register of Delegations
- Policy Documents

The above documents are available for inspection at the Mathoura Office during ordinary office hours.

SECTION 2 – STATEMENT OF AFFAIRS

This section is not applicable, as a Statement of Affairs under the Freedom of Information Act has not been produced.

SECTION 3 – CONTACT ARRANGEMENTS

The General Manager
Central Murray County Council
PO Box 499
DENILIKUIN 2710
Telephone: 03 5881 2139

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CENTRAL NORTHERN COUNTY COUNCIL

SECTION 1 – POLICY DOCUMENTS

- Code of Conduct
- Code of Meeting Practice
- Corporate Plan
- Delegations of Authority Register
- Equal Employment Opportunity Management Plan
- Expenses and facilities for Councillors? Policy
- Financial Management Plans
- Management Plans
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policies? Register
- Revenue Policy
- Private use of Council Vehicles Policy

OTHER ADMINISTRATION RECORDS:

- Annual Reports
- Auditors? Reports
- Assets Register
- Business Papers
- Disclosure Register
- Investments Register

SECTION 2 – STATEMENT OF AFFAIRS

Copies of the Statement of Affairs and this summary are available from Council's office.

SECTION 3 – CONTACT ARRANGEMENTS

Application and enquiries regarding freedom of information should be addressed to:

Mr Michael Urquhart,
Freedom of Information Officer,
Central Northern County Council,
Station Street
QUIRINDI NSW 2343
Phone: (02) 67 461755
Fax: (02) 67 463255
Email: cncc@quirindisc.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CESSNOCK CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

- Policy Register
- City Management Plan 2003-2006
- Annual Financial Statements
- Community Directory
- Community Profile
- Planning and Building Codes
- Code of Conduct
- Code of Meeting Practice
- Conflict of Interest (Non-Pecuniary)
- Protected Disclosures
- Register of Disclosures
- Auditor's Reports
- Investments Register
- Register of Delegations
- Business Papers for Council and Committee Meetings
- Minutes of Council and Committee Meetings
- Land Register
- State of Environment Report
- Engineering Requirements for Development
- Annual Report 2001-2002
- Expenses and Facilities Policy
- Section 94 Contributions Plans
- Revenue Policy
- Pricing Policy
- Plans of Management – Council Reserves/Parks
- Plan of Management – Community Facilities
- Plan of Management – Public Swimming Pools
- Plan of Management – Tennis Courts
- Plans of Management – Council Cemeteries
- Disaster/Emergency Management Plan
- Subdivision Code
- Tree Preservation Order
- Local Approvals Policy
- E.E.O. Management Plan
- Rural Roads Review
- Bush Fire Management Plan/Operations
- Cessnock Local Environmental Plan 1989
- Development Control Plan No. 1 – Hungry Creek Rural/Residential Subdivision
- 2 – Off-Street Vehicular Parking Code
- 3 – Industrial Land Use Code
- 10 – Identilite Land Use Code
- 11 – Poultry Farms Neighbouring Land Uses
- 12 – Nulkaba Village and Smallholdings Area

- 13 – Illalong Smallholdings Area
- 14 – Village of Greta North
- 15 – Abermain South Smallholdings Area
- 16 – Mulbring South Smallholdings Area
- 18 – Signage Code for the Vineyards District
- 19 – Edden Street, Bellbird
- 20 – Blackhill Quarry Sec. 94 Contributions Plan
- 21 – Ellalong Lagoon Catchment Area
- 22 – Lower Hunter Urban Housing DCP
- 23 – Greta-Main Smallholdings Area
- 24 – Abermain North Smallholdings Area
- 25 – North Rothbury South Smallholdings Area
- 26 – Vintage Country Club Resort
- 27 – Mulbring North Smallholdings Area
- 28 – Vineyards District
- 29 – Brothels
- 30 – Paxton East Rural Smallholdings
- 34 – Purpose-Built Rural Tourist Accommodation
- 35 – Subdivision Guidelines
- 37 – Contaminated Lands
- 38 – Public Notification and Advertising Plan
- 39 – Guidelines for Land Use Conflict & Buffer Zones
- 40 – Waste Management & Minimisation
- 42 – Outdoor Dining
- 43 – Exempt and Complying Development
- 44 – Former Stanford Main No. 2 Colliery
- 45 – Ginger’s Lane, Weston – Rural Small Holdings
- 46 – Hunter Lakes Resort
- 48 – Energy Smart Homes
- 54 – Temporary Events
- 55 – Construction of Dams

SECTION 2 – STATEMENT OF AFFAIRS

Information in respect of Council’s Statement of Affairs has been published as part of Council’s Annual Report for the period ending June 30 2002.

SECTION 3 – CONTACT ARRANGEMENTS

Access to policy documents may be arranged by contacting:

The Public Officer,
Cessnock City Council,
62-78 Vincent Street,
PO Box 152,
CESSNOCK NSW 2325

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COUNCIL OF COBAR

SECTION 1 – POLICY DOCUMENTS

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

- Annual Financial Statements
- Annual Report 2002/2003
- Management Plans – Council
 - Cemetery
 - Cobar Airport
 - Cobar Common
 - Cobar Caravan Park
 - Cobar Memorial Swimming Pool
 - Commons
 - Equal Employment Opportunity
 - Library
 - Museum
 - Parks and Gardens
 - Records
 - Tourism
 - Ward Oval
 - Waste Disposal Depot
 - Cobar Youth & Fitness Centre
- Auditors Reports
- Register of Investments
- Business Papers for Council & Committee Meetings
- Minutes of Council & Committee Meetings
- State of Environment Report
- Council's Land Register
- Adjoining owners Notification of Building Application
- Advertising Structures
- Awnings in the Central Business District
- Code of Conduct
- Code for the Installation, Maintenance and Removal of Street Trees
- Complaints Management Policy
- Control and Regulation of Moveable Dwellings
- Disposal of Surplus Fill
- Economic Development
- Erection of Caretakers Flats in General Industrial Zone
- Emergency Policy and Procedures
- Goods on Public Footpaths
- Hawking and Peddling
- Installation and Operation Amusement Machine/Centres
- Internal Reporting Policy for Protected Disclosures
- Keeping Domestic Animals
- Keeping of Horses within the Town of Cobar
- Liquid Trade Waste Policy
- Local Approvals Policy
- Local Notification for Construction of a Building

- Code of Meeting Practice
- National Competition Policy
- Operation of Plant and Vehicles
- Occupational Health and Safety Policy
- Payment of Expenses and Provision of Facilities to Mayor and Councillors
- Protective Clothing
- Provision of Information to and Interaction Between Councillors and Staff
- Privacy and Personal Information
- Regulation of Drugs and Alcohol in the Workplace
- Rehabilitation Code of Practice
- Residential Flat Buildings
- Smoking in the Workplace Policy
- Statement of Affairs
- Stock Control Structures on Public Roads
- Subdivision of Land
- Temporary Closure of Roads
- Training Plan/Policy
- Tree Preservation

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mrs Karen Roberts
Human Resources Manager
Cobar Shire Council
PO Box 223
COBAR NSW 2835
Telephone: (02) 6836 5888
Facsimile: (02) 6836 5889

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

Cobar Shire Council
Council Offices
Linsley Street
COBAR NSW 2835
Hours: 8.00am-4.00pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COBAR WATER BOARD

SECTION 1 – POLICY DOCUMENTS

The Cobar Water Board has the following policy documents available for inspection, distribution and purchase:

- Annual Financial Statements
- Annual Estimates
- Annual Report 2002/2003
- Auditors Reports
- Business Papers for Board Meetings
- Minutes of Board Meetings
- Correspondence
- Working Papers
- Administrative Memoranda
- Statement of Affairs
- Protected Disclosures Policy
- Disability Action Plan
- Y2K Compliancy Reports
- GST Compliancy Reports

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs of the Cobar Water Board is available free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr C. D. Blanch
Secretary
Cobar Water Board
PO Box 8
COBAR NSW 2835
Telephone: (02) 6836 5888
Facsimile: (02) 6836 5889

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

Cobar Water Board
C/- Cobar Shire Council Offices
Linsley Street
COBAR NSW 2835
Hours: 8.00am-4.00pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COFFS HARBOUR CITY COUNCIL
(FOI Agency No. 2106)

SECTION 1 – POLICY DOCUMENTS

The following Policy Document are held by Council:

Administration

- Access to Information
- Business Papers – Councillors
- Business Papers – Availability
- Competitive Neutrality Complaints Management
- Council – Committees (Standing) Structure, Functions and Delegations
- Incentive Scheme – New and Expanding Industries
- Road Naming Guidelines
- Privacy Management Plan

Airport

- Airport – Coffs Harbour – Business Plan

Building & Development Services

- Accommodation – Bed and Breakfast
- Asbestos Building Products – Use of
- Awnings – Height
- Biting Midges – Management
- Caravans – Occupied and Connected to an Existing Dwelling
- Coastal Hazard Zone
- Contaminated Land
- Development Applications – Consideration by Council
- Development Approval – More than One (1) Allotment – Consolidation Required
- Development Consent/Building Approval – Separate Water Meters – New Flats, Units, Cabins, Villas, Etc/Dual Occupancy Dwellings, Charging Methodology
- Dwellings – Relocations
- Erosion and Sediment Control on Building and Development Sites
- Motor Vehicles – Sale of – From Private Residences
- Open Air Burning
- Septic Tank Installations – Development Approvals
- Subdivision – Electricity Supply – Urban Areas
- Subdivisions Involving Laneways
- Subdivision – Section 88b Instruments – Endorsement
- Water Meters – Strata Units

Caravan Parks

- Caravan Parks – Disabled Persons Accommodation

Community Services

- Art – Regional Gallery Acquisition Trust Fund
- Committees – Local – Powers and Duties
- Committee Member (Retiring) Awards
- Cultural Policies
- Library – Collection Development Policy
- Life Education Centre – Banana Coast – Assistance
- Public Art Protocols
- Volunteers – Libraries

Corporate Resources

Contributions under Section 94 of the Environmental Planning and Assessment Act – Application For Deferment
Environmental Levy

Environmental Services

Agricultural Chemical Containers – Disposal
Agricultural Chemicals Residues Policy
Englands Road Waste Management – Receipt of Waste Facility from Charitable Organisations
Facility Exemption
Garbage Collection
Garbage Charges / Refunds
Garbage Depot – Disposal of Banana Stools
Pound Fees – Method of Payment
Septic / Holding Tank Systems
Turf – Laying of for Prevention of Soil Erosion

Executive Services

Aboriginal Flag
Armorial Ensign and Official Colours – City
Code of Meeting Practice
Business Papers – Comments by Officers
Community /Public Consultation
Conferences – Councillors Attendance
Council Crest – Use of
Council Seal
Councillors' Expenses and Facilities
Councillors' Professional Development Program
Councillors And Staff – their Relationships and Responsibilities
Floral Emblem for City of Coffs Harbour
Media Conferences – Notifying Councillors
Meetings – Council
Meetings – Council – Tape Recording of Proceedings
Meeting – Council & Committees – Confidentiality
Sister Cities

Financial Services

Annual Financial Reports – Public Access
Contributions – Kerb and Guttering /Paving – Legal Action
Contributions – Kerb and Guttering/Paving – Corner Allotments
Council Owned Self-Funded Enterprises – Rating
Domestic Waste Management Charges
Donations by Council
Investments – Internally Restricted Funds – Interest on
Investment Policy and Strategy
Loans to Community Organisations
Rates – Deferment/Abandonment
Tenders – Councillors – Public Comment
Waste Depot – Commercial Users – Debtor Account
Water Charging Policy

Human Resources

Video Surveillance

Parks & Recreation Services

Cemetery – Coffs Harbour Lawn
Commercial Activities on Crown Reserves
Community Land – Private Encroachments Onto
Film and Television – Use of Council Managed Lands
Noxious Plants Policy

Noxious Weeds Control – Giant Parramatta Grass
Noxious Weeds Spraying Exemption
Noxious Weeds – Declaration
Open Space – Plans of Management
Sporting Events – Major – Charges
Tree Vandalism

Projects & Development

Construction Specification – 1997 Version
New Specifications for Subdivision & Development
Laneways – Park Beach Area – Development – Electricity Supply
Tenders – Canvassing of Councillors
Tenders – Value Selection System

Property Management

Council Owned/Controlled Properties – Lease to Sporting Bodies
Council Owned Properties – Management
Leasing Revenue – Distribution
Stalls and Markets – Trading from Public Property
Vandalism – Reward

Sewerage Services

Sewer Mains – Building in the Vicinity of
Sewerage – Connection – Cost thereof
Sewerage Services – Memorandum of Understanding
Sewerage Services – Reclaimed Water Policy
Sewerage Services – Northern Beaches Area – Provision of
Sewerage Connection – Unsewered Residential Land
Trade Waste Policy

Strategic Planning

Local Environmental Plan 2000 (as amended)

Survey and Design Services

Floodplain Development & Management
Laneways – Park Beach Area – Development – Electricity Supply
Street Lighting – New Subdivisions

Valuation and Commercial Services

Disposal of Land – Surplus Funds – Use thereof
Laneways – Closure and Sale
Outdoor Dining – Footway Licensing Policy Guidelines

Water Services

Backflow Prevention & Cross Connection Control Policy – Containment Only
Regional Water Supply – Raw Water Policy
Water Carriers – Policy
Water Connections to Rising and Trunk Mains
Water Connections – Middle Boambee
Water Meters – Installation
Water Restrictions

Works

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

Plant Replacement
Plant Replacement Cycle
Road – Limitations
Roundabouts – Landscaping
Service Signs
Street Furniture – Bus Shelters with Advertising

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at 30 June 2003 is available for inspection at Council or any of its Libraries

SECTION 3 – CONTACT ARRANGEMENTS

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

The Administration Manager
Coffs Harbour City council
Locked Bag 155
COFFS HARBOUR NSW 2450

It is suggested that initial contact be made with the Administration Manager prior to lodging a formal application to ascertain whether a formal application is needed and to ensure that the documents are available or can be made available when required.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CONARGO SHIRE COUNCIL****(FOI Agency No. 2107)****SECTION 1 – POLICY DOCUMENTS**

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

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

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

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

- Council's Annual Report
- Council's Comprehensive State of the Environment Report
- Annual Financial Reports
- Auditor's Report
- Management Plan for the financial years 2003/2004, 2004/2005 and 2005/2006
- Annual Reports of bodies exercising delegated Council functions
- Agendas and business papers for Council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and committee meetings, but restricted (in the case of minutes of any part of a meeting that is closed to the public), to the resolutions and recommendations of the meeting
- Statement of Affairs, Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989
- Department representatives' reports presented at a meeting of the Council in accordance with section 433
- Social and Community Plan

SECTION 2 – STATEMENT OF AFFAIRS

This is Council's seventeenth Summary of Affairs – Copies can be obtained free of charge by contacting the FOI Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents held by the Conargo Shire Council must be made by written application, no fee is payable.

Applications should be addressed to:

Mr P. J. Jorgensen
The Freedom of Information Co-ordinator,
PO Box 56,
DENILIQIN NSW 2710.

Enquiries may be directed to the FOI Co-ordinator by telephoning (03) 5881 2044 between the hours of 9.00 a.m. to 5.00 p.m.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COOMA-MONARO SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Annual Report
Asbestos Waste Disposal
Auditor's Report
Awnings on Commercial Properties
Building Application/Approval Register
Building Certificate Register
Business and Development Assistance Scheme
Code of Conduct
Council and Committee Meeting Business Papers (excluding items dealt with in closed Meetings)
Council and Committee Meeting Minutes (excluding items dealt with in closed Meetings)
Council Committee Membership Register
Council Management Plan
Councillors – Payment of Expenses and Provision of Facilities Policy
Debt Recovery
Delegations Register
Development Application Register
Development Control Plan – Area North West and West of Cooma
Development Control Plan – Bidgee Road Subdivision Area
Development Control Plan – Bulong Subdivision
Development Control Plan – Calabash Subdivision – Tinderry Mountain Area
Development Control Plan – Cooma East Land – Mondello
Development Control Plan – Cooma North Precinct
Development Control Plan – Cooma Urban Area
Development Control Plan – Commercial Use of Footpaths
Development Control Plan – Complying Development
Development Control Plan – Contaminated Land
Development Control Plan – Corner of Mittagang Road and Yallakool Road
Development Control Plan – Development on Flood Prone Land
Development Control Plan – Exempt Development
Development Control Plan – Management of Lead Contamination
Development Control Plan – Off Street Parking
Development Control Plan – Public Notification Policy
Development Control Plan – Scotts Road Area Plan
Development Control Plan – Scotts Road Local Plan
Development Control Plan – Section 94 Plan
Development Control Plan – Site Performance Standard
Development Control Plan – Subdivision and Development Standards – Rural
Development Control Plan – Subdivision and Development Standards – Urban
Development Control Plan – Village View Bredbo
Development Control Plan – Wastewater Supply
Development Control Plan – Water Supply Policy
Disaster Plan
Disclosures Register
Dog Registration Record

Email and Internet Access
Engineering Standards
Fees and Charges Policy (see Management Plan)
General Purpose Financial Reports
Human Resource Manual
Investment Register
Land Register
Local Environmental Plan 1993 (Urban)
Local Environmental Plan (Rural)
Local Approvals Policy
Noxious Weeds Policy (Management Plan) Control/Eradication
Plans of Management – Community Land
Plans of Management – Recreational Facilities
Policy Register
Privacy Management Plan
Private Use of Council Vehicle
Return of the Interests of Councillors, Designated Persons and Delegates
Revenue Policy (see Management Plan)
Rural Fire Service Operating Plan
Rural Fire Service Risk Management Plan
Section 64 Contribution Plan
Section 94 Contribution Plan
Special Purpose Financial Reports
Social Plan
State of the Environment Report
Stormwater Management Plan
Trade Waste Disposal
Waste Management Strategy

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs of Cooma-Monaro Shire Council was included in Council's Annual Report for the year ended 30 June 2002 and is available free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

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

The application should be directed to:

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

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

NEIL WATT
General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COONABARABRAN SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

In accordance with Section 14 of the Freedom of Information Act 1989, Coonabarabran Shire Council holds the following documents that may be accessed for inspection or purchase:

Coonabarabran Council Local Environmental Plan
Coonabarabran Council Development Control Plans 1 – 12
Coonabarabran Council Policy Manual
Delegations
EEO Management Plan
Fees and Charges Policy (See Management Plan)
Local Approvals Policy
Local Orders Policy
Management Plan
Occupational Health and Safety Code
Revenue Policy (see Management Plan)
Staff Induction Manual
State of Environment Report
Local Disaster Plan (DISPLAN)
Bushfire Management Plan
Flood Plan
Annual Report
Annual Financial Reports
Auditors' Report
Building Certificate Records
Building Applications/approvals records
Development Application/consent records
Disclosures Register
Land Register
Register of Investments
Economic Development Strategy
Statement of Affairs
Summary of Affairs
Strategic Business and Financial Plans for Water Supply and Sewerage Schemes
Coonabarabran Shire Council Sewage Management System Installation Local Policy
Tourism Marketing Plan
Developer Contributions Plan
Waste Minimisation Strategy
Privacy Management Plan
Business papers and Minutes of Council and Committee meetings
Plan of Management – Community Land and Binnaway Sports Ground
Register of Gifts / Benefits
Vegetation Management Plan and Maps
On site Sewage Management Plan
Codes of Conduct and Meeting Practice

SECTION 2 – STATEMENT OF AFFAIRS

The July 2002 Statement of Affairs is currently available from Council's offices.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries under the Freedom of Information Act should be directed to:

Mr R. J Geraghty
General Manager
Coonabarabran Shire Council
PO Box 191
COONABARABRAN NSW 2357
Telephone: (02) 68 421 944
Fax: (02) 68 421 337
Hours: 9.30 am – 4.00 pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COONAMBLE SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

The Public Officer
Coonamble Shire Council
80 Castlereagh Street
PO Box 249
Coonamble 2829
Telephone: (02) 6827 1900
Facsimile: (02) 6822 1626
Hours: Monday-Friday 9.00 a.m. – 5.00 p.m.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COOTAMUNDRA SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Subject to the Freedom of Information Act 1989 and section 12 of the Local Government Act 1993, Cootamundra Council holds the following documents which may be accessed for inspection:

- The Policy Register containing the following Policies:
 - (1) Expenses and Provision of Facilities for Councillors and Staff
 - (2) Code of Conduct
 - (3) Internal Reporting Policy
 - (4) Training and Information for Councillors
 - (5) Code of Meeting Practice
 - (6) Community Consultation
 - (7) Provision Of Information To And Interaction Between Councillors And Staff
 - (8) Gifts And Benefits
 - (9) Delegation – Bush Fire Danger Period
 - (10) Firebreak Installation Policy
 - (11) Bush Fire Notices
 - (12) Release of Employees
 - (13) Asset Aggregation
 - (14) Reserves – (Internal Restricted Assets)
 - (15) Auditor – Annual Address to Council
 - (16) Credit
 - (17) Debt Recovery
 - (18) Investments
 - (19) Pricing
 - (20) Asset Accounting
 - (21) Tendering/Purchasing – Local Supplier Preference
 - (22) Competitive Neutrality Complaints
 - (23) Purchasing and Obtaining quotes
 - (24) Award Restructuring
 - (25) Corporate Uniform
 - (26) Educational Assistance for Staff
 - (27) Equal Employment Opportunity
 - (28) Termination of Employment on Account of Ill Health
 - (29) Salary Policy
 - (30) Service Recognition for Councillors and Employees
 - (31) Staff Training
 - (32) Staffing of Council Office Union Picnic Day
 - (33) Sun Protection
 - (34) Immunisation of Council Employees
 - (35) Code of Safety Practice
 - (36) Protective Clothing
 - (37) Safety Vests and Hats
 - (38) Safety Helmets
 - (39) Eye Protection
 - (40) Hearing Protection
 - (41) Grievance Resolution
 - (42) Disciplinary Action
 - (43) Personnel Files

- (44) Certificates of Service and References
- (45) Anti-discrimination Policy
- (46) Harassment
- (47) Workplace Display Material
- (48) Employee Induction
- (49) Occupational Rehabilitation
- (50) Community Language And Signing Work
- (51) Employment Screening Policy
- (52) Child Protection Policy
- (53) Occupational Health and Safety
- (54) Settlement of Legal Liability Claims
- (55) Advertising in Media Features
- (56) Donations to Gifted Persons
- (57) E-Mail And Internet Usage Policy
- (58) Cootamundra Caravan Park – Marketing Strategy
- (59) Property Rentals
- (60) Bradman’s Birthplace – Collections Policy
- (61) Advertising Signs
- (62) Notification of Development Applications
- (63) Standard Time Limits for Lapsing of Development Consent
- (64) Use of Independent Consultants in Assessment of Certain Development Applications in which Council has Direct or Indirect Involvement
- (65) Interim Local Approvals – Standing Vehicles or Article Used for the Purpose of Selling from a Public Place
- (66) Council Actions in Relation to Land Identified as Potentially Contaminated
- (67) Footpaths Used for Restaurant Purposes
- (68) Development – Flood Liable Land
- (69) Special Requirements – Residential Flat Buildings
- (70) Subdivision Code
- (71) Flat Exclusion Zone
- (72) Sewer Main Extensions – Contributions
- (73) Guidelines for Television and Film Production Shoots
- (74) Telecommunications Towers
- (75) Temporary Occupation of Non-Residential Buildings
- (76) Local Approvals
- (77) Building Applications and Approvals
- (78) Building Lines
- (79) Building Line Variation
- (80) Building Line – Laneways
- (81) Building Line – Industrial Subdivision
- (82) National Trust Clarifications – Demolition
- (83) Food Premises
- (84) Dog Control – Urban Areas
- (85) Outside Traders and Markets
- (86) Reduction of Town Hall Fees and Charges for Charitable Organisations
- (87) Town Hall Equipment
- (88) Cootamundra Town Hall – Free Use
- (89) Use of Town Hall by Markets
- (90) Town Hall Piano
- (91) Age Limit On Unaccompanied Entry to Cootamundra Pool
- (92) Land Acquisition
- (93) Road Closure – Sale of Land
- (94) Cootamundra Tree Management Program
- (95) Dust Generation – Bitumen Surfacing
- (96) Property Sign Posting
- (97) CBD Whiteway Lighting
- (98) Street Information Signage

- (99) Road Reserves – Tree Removal
- (100) Hindering of Motor Traffic – Fund Raising Appeals
- (101) Plant Hire from Outside Council
- (102) Plant and Motor Vehicle Maintenance and Service
- (103) Plant Charges
- (104) Plant Replacement Program
- (105) Noxious Weed Control
- (106) Parks and Gardens Maintenance and Inspection Program
- (107) Watering of Recreation Areas
- (108) Sporting Grounds
- (109) Fisher Park – Advertising Signs
- (110) Mackay Park Wallendbeen – Electricity Supply
- (111) Street Cleaning Program
- (112) Dialysis Use – Additional Allowance
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor’s Reports
- Management Plan incorporating Budget, Revenue Plan and Forward Financial Plan
- EEO Management Plan
- Plans of Management for Community Land as follows:
 - (1) Bradman Oval
 - (2) Stratton Park
 - (3) Southee Circle Park
 - (4) Kingston Playground
 - (5) Country Club Oval
 - (6) Pinkstone Avenue Park
 - (7) Cameron Square
 - (8) Stockinbingal Tennis Courts
 - (9) Ellwoods Hall
 - (10) Wallendbeen Hall
 - (11) Yannawah Hall
- Minutes of Council and Committee Meetings
- Land Register
- Register of Investments
- Returns of the interest of Councillors, designated persons and delegates
- Business papers for, and minutes of, Council and Committee meetings (not including Business paper/minutes considered at/from a meeting closed to the public)
- Register of Delegations
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of Building Certificates
- Register of Leases and Licences for use of Council land
- State of Environment Report
- Emergency Management Plan
- Environmental Planning Instruments made under the Environmental Planning and Assessment Act 1979 applying to land within the Council’s area
- The Statement of Affairs and Summary of Affairs under the Freedom of Information Act 1989
- Social and Community Plan
- Disaster Recovery Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs is available for public inspection at Council’s office in Wallendbeen Street, Cootamundra. A copy of the Statement is available by contacting Council’s Director, Corporate Services, Ms Charmaine Murfet on (02) 6942 2744.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents held by Cootamundra Council and subject to the Freedom of Information Act must be made by written application accompanied by a fee of \$32.00.

The application should be directed to:

The FOI Co-Ordinator
Cootamundra Council
PO Box 420
COOTAMUNDRA NSW 2590

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COPMANHURST SHIRE COUNCIL****(FOI Agency No. 2115)****SECTION 1 – POLICY DOCUMENTS**

- Advertising Code
- Code of Conduct
- Code of Meeting Practice
- Contribution Plan – Section 94 Access Roads and Bridges
- Contribution Plan – Section 94 Bush Fire Facilities and Equipment
- Contribution Plan – Section 94 Junction Hill Community Facilities
- Contribution Plan – Section 94 Community Facilities – Provision and Embellishment
- Contribution Plan – Section 94 Extractive & Other Heavy Transport Dependent Industries
- Contribution Plan – Section 94 Roads & Traffic Facilities
- Contribution Plan – Section 64 Junction Hill Sewerage Upgrading
- Delegations of Authority Register
- Dual Occupancy Code
- EEO Management Plan
- Expenses and Facilities Policy for Councillors
- Flood Prone Land Policy
- Local Environmental Planning Instrument – Copmanhurst LEP 1990 (as amended)
- Management Plan 2003/2004-2005/2006
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Code
- Plans of Management for Community Land
 - Copmanhurst Waste Disposal Facility
 - Copmanhurst (Smiths Flats Creek) Cemetery
 - Mylneford Cemetery
 - Public Reserves Barnier Park Junction Hill
 - Rural Parks and Public Reserves
 - Village Parks and Public Reserves
- Plans of Management for Operational Land
 - Fords Gravel Quarry
 - 18 Mile Quarry
 - Banyabba A Quarry
 - Banyabba B Quarry
 - Ibbotts Quarry
 - Pockocks Quarry
 - Taylors Quarry
- Policy Register
- Revenue Policy 2002/2003
- State of the Environment Report 2000/2001
- State of the Environment Supplementary Report 2001/2002
- Development Control Plans
 - DCP No 1 Exempt Development
 - DCP No 2 Complying Development
 - DCP No 3 Notification and Advertising of Development Applications

- DCP No 4 Engineering Standards
- DCP No 5 Building Standards Lake Edgecombe Close
- On-site Sewage Management Strategy

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs was published on 30 June 1996.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Copmanhurst Shire Council
PO Box 434
GRAFTON 2460

Office hours are 8.30 am to 4.30 pm Monday to Friday. A reduction in the fee payable may be applicable in certain circumstances.

A significant amount of information is available for inspection and purchase by members of the public without reference to the Freedom of Information Act. Some of the types of publicly available records or documents are as follows:

- Annual Report 2001/2002
- Auditor's Report 2001/2002
- Business Papers
- Land Register
- Investment Register
- Building Certificate Records
- Development Applications/Approval Records
- Social Plan 2000

It is suggested contact be made with the Public Officer (Peter Wilson) on (02) 6642 2855 telephone or (02) 6643 1573 fax prior to lodging a formal FOI application.

Contact can also be made via Email at copshire@copmanhurst.nsw.gov.au

Council's website: www.copmanhurst.nsw.gov.au

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

SUMMARY OF AFFAIRS
of
COUNTRY ENERGY

SECTION 1 – POLICY DOCUMENTS

Country Energy has produced a wide range of policy and administrative documents in the following areas to which access is available to members of the public:

Licence Compliance Reports

These reports are produced to comply with energy retailer licence requirements.

- Greenhouse Gas Emissions
- Demand Management Strategies
- Minimum Standards of Service
- Sources of Electricity Supplied
- System Expansion

Customer Newsletters

- Country Green
- Your Country News

Network Pricing and Information (Electricity Network)

- Network Price List 2002
- Network Price List 2001
- Electricity Supply Standard
- Pricing and Service Information Package 2001
- Reimbursement Scheme for Rural and Large Load Customers
- Capital Contributions – Guidelines

Network Pricing and Information (Gas Network)

- AGL Access Arrangement – Addendum
Schedule of Prices 2002-2003
- Adelong, Gundagai and Tumut Gas Transportation Charges
- Bombala and Cooma Gas Transportation Charges
- AGL Access Arrangement
- AGL Access Arrangement – Addendum
Schedule of Prices 2001-2002
- CE Gas Arrangement – Wagga Wagga
- CE Gas Arrangement – Addendum – Wagga Wagga
Schedule of Prices 2002
- CE Gas Arrangement – Addendum – Wagga Wagga
Schedule of Prices 2003
- DPI Discovery Form
- Gas Supply Availability
- Request of Consumption Data
- Request for Gas Transportation Form
- Request for Service

Network Improvements

- Electricity System Development Review 2002

Residential Electricity Pricing

- Bathurst and Oberon Region Residential Electricity Rates 2002-2003
- Central Ranges Residential Electricity Rates 2002-2003
- Central West Residential Rates 2002-2003

- Far West Residential Rates 2002-2003
- Mid North Coast Residential Rates 2002-2003
- Monaro Region Residential Rates 2002-2003
- Murray Region Residential Rates 2002-2003
- Murrumbidgee Residential Rates Region Residential Electricity Rates 2002-2003
- North Coast Region Residential Electricity Rates 2002-2003
- Northern Highlands Region Residential Electricity Rates 2002-2003
- Northern Hunter Region Residential Electricity Rates 2002-2003
- Northern Riverina Region Residential Electricity Rates 2002-2003
- Northern Tablelands Region Residential Electricity Rates 2002-2003
- Orange and Blayney Residential Electricity Rates 2002-2003
- Peel Valley Region Residential Electricity Rates 2002-2003
- South Coast Region Residential Electricity Rates 2002-2003
- South West Slopes Region Residential Electricity Rates 2002-2003
- Southern Riverina Region Residential Electricity Rates 2002-2003
- Southern Tablelands Region Residential Electricity Rates 2002-2003
- Tumut River Region Residential Electricity Rates 2002-2003
- Western Plains Region Residential Electricity Rates 2002-2003

Business Electricity Pricing

- Bathurst and Oberon Region Business Electricity Rates 2002-2003
- Central Irrigation Business Rates 2002-2003
- Central Ranges Business Electricity Rates 2002-2003
- Central West Business Rates 2002-2003
- Far West Business Rates 2002-2003
- Mid North Coast Business Rates 2002-2003
- Monaro Region Business Rates 2002-2003
- Murray Region Business Rates 2002-2003
- Murrumbidgee Business Rates Region Residential Electricity Rates 2002-2003
- North Coast Region Business Electricity Rates 2002-2003
- Northern Highlands Region Business Electricity Rates 2002-2003
- Northern Hunter Region Business Electricity Rates 2002-2003
- Northern Riverina Region Business Electricity Rates 2002-2003
- Northern Tablelands Region Business Electricity Rates 2002-2003
- Orange and Blayney Region Business Electricity Rates 2002-2003
- Peel Valley Region Business Electricity Rates 2002-2003
- South Coast Region Business Electricity Rates 2002-2003
- South West Slopes Region Business Electricity Rates 2002-2003
- Southern Riverina Region Business Electricity Rates 2002-2003
- Southern Tablelands Region Business Electricity Rates 2002-2003
- Tumut River Region Business Electricity Rates 2002-2003
- Western Plains Region Business Electricity Rates 2002-2003

Natural Gas Pricing

- Wagga Wagga and Uranquinty Natural Gas Tariffs
- Culcairn and Holbrook Gas Tariffs
- Henty Gas Tariffs
- Temora Gas Tariffs
- Cooma and Bombala Gas Tariffs

Standard Form Contracts

- Standard Form Contract – Electricity
- Summary for Small Retail Customers – Electricity
- Your Rights – Electricity
- Standard Form Contract – Gas
- Summary for Small Retail Customers – Gas
- Your Rights – Gas

Safety Promotion

- Network Management Plan
- Structures near powerlines
- Electrical Hazard Awareness for Operators of High Machinery
- Safety First
- Electrical Hazard Poster

Tenders and Expressions of Interest**Miscellaneous**

- Network Management Plan
- Electricity Industry Guideline No. 13
- Country Energy Annual Report 2001-2002
- Summary of Affairs – June 2002, December 2002
- Statement of Affairs for the Period Ending 30 June 2002
- Code of Conduct for Marketing Retail Electricity in Victoria
- Health and Safety Policy
- Environment Policy
- Energy Marketing Code of Conduct NSW
- Electricity Retail Code – Victoria
- Vegetation Management Plan

All documents are free of charge unless stated otherwise. These documents are published on Country Energy's website www.countryenergy.com.au.

SECTION 2 – STATEMENT OF AFFAIRS

The first edition of Country Energy's Statement of Affairs was published in July 2002. It is available for inspection on Country Energy's website www.countryenergy.com.au or a copy can be obtained by writing to:

The FOI Officer
Country Energy
PO Box 172
BATHURST NSW 2795

Copies of the Statement of Affairs and this Summary are free of charge. The Statement of Affairs includes:

- Structure and functions
- Effects on members of the public
- Participation by the public in policy making decisions
- Kinds of documents held
- Access arrangements, procedures, and contact points and amendment process

SECTION 3 – CONTACT ARRANGEMENTS

In many instances, information may be provided or access given to documents by simply making a request either in person, by telephone, fax, mail or e-mail. Should Country Energy decline to provide information or give access to documents in response to a request of this nature, the applicant may consider making a formal application for access under the provisions of the Freedom of Information Act. Under this Act, Country Energy is required to make information available where possible.

Access to documents can be obtained by making a request in writing to the Freedom of Information Officer, supplying all details required accompanied with the application fee. Applications may be lodged in person, faxed or posted to the FOI Officer. The FOI Officer is available during business hours of 8:00 am to 4:00 pm. Contact details of the FOI Officer are:

FOI Officer
Country Energy
Cnr Littlebourne St & Hampden Park Rd
KELSO NSW 2795
Telephone: 13 23 56
Facsimile: 02 6332 6812

Or post to:

FOI Officer
Country Energy
PO Box 172
BATHURST NSW 2795

Proof of identity may be required at the time the inquiry is made or the application lodged.

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

COWRA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- (1) Council Meeting Agendas & Minutes
 - (2) Committee Meeting Minutes
 - (3) Policies & Codes Register
 - (4) Annual Reports of Cowra Shire Council
 - (5) Cowra Local Environmental Plan 1990
 - (6) 2002 – 2005 Management Plan
 - (7) Code of Administrative Practices
 - (8) Code of Conduct
 - (9) Code of Meeting Practice
 - (10) Privacy Management Plan
 - (11) Development Control Plans
 - Cowra Abattoir Buffer Zone – Adopted 9/12/96 Effective 20/12/96
 - Cowra Aerodrome Obstacle Limitation Surface – Adopted 9/12/96 Effective 20/12/96
 - Bed & Breakfast and Farmstay Accommodation – Adopted 9/12/96 Effective 20/12/96
 - River Park Road Drainage Catchment Area – Adopted 23/9/96 Effective 18/10/96
 - Commerce 3(b) Zone – Adopted 13/5/96 Effective 15/5/96
 - Killara Road Drainage Catchment Area – Adopted 11/3/96 – Effective 15/3/96
 - Residential Flat Code – Adopted 11/2/91
 - Parking Code – Adopted 12/86
 - Advertising Code – Adopted 12/87
 - Central Business District – Adopted 12/91 Effective 1/92
 - Garrison Gates Residential Estate – Adopted 9/92
 - Valley View Residential Estate – Adopted 5/92
 - Guidelines For Rural Development – Adopted 5/91 Amended 15/3/96
 - Bluemantle Waters Estate Mount McDonald – Adopted 12/87
 - Guidelines for Development in Rural 1(c1) Zone – Adopted 12/90 Amended 15/3/96
 - Rural 1(c) Zone – West Cowra – Date Unknown
 - Rural 1(c) Zone – North Cowra – Amended 28/6/89
 - Business 3 Zone – Redfern Street – Effective 12/8/94
 - Industrial 4(c) Land – Effective 12/8/94
 - Subdivision Code – Adopted 10/2/92
 - Roadside Stalls – Adopted 10/5/99
 - Wyangala Dam Tourism Strategy – Adopted 14/10/91
 - Technical Note No. 1 Soil Erosion and Sediment Control Guideline
 - DCP 1/99 Advertising and Notification – Adopted 6/9/99
 - DCP 2/99 Exempt and Complying Development – Adopted 10/4/2000
 - DCP 3/01 Valley View Estate Stage 1 – not proceeded
 - DCP 4/02 Cowra Road and Ribands Way – Adopted 10/2/2003
 - DCP 5/02 Valley View Estate – Adopted 10/02/2003
- COWRA L.E.P. – 23rd November, 1990
- Cowra Local Environmental Plan 1990 (Amendment No. 1) – Gazetted 7/5/93
 - Cowra Local Environmental Plan 1990 (Amendment No. 3) – Gazetted 6/8/93
 - Cowra Local Environmental Plan 1990 (Amendment No. 4) – Gazetted 14/10/94
 - Cowra Local Environmental Plan 1990 (Amendment No. 5) – Gazetted 2/2/96
 - Cowra Local Environmental Plan 1990 (Amendment No. 6) – Gazetted 10/1998

- Cowra Local Environmental Plan 1990 (Amendment No. 7) – Not Proceeded
Cowra Local Environmental Plan 1990 (Amendment No. 8) – Pending
Cowra Local Environmental Plan 1990 (Amendment No. 9) – Gazetted 2/5/2000
Cowra Local Environmental Plan 1990 (Amendment No. 10) – Pending
Cowra Local Environmental Plan 1990 (Amendment No. 11) – Gazetted 22/11/2002
Rural Residential Strategy – draft awaiting public notification
- (13) EEO Management Plan
(14) Emergency Management Plan
(15) Flood Plain
(16) Internal Reporting Policy
(17) Local Approvals Policy
(18) Plans of Management for Community Land
- Ornamental Parks
- Mainstreet – Kendal Street
 - Mainstreet – Lachlan Street
 - Catholic Church Corner
 - Mainstreet – Macquarie Street
 - Ramage Park
 - Cherry Tree Avenue
 - Prisoner of War Camp site
 - Young Road
 - Grenfell Road
 - Boorowa Road
 - Railway Park
 - Sydney Road Headwalls
 - Canowindra Road
 - Grenfell Road Median
 - Memorial Cairn
 - Doncaster Drive
 - Evans Street
 - Sakura Avenue
 - Fossey's Carpark
 - Cowra Services Club Carpark
 - Busby Place Carpark
 - Jamison Reserve
 - Cowra Showground
 - Bicentennial Track
 - Baby Health Centre
 - Cowra TAFE Headwalls
 - Edgell Park Carpark Garden
 - Benelong Place
 - Bensley Park
 - Liverpool Street
 - Brisbane Street
 - Circus Park
 - Redfern Street
 - Taragala Street
 - Ornamental Parks (continued)
 - BMX Track
 - Surveyor Evans Park
 - Bill Robinson Park
 - Bryant Park
 - Lone Pine Park
 - Edgell Park Outfields
 - ANZAC Memorial
 - Administration Grounds
 - Squire Park

- Australian War Cemetery
- Japanese War Cemetery
- Fred Arnold Park
- Gateway Park
- WCRG Outfields
- Garrison Gates
- Col Stinson Outfields
- River Park Outfields
- Brougham Park
- Railway Station
- Macquarie Street Embankment
- Muir Park
- Harry Chapman Park
- Apex Park
- Col Newton Park
- Francis Park
- Mulyan Outfields
- Rodwell Oval
- Prescott Park
- Pauline Coe Park
- Elizabeth Street Park
- Rigaut Park
- Fragar Park
- Jenny Kerr Park, Woodstock
- Olympic Park
- Woodstock Showground
- Gooloogong Park
- Billimari Park
- E J Walker Park – Wattamondara
- Europa Park
- Sportsfields
 - Edgell Park
 - River Park
 - Raudonikous Oval
 - Twigg Oval
 - Oliver Oval
 - Holman Oval
 - MacPherson Oval
 - West Cowra Recreation Ground
 - Col Stinson Park
 - Rodwell Oval
 - Mulyan Oval
- Urban Nature Parks
 - Farleigh Park
 - Phillips Crossing
 - Vineyard Park
 - Jukes Lane Reserve
 - Reserve – Taragala
 - Darbys Falls
 - Cudgelo
 - Koorawatha
- (19) Section 94 Contributions Plans
 - Killara Road Drainage Catchment Area
 - River Park Road Drainage Catchment Area
 - Plan No. 1 – Roads Rural – Adopted 18/1/99 Amended 1/7/01
 - Plan No. 2 – Roads Urban/Village – Adopted 12/08/02
 - Plan No. 3 – Drainage – November 1992 – Adopted 12/08/02

- Plan No. 4 – Sewerage – Cowra – Adopted 12/4/99 Amended 1/7/01
- Plan No. 5 – Water – Adopted 12/4/99 Amended 1/7/01
- Plan No. 6 – Open Space – Adopted 12/4/99 Amended 1/7/01
- Plan No. 7 – Car Parking – November 1992
- Plan No. 9 – Bush Fire Services – Adopted 14/12/98 Amended 1/7/01
- Plan No. 10 – Community Facilities – Adopted 10/5/99 Amended 1/8/01
- (22) State of the Environment Report
- (23) Emergency Response Plan
- (24) Building Line Policy
- (25) Bushfire and Emergency Manuals
- (26) Flood Prone Land Policy
- (27) Food Premises Code
- (28) Private Use of Council Vehicles Policy
- (29) Smoke Free Work Environment Policy
- (30) Swimming Pool Fencing Policy
- (31) Annual Financial Statements
- (32) Disclosures Register
- (33) Land Register
- (34) Investment Register
- (35) Building Certificate Records
- (36) Building Application/Approval Record
- (37) Development Application/Consent Record
- (38) Section 94 Contributions Register
- (29) Section 149 Certificate Register
- (40) Cowra Community/Social Plan 2000

SECTION 2 – STATEMENT OF AFFAIRS

Cowra Council's most recent Statement of Affairs has been prepared to 30 June 2002.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CROOKWELL SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The policy documents held by Crookwell Shire Council are:

- Policy Register
- Management Plan – 2002-2003
- Financial Plan – 2002-2003
- Annual Report – 2001-2002
- Financial Statements 2001-2002
- Delegations of Authority
- Local Environmental Plans
- Development Control Plans
- Section 94 Plan
- Code of Conduct
- Code of Meeting Practice
- Minutes of all Committee and Council Meetings
- Pecuniary Interests Register
- Disclosures Register
- Declarations under Privacy Act for access to information

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council has been prepared as at 30th June 2002 pursuant to this Act.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public who wish to inspect the Statement of Affairs, Summary of Affairs or policy documents of the Crookwell Shire Council should contact the Director of Corporate & Community services/ Public Officer (Heath Rowland) by telephoning (02) 4832 1022 or writing to:

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DENILIQUN COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

ADMINISTRATION POLICIES: – Council and Committee Meetings – Standing Orders and Code of Practice; Local Public Holidays – Gazettal; Road Naming; Smoke Free Environment; Local Government Boundary Restructure; Public Liability Insurance – Casual Hirers of Council owned premises; Vandalism – Reward for Information; Replacement of Motor Vehicles, Plant & Equipment; Purchase/Leasing of Council Plant & Equipment; Conferences & Seminars Attendance; Reimbursement of Expenses Conferences; Military Leave; EEO & Harassment Prevention; Work Place Rehabilitation; Motor Vehicle – Private use by staff; Plant and Equipment Hire; Distribution of Materials for External Organisations; Risk Management; Child Care Protection; Salary Packaging.

LOCAL LAWS POLICIES: Fire Control; Control of Self Propelled Vehicles; Prohibited Camping on Public Land.

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

TECHNICAL SERVICES POLICIES: Outdoor Workforce Business Unit; Protection of Assets; Deniliquin Cemetery; Lawn Cemetery; Control of Vegetation on Nature Strips; Contribution to Dividing Fences; Water & Sewer Limits; Raw Water; Use of Treatment Water Works; General Standard of Engineering Works; Water Supply Connections and Metering; Sporting, Leisure & Recreational Facilities in Deniliquin; Backflow Prevention.

COMMUNITY DEVELOPMENT POLICIES:

Town Planning – Exhibition and Notification of Development Applications; Refund of Development Application Fees – Withdrawal of Application; Advertising Signs; Guidelines for Subdivision and Development Applications and Works; Commercial Development Construction & Design; Residential Development – Construction & Design; Industrial Development – Construction & Design; Water Drainage – Provisions; Parking Area & Driveway Construction; Verandah Posts; Obstructions to and on Flood Protection Levees and Levee Easements.

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

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

Economic Development – Support for Industry & Commerce; Deni 21 Business Unit.

Cultural Development – Falls Prevention.

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

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs has been prepared to 14 June 2003. This is available for inspection at Council's Civic Centre office.

SECTION 3 – CONTACT ARRANGEMENTS

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

Graeme Haley
General Manager
Deniliquin Council
Civic Centre
Civic Place
DENILIQVIN NSW 2710
Telephone: (03) 5881 2444
Hours: 8.30 am – 5.00 pm

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DUBBO CITY COUNCIL****(FOI Agency No. 2122)****SECTION 1 – POLICY DOCUMENTS**

2002/2003 Corporate Strategic Plan, Management Plan, Annual Operating Plan and Budget
Delegations of Authority
Code of Conduct Manual
Code of Meeting Practice
Dubbo City Flood Operations Manual
Dubbo Bush Fire Management Plan
Dubbo Local Environmental Plan – 1997 – Rural Areas and Associated Development Control Plans
Dubbo Local Environmental Plan – 1998 – Urban Areas and associated Development Control Plans
Dubbo City Council Subdivision Planning and Development Code
Rural Area Development Strategy 1995 – 2015 (September 1995)
Urban Areas Development Strategy comprising:
Future Directions and Structure Plan (December 1996)
 (A) Residential Areas Development Strategy (November 1996)
 (B) Commercial Areas Development Strategy (April 1997)
 (C) Industrial Areas Development Strategy (January 1997)
 (D) Institutional Areas Development Strategy (March 1997)
 (E) Recreational Areas Development Strategy (February 1997)
DCP G3.1 Designing for Access and Mobility
DCP G4.1 Exempt and Complying Development
DCP G2.2 Floodprone Lands – Urban Areas
Dubbo City Floodplain Management Plan 2000 – Urban Areas
Dubbo's Growing Business

Policy Codes:

General Development Standards and Policies
Engineering Standards and Requirements Relating to the Subdivision of Land
Standards for Offstreet Parking of Motor Vehicles
Standards for Developments Upon the Floodplain and Floodprone Lands
Standards and Requirements for Amusement Centres and Premises Upon which Amusement Devices are located.
Standards for Advertising Structures
Naming of Thoroughfares and other Geographical Features within the City of Dubbo
Farmstay Bed and Breakfast Tourist Accommodation
Leash Free Areas for the Exercising of Dogs
Street Tree Master Plan
Tree Preservation Policy including Significant Tree Register
Plans of Management – Community Land
Section 94 Contribution Plan – Urban Stormwater Drainage Contributions
Section 94 Contribution Plan – Open Space and Recreational Facilities
Section 94 Contributions Plan – Urban Roads
Section 64 Contribution Policy – Water Supply and Sewerage Services Contribution Policy
1993 PPK Floodplain Management Study
Trade Waste Policy Document – Note: the Local Approvals Policy part of this document has lapsed.
EEO Management Plan

Payment of Expenses and Provision of facilities to Councillors
Manual of Procedures
AUSPEC 1 Development
AUSSPEC 2
Policy for Strategic Asset Management Programme
Policy for Controlling Spray Painting
Code of Practice for the Impounding of Unattended Shopping Trolleys

SECTION 2 – STATEMENT OF AFFAIRS

The Dubbo City Council has published a Statement of Affairs in accordance with Section 14 of the Freedom of Information Act 1989 at 30 June 2002.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the procedures for inspecting and purchasing the Dubbo City Council's Policy documents may be made to:

The Council's Director Administrative and Financial Services
Administration Building
Wingewarra Street
PO Box 81
DUBBO NSW 2830
Telephone: (02) 6881 4222
Hours: 8.30 am and 5.20 pm, Monday to Friday inclusive.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DUNGOG SHIRE COUNCIL****(FOI Agency No. 2124)****SECTION 1 – POLICY DOCUMENTS**

Council has available for inspection the following:

Annual Reports
Annual Financial Reports
Auditor's Reports
Building Certificate Records
Building Application/Approval Records
Code of Conduct
Code of Meeting Practice
Construction Certificate Application/Approval Records
Council Meeting Business Papers
Council Meeting Minutes
Councillors – Payment and Expenses and Provision of Facilities Policy
Delegations of Authority
Development Application/Approval Records
Development Control Plans Nos 6, 15, 18, 21-26, 28-31
Disclosure of Interests by Councillors and Designated Persons Register
EEO Management Plan
Internal Reporting Policy (Protected Disclosures Act)
Investment Register
Land Register
Local Approvals Policy
Local Disaster Plan
Local Environmental Plan 1990 (as amended by Amendment Nos 1-18,20-26, 31-34, 37-38,41,47-48, 51-52,54)
Management Plan/Financial Management Plan
Plans of Land proposed to be Compulsorily Acquired by Council
Policy Register
Privacy Management Plan
Property Transfer Register
Section 94 Contribution Plans No. 2 and No. 3
Dungog Sec 94 Contributions Plan 2001
State of the Environment Report 2000

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs was prepared as at 30th June 2002.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr C F Deasey
Public Officer
Dungog Shire Council
PO Box 95
DUNGOG NSW 2420
Telephone: (02) 4992 1224
Facsimile: (02) 4992 2044
Email: shirecouncil@dungog.nsw.gov.au
Hours: 8.45 am to 4.30 pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****EUROBODALLA SHIRE COUNCIL****(FOI Agency No. 2125)****SECTION 1 – POLICY DOCUMENTS**

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

AVAILABLE FOR INSPECTION FREE OF CHARGE

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

* Copies are available to take away

DOCUMENTS AVAILABLE FOR PURCHASE

Planning Instruments	\$
Rural Local Environmental Plan	7.00
Urban LEP	7.00
Codes – Development Manuals	
Car Parking Guidelines	6.00
Industrial Development DCP	6.00
Residential Design DCP	6.00

Advertising Signs DCP	6.00
Subdivision Guidelines	29.60
Tilba Heritage Study V1	9.30
Tilba Heritage Study V2	10.60
Tilba Conservation Area Development Guidelines	20.10
Mogo Development Strategy	15.40
Economic Development Strategy Stage 1	40.30
Flood Plain Development Manual	20.10
Subdivision Code – Water & Sewerage	29.60
Other Development Control Plans (eg site specific)	6.00
Mogo Village Commercial Centre DCP	6.00
Moruya Town Centre DCP	6.00
Batemans Bay Town Centre DCP	6.00
Narooma Town Centre DCP	6.00
Tree Preservation Order	No charge
Neighbourhood Business and Commercial DCP	6.00
Residential 2T – Tourism Development Guidelines	6.00
Other Publications	
Population Profile (1998)	11.20
Children’s Services Directory	1.80
Deua River Study	20.10
Commercial and Industrial Strategy	40.30

SECTION 2 – STATEMENT OF AFFAIRS

Published 30 June 2002.

SECTION 3 – CONTACT ARRANGEMENTS

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

Freedom of Information Co-ordinator
Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537
Telephone: (02) 4474 1354
Facsimile: (02) 4474 1234
E-mail: council@eurocoast.nsw.gov.au
Hours: 8.30am to 4.30pm, Monday to Friday

(Reference – 97.1315)

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
FAIRFIELD CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- Cabramatta Town Centre
 - Bonnyrigg & Bossley Park District Business Centres
 - Canley Vale Local Business Centre
 - Canley Heights Local Business Centres
 - Contaminated Lands
 - Fairfield Heights Local Business Centres
 - Smithfield Local Business Centres
 - Neighbourhood Business Centres
 - Wetherill Park and Bonnyrigg Industrial Centres
 - Old Industrial Areas
 - Retailing and Business Activities in Industrial Areas
 - Rural Area
 - Car Parking Code
 - Tree Management Policy
 - Former R.A.A.F. Site, 794-850 Woodville Road, Villawood
 - Amusement Centres
 - Landscaping Code
 - Advertising and Signage
 - Residential Subdivisions Code
 - Waste not DCP
 - Brothel Control
 - South Abbotsbury
 - Development Standards relating to Roads
 - Exempt and Complying Development
 - Notifications Policy
 - Used Clothing Bins
- Disabled Car Parking Policy
- EEO Management Plan
- Expenses and Facilities Policy
- Flood Prone Land Policy
- Hiring of Community Halls Policy
- Internal reporting Policy
- Land proposed to be compulsorily acquired by Council
- Library Services Policy
- Local Approvals Policy
- Fairfield Local Disaster Plan
- Local Environment Planning Instruments
- Fairfield LEP 1994
- Local Ethnic Affairs Policy Statement (LEAPS)
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Management
- 1999
- Salters Road Reserve (Marconi park)
 - Corner of Elizabeth Drive Bonnyrigg (White Eagles)
 - Cabramatta Sports Ground
- 2000
- Fairfield Showground
 - Fairfield Golf Course
 - Brenan Park
 - Emerson Street Reserve
 - Wetherill Park Reserve
 - Bunker Parade Reserve
 - Cabra Vale Park
 - St Johns Park

- Leisure Centres (Prairiewood and Cabramatta)
 - Generic Sports grounds/Generic Parks
 - Generic Bushland
- and associated individual Plans of Management for
- Flying Fox Reserve

Policy Register

State of the Environment Report

Subdivision Code

Tree Preservation Order

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

Copies of the above policy documents may be viewed at:

Fairfield City Council,

Administration Centre,

86 Avoca Road,

WAKELEY NSW 2176

Hours of 8.30 a.m. and 4.30 p.m., Monday to Friday (public holidays excepted).

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

The Public Officer,

Fairfield City Council,

PO Box 21,

FAIRFIELD NSW 1860

Telephone: 9725 0226

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****FORBES SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr P. Smith
Director Administration
Forbes Shire Council
Cnr Harold and Court Streets
(PO Box 333)
FORBES NSW 2871
Telephone: (02) 6850 1300
Facsimile: (02) 6852 4170

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

GLEN INNES MUNICIPAL COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following documents held by Glen Innes Municipal Council, are available for inspection, free of charge:

✓ Council's Code of Conduct	No charge
✓ Council's Code of Meeting Practice	No charge
✓ Annual Report	No charge
✓ Auditor's report	No charge
✓ Council's Code on payment of expenses	No charge
✓ Register of investments	No charge
✓ Return of Financial Interest of Councillors	No charge
✓ Designated Persons & Delegates' financial interests returns	No charge
✓ Delegations of Authority Register	No charge
✓ Records of Approvals granted & decisions made on appeal	No charge
✓ Plans of land proposed to be compulsorily acquired by Council	No charge
✓ Leases and licences for public land classified as community land	No charge
✓ Council's Policies and Codes Register	No charge
✓ Financial Management Plan	No charge
✓ Statement of Environmental Report	No charge
✓ Cemetery Register	No charge
✓ Development Register	No charge
✓ Building Register	No charge
✓ Local Environment Planning Instruments	No charge
✓ Internal Reporting Policy	No charge
✓ Local Approvals Policy	No charge
✓ Local Orders Policy	No charge
✓ Management Plan	No charge
✓ Plans of Management for Community Land (under review)	No charge
✓ Policy Register	No charge
✓ Subdivision Code	No charge
✓ Tendering Policy	No charge
✓ Access to Files Policy	No charge
✓ Adjoining Owners Notification	No charge
✓ Building Line Policy	No charge
✓ Complaint Handling Policy	No charge
✓ Conferences and Seminars Policy	No charge
✓ Occupational Health and Safety Code	No charge
✓ Private Use of Council Vehicles Policy	No charge
✓ Smoke Free Work Environment Policy	No charge

The following are available for inspection and a photocopying charge is imposed if a copy is required:

✓ Annual Financial Reports	Copying charge
✓ EEO Management Plan	Copying charge
✓ Annual Reports of bodies exercising delegated Council functions	Copying charge
✓ Records of Building Certificates	Copying charge
✓ Development Control Plans – under review	Copying charge
✓ Statement of Affairs	Copying charge

- | | |
|-----------------------------|----------------|
| ✓ Summary of Affairs | Copying charge |
| ✓ Emergency Management Plan | Copying charge |
| ✓ Management Plan | Copying charge |

The following are available for inspection and have no photocopying charge imposed if a copy is required:

- ✓ Business Papers for Council and Committees No Copying charge
- ✓ Minutes of Council and Committee Meetings No Copying charge

The following documents are available for purchase from Council:

Real Estate Reports (Property listing)	Charges apply
Current Year Sales information	Charges apply
Sewer mains location/Drainage Diagram	Charges apply

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs was published in June 2003 and is available for inspection.

SECTION 3 – CONTACT ARRANGEMENTS

Council's General Manager, Mr Colin Francis will accept enquiries concerning the procedures for inspecting and purchasing the agency's policy documents and Statement of Affairs.

All enquiries and applications under the Freedom of Information Act, 1989 in relation to Glen Innes Municipal Council should be made to:

The General Manager
Glen Innes Municipal Council
PO Box 61
GLEN INNES NSW 2370
Phone: 02 6732 2611
Fax: 02 6732 3764

The above officer can be contacted between the hours of 9am to 5pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
GLOUCESTER SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available for inspection or purchase:

- General Policy Manual
- Code of Conduct
- Code of Meeting Procedure
- Staff Procedural Manual
- Section 94 Contributions Plan
- Section 94 Contributions Plan Car Parking
- Councillors Allowances and Expenses Policy
- Council and Committee Minutes
- Local Environmental Plan and Land Use Strategies
- Delegations of Authority
- EEO Management Plan
- State of Environment Report
- Management Plan – including Fees and Charges
- Public Land Register
- Standard Conditions for Engineering Works
- Gloucester Local Environment Plan 2000
- Development Control Plans:
 - 1/84 – Subdivision of Lot 10 DP 262710 Argyle Street, Barrington
 - 2/84 – Subdivision of Part Lot 1 Bucketts No. 1 Subdivision Argyle Street, Barrington
 - 1/95 – Land in Industrial Zones
 - 2/95 – Tourist Development
 - 3/95 – Land in Rural Zones
 - 4/95 – Rural Small Holdings Subdivision Fairbairns Road
 - 2/96 – Development of Rural Residential Subdivision – Lot 7 DP 843681 Thunderbolts Way, Gloucester
 - 1/99 – Subdivision of Lot 6 DP 739146 Clement Street, Gloucester
- Outdoor Advertising
- Small Rural Holdings
- Local Emergency Management Plan
- Financial Management Plan (Budget)
- Approvals Policy
- Plan of Management for – Gloucester District Park
– Other Community Land
- Tendering Policy
- Main Street Heritage Study
- Council Financial Reports
- Rural Fire Service Standard Policy and Procedures
- Community Road Safety Plan
- Strategic Issues for Gloucester Council
- Water and Sewerage Draft Business Plan
- Protected Disclosures Reporting Policy

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Gloucester Shire Council
89 King Street
(PO Box 11)
GLOUCESTER NSW 2422
Telephone: (02) 6558 1601
Facsimile: (02) 6558 2343
Email: council@gloucester.nsw.gov.au
Hours: 8.45am to 4.15pm weekdays

N. S. MCLEOD
General Manager

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

of the

GOSFORD CITY COUNCIL**(FOI Agency No. 2132)****SECTION 1 – POLICY DOCUMENTS**

Council's activities are in Program format and include ten (10) specific Programs. These Programs are:

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

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

DOCUMENTS AVAILABLE SUBJECT TO A PHOTOCOPY FEE

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

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

Access to Files by Councillors Policy A1.39

Active Recreation R1*

Administration A1*

Beaches R3*

Building Control D6*

Gosford City District Bushfire Operations Plan

Capital Works Program

Car Parks T9*

Caravan Park R4*

Child Care Centres, complaints

Child Care Centres, Management C5.02

Child Care Centres, Communicable Diseases C5.01

City Management Plan (The Gosford City Management Plan consists of the following:

Report 1 – Corporate Strategic Plan

Report 2 – 3 Year Capital Works Program

Report 3 – Council's Program Budget

Report 4 – State of the Environment Report

Report 5 – Council's Revenue Policy)

Code of Conduct A1.02

Code of Meeting Practice A1.47

Community Development C5*

Corporate Service A2*

Councillors Financial and Service Provision Arrangements A1.42

Cultural Projects C1*

Dams and Weir W0*

Delegations of Authority

Development Engineering D3*

Development Control D0*

Drainage E1*

EEO Management Plan
Effluent Generation S3*
Emergency Services H3*
Fees and Charges
Fees and Charges Information – Revenue Policy
Financial Management A3*
Flood Mitigation E2*
Foot/cycleway T5*
Gosford City Disaster Plan
Health Services H4*
Human Resources Policy Manual
Industrial Estate I1*
Lakes, Waterways and Coastline E0*
Land proposed to be compulsorily acquired by Council
Landuse Planning E3*
Levels of Service
Libraries C0*
Lighting T6
Local Environmental Plans (LEP)
Minutes of Council Meetings
Minutes of Committee Meetings
Occupational Health & Safety Manual
Parks R2*
Policy Register
Pollution Erosion and Environmental Control E5*
Program Management *8*
Properties A5*
Public Transport T7*
Reserves R0*
Risk Management
Road Maintenance T1*
Road Construction T0*
Sewer Mains & Tunnels S0*
Solid Waste Management H0*
State of Environment Report
Tendering Policy A3.07
Traffic T4*
Treatment Work S2*
Tree Management R6*
Tree Preservation Order
Water Capital W5*
Water Consumer W4*
Watermains W2*
Waterway Facilities R5*
Works – Capital Works WS5*
Zoning Maps

DOCUMENTS AVAILABLE FREE OF CHARGE

- Corporate Strategic Plan
- Guidelines to Development Control Plan No 106 – Controls for Site Waste Management
- Comprehensive State of Environment Report 2000 (limited number available free of charge)
- Supplementary State of Environment Reports for 2001, 2002 & 2003 (limited number available free of charge)
- Code of Practice – Erosion/Sedimentation Control
- Gosford City Community Plan

- Redevelopment DSP (Development Service Plan)
- Erina DSP
- Erina Township DSP
- Kariong DSP
- Kincumber DSP
- Lisarow DSP
- Narara DSP
- Niagara Park DSP
- Springfield DSP
- Wyoming DSP

DOCUMENTS AVAILABLE SUBJECT TO A FEE

The following documents are available for purchase:

- Best Practice Guidelines Nutrient Control for Development in Gosford City
- Building Over or Near Council Sewer & Water Mains
- Building Specification Booklets
- Citations & Maps
- Civil Construction Specifications
- Code of Practice – Erosion/Sedimentation Control
- Construction of Water Supply and Sewerage Works by Private Contractors
- Contributions Plans (CP)
- Development Control Plans (listed below in DCP numerical order)
- Flood and Drainage Studies
- Food Premises Code
- Social Plans in booklet form for some DCP areas.
- Somersby Industrial Landscape Guide
- Stormwater, Drainage & Roadworks Specifications
- Water and Sewerage Plans and Diagrams

Gosford City Council's Development Control Plans (DCP's) and Policies can be downloaded from Council's Internet Site www.gosford.nsw.gov.au. The documents listed below are also available from the Administration Building, 49 Mann Street, Gosford and a fee up to but not exceeding \$5.50 may be charged.

- DCP 5 Narara
- DCP 7 Niagara Park
- DCP 8 Lisarow
- DCP 16 Kincumber
- DCP 17 Kincumber No 2 Brentwood
- DCP 21 Kariong
- DCP 23 Springfield/Erina Creek
- DCP 24 Florals – Stage 2
- DCP 25 Mount White Truck Stop
- DCP 26 Surplus Public Land Killcare Heights
- DCP 27 Empire Bay Drive, Empire Bay
- DCP 29 Residential Development South Avoca Beach
- DCP 30 Brisbane Water Drive & Pacific Highway West Gosford
- DCP 33 Victoria and Adelaide Streets East Gosford
- DCP 35 Road Transport Facility – Somersby
- DCP 36 Erina Valley
- DCP 42 Erina/Green Point/Terrigal (Amendment 1)
- DCP 44 Emma James Street, Springfield
- DCP 52 Springfield – Erina Creek Precinct 2
- DCP 55 Terrigal Business Centre
- DCP 57 John Whiteway Drive
- DCP 58 Erina Fair – Amendment 1
- DCP 74 Cullens Road, Copacabana

- DCP 75 The Ridgeway
- DCP 76 Yattalunga (Amendment One)
- DCP 78 The Landmark – Berecry Road, Mangrove Mountain
- DCP 79 Koolang Road, Green Point
- DCP 80 Australian Reptile Park – Wyoming
- DCP 82 RTA Depot – Pacific Highway West Gosford
- DCP 83 Mobbs Road and Kings Avenue, Terrigal Residential 2(a) Subdivision
- DCP 84 Golden Grove Circuit and the Scenic Highway Terrigal
- DCP 87 Avoca Drive, Kincumber (Kincumber Hotel)
- DCP 88 Port Jackson Road Terrigal
- DCP 89 Scenic Quality
- DCP 90 The Entrance Road, Forresters Beach
- DCP 92 Henry Parry Drive and Pemell Street, Wyoming
- DCP 93 Lot 1 DP 776132 Corner Manns and Dell Roads West Gosford
- DCP 94 Sun Valley Road Green Point
- DCP 95 Boundary Road Kincumber
- DCP 96 Ocean View Drive Wamberal
- DCP 97 Lot 1 DP 775026 Peats Ridge Road Peats Ridge
- DCP 98 Bensville
- DCP 99 Taylors Road, MacDonalds Road and Pacific Highway Lisarow
- DCP 100 Medium Density Residential Amendment No 1
- DCP 101 Guidelines for the Erection of Communications Facilities
- DCP 102 Corner Charles Kay and Terrigal Drives Terrigal
- DCP 104 Lot 11 Scenic Hway Terrigal (Amendment 1)
- DCP 105 Old Narara Primary School Site Pacific Highway, Narara
- DCP 106 Controls for Site Waste Management
- DCP 107 Lots 4 and 5 Section 13 DP 1905 Pacific Highway/Renwick Street Wyoming Service Centre
- DCP 108 Pt 1 – Land Subdivision
- DCP 108 Pt 2 – Single Residences
- DCP 108 Pt 3 – Alterations and Additions
- DCP 108 Pt 4 – Attached Dwellings
- DCP 108 Pt 5 – Residential Buildings
- DCP 109 Toomeys Road Lisarow
- DCP 110 Bed and Breakfast
- DCP 111 Car Parking
- DCP 112 Residential Subdivision
- DCP 113 Industrial Development
- DCP 114 Building Lines
- DCP 115 Building in Flood Liable Areas
- DCP 117 Child Care Centres
- DCP 118 Brothels
- DCP 119 Wharves and Jetties
- DCP 120 Single Dwelling Height
- DCP 121 Dwelling Site Occupancy and Setbacks
- DCP 122 Cut and Fill Restrictions
- DCP 124 Parenting Facilities
- DCP 125 Coastal Hazard/Beach Frontage
- DCP 126 Dual Occupancy
- DCP 127 Cluster Housing
- DCP 128 Public Notification of Development Applications
- DCP 130 Subdivision of Rural and Non Urban Land
- DCP 131 Erina Business Centre Signage
- DCP 132 Pacific Highway, Niagara Park
- DCP 136 Lot 2 DP 605752 Siletta Road, Niagara Park – Amendment 1

- DCP 137 Lot 3 DP 712505 Ghilkes Road Somersby
- DCP 138 Lot 26 DP 3944 Manns Road – Bulky Goods Salesroom/Showroom
- DCP 141 Avoca Beach Alfresco Outdoor Theatre
- DCP 142 Lot 13 DP 666756 Brisbane Water Dr Point Clare (Amendment 1)
- DCP 143 Lots 1,2,3,4,10 & 11 DP 255797 Karalta Road Erina
- DCP 144 Festival Development Site Mt Penang
- DCP 145 St Huberts Island Mooring Facilities
- DCP 148 Complying Development Conditions
- DCP 149 Environmental Controls for Development in the Conservation and Scenic Protection 7(c3) – Tourist Accommodation Zone
- DCP 151 Two Lot Rural Residential Subdivision Crystal Avenue, Pearl Beach
- DCP 152 Manasseh Frost House Kincumber
- DCP 153 Lot 58 DP 10086 Kallaroo Road Bensville – Residential Subdivision
- DCP 155 Single Dwellings and Ancillary Structures
- DCP 156 Sea Kayaking Operational Base – 25 Broken Bay Road Ettalong
- DCP 157 Lot 61 DP 702598 Railway Crescent Niagara Park
- DCP 158 Lot 2 DP 1009974 Avoca Drive Kincumber
- DCP 159 Character
- DCP 162 Residential Development (Pearl Beach)
- DCP 163 Geotechnical Requirements for Development Applications
- DCP Outdoor Advertising (File 190.90.04)
- Gosford Planning Scheme Ordinance (As Amended)
- Interim Development Order No 122 (As Amended)

VARIOUS OTHER PUBLICATIONS AND STUDIES AVAILABLE

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

If the price is not indicated a price will be supplied on application.

Studies available to the public for inspection include the following:

- Avoca Drainage Strategy
- Bangalow Creek and Cutrock Creek Flood Study
- Bangalow Creek and Cutrock Creek Flood Management Study & Plan
- Brady's Gully – Blanche Street Area Drainage Investigation
- Brady's Gully Creek Floodplain Management Plan
- Brisbane Water Plan of Management (\$25.00 each)
- Bush Fire Planning Review and Evacuation Management Plan
- Broken Bay Beaches Coastal Management Plan (\$25.00)
- Coastal Lagoon Management Plan for Wamberal, Terrigal, Avoca and Cockrone Lagoons (\$25.00 each)
- Coastal Management Study and Plan for Gosford City Open Coastal Beaches (\$25.00 each)
- Drainage Investigation Kincumber Catchment
- Drainage Investigation Killcare Catchment
- Dubbo Gully Plan of Management
- East Gosford Catchment Study
- Erina Creek Flood Study
- Erina Creek Floodplain Management Study & Plan
- Ettalong Beach Foreshore Management Study and Plan
- Gosford CBD Drainage Strategy
- Gosford CBD Urban Design and Landscape Masterplan
- Gosford City Centre Strategic Plan
- Green Point Creek, Pearl Beach Floodplain Management Plan
- Kahibah, Iluka & Ettalong Creeks, Kahibah & Iluka Lagoons and Selected Reserves at Umina Beach Rehabilitation and Management Plan
- Lower Narara Creek Flood Study
- Middle Creek Flood Study

- Narara Creek Flood Study – West of Hanlan Street
- North Copacabana Catchment Trunk Drainage Study
- Point Clare Trunk Drainage Study, Management Study & Management Plan
- Pretty Beach Area Drainage Study
- Residential Strategy
- Review of the Lower Narara Creek Floodplain Management Study
- Rural Lands Study
- Stormwater Management Plan for Gosford City
- Sun Valley Trunk Drainage Strategy
- Terrigal Lagoon Deepening Study Feasibility Study
- Turo Creek Flood Study
- Upper Narara Creek Flood Study
- Veron Road Area, South Woy Woy Drainage Strategy
- Wells Street, East Gosford Drainage Strategy
- Wetland Management Study – Brisbane Water area
- Wetland Management Study in the Hawkesbury Nepean Catchment
- Wetland Mapping Survey of Coastal Wetlands
- Wingello Creek Floodplain Management Plan
- Woy Woy Catchments – D & E Drainage Investigation
- Wyoming Creek Management Plans
- Yattalunga Drainage Study

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

The following reports are included in this category:

- Copacabana Drainage Strategy

Under the provisions of the Local Government Act 1993, all Council owned land must be classified “Operational” or “Community”. Community land is managed by Plans of Management. The following Plans of Management under the Local Government Act 1993 and the Crown Lands Act are available, subject to a fee on application:

- Community Parks
- Foreshore Parks
- Formal Parks
- Grahame Park
- Kibble Park
- Kincumba Mountain
- Leagues Club Field
- North Avoca Surf Club
- Sportsgrounds
- Worthing Creek Detention Basin
- Yattalunga

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information requests may be submitted in writing to:

The General Manager
Gosford City Council
PO Box 21
GOSFORD NSW 2250

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

Corporate Development	Jenny Hayden	Telephone: (02) 4325 8304
Community Services	Christine Brown	Telephone: (02) 4325 8903
Development and Health	Ann Kendal	Telephone: (02) 4325 8246
Engineering Operations	Sue McKellar	Telephone: (02) 4325 8257
Environmental Planning	Ros Spain	Telephone: (02) 4325 8876
	Mary McElhinney	Telephone: (02) 4325 8375
Finance and Corporate Services	Margaret Shipman	Telephone: (02) 4325 8312
Water & Sewerage	Susan Firth	Telephone: (02) 4325 8268

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

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

A fee is applicable for each Freedom of Information Application

Gosford City Council
PO Box 21
GOSFORD NSW 2250
www.gosford.nsw.gov.au
Email: goscity@gosford.nsw.gov.au

PETER WILSON
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GOULBURN CITY COUNCIL****(FOI Agency No. 2133)****SECTION 1 – POLICY DOCUMENTS**

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

Council's Policy Manual

Council's Delegations and Authorities Manual

Equal Employment Opportunity Plan

Code of Meeting Practices

Code of Conduct

Corporate Plan (See Management Plan)

Development Control Plans (See 1-7)

DCP No. 1 – Residential Development Policy

DCP No. 2 – Industrial Development Policy

Revised DCP No. 2 – Industrial Development Policy

DCP No. 3 – Off Street Parking Policy

DCP No. 4 – Development within Rural, Open Space and Environmental Protection Zones

DCP No. 5 – Advertising Policy

DCP No. 6 – Development Policy (Conservation Area)

DCP No. 7 – Protection of Waterways

Draft DCP No. 8 – Energy Smart Homes

DCP No. 9 – Notification

DCP No. 10 – Good Design Policy

DCP No. 11 – Outdoor Dining

Draft DCP No. 14 – Marys Mount and Marys Mount and Contribution Plan

LEP 1990 (as amended) LEPs 1-12

Local Approvals Policy

Minutes of Committee Meetings

Minutes of Council Meetings

Plans of Management for Community Land Compiled Plans of Management for:

Natural Areas

Bushland Reserves

Foreshore Reserves

Drainage Reserves

Sportsgrounds

Parkes and Playgrounds

Marsden Weir Par Land

Belmore Park (Draft)

Pricing Policy (See Management Plan)

Tendering Policy

State of the Environment Report

Section 94 Contributions Plans (See Amendment No. 2 Section 94 Contributions Plans)

Social and Community Plan 1999

Fees and Charges Policy (See Management Plan)

Smoke-Free Work Environment Policy

Annual Report

Business Papers

Disclosure Register

Documents may be inspected during office hours Monday to Friday, 8.30 am to 4.30 pm at the Civic Centre, Bourke Street, Goulburn.

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

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs, as part of the 2001//2002 Statutory Annual Report, has been prepared in accordance with section 14 (1) (b) and (3) of the Freedom of Information Act and is available for inspection during office hours at the Civic Centre, Bourke Street, Goulburn.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to documents held by Goulburn City Council must be made by application in writing accompanied by a fee of \$30.00 and addressed to:

The General Manager
Goulburn City Council
Locked Bag 22
GOULBURN NSW 2580

and marked for the attention of the Freedom of Information Officer.

Phone: 02 4823 4444

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COUNCIL OF THE CITY OF GRAFTON
(FOI Agency No. 2134)

SECTION 1 – POLICY DOCUMENTS

The policy documents held by the Council of the City of Grafton are:

- (a) Essential Policy Documents
- Code of Conduct
 - Code of Meeting Practice
 - Delegations of Authority Register
 - Development Control Plans
 - EEO Management Plan
 - Emergency Management Plan
 - Employment Related Codes
 - Engineering Services Procedures Manual
 - Environmental Planning Instruments
 - Expenses and Facilities Policy
 - Financial Management Plan
 - Controls in Flood Liable Land
 - Internal Reporting Policy
 - Local Approvals Policy
 - Local Environmental Planning Instruments
 - Management Plan 2003-2006
 - Minutes of Committee Meetings
 - Minutes of Council Meetings
 - Plans of Management for Community Land
 - Policy Register
 - Procedure Manuals
 - Records Policies
 - Section 94 Contributions Plans
 - State of the Environment Report 2002-2003
 - Subdivision Code
 - Waste Management Strategy
- (b) Optional Policy Documents
- Advertising Code
 - Access to Information Policy
 - Building Line Policy
 - Bushfire and Emergency Manuals
 - Car Parking Policy
 - Flood Prone Land Policy
 - Food Premises Code

Council of the City of Grafton

- (b) Optional Policy Documents (Continued)
- Hoardings Code
 - Motor Vehicle Policy
 - Naming of Parks and Reserves Policy
 - Notification of Adjoining Owners Policy
 - Occupational Health and Safety Code
 - On Site Effluent Disposal Policy

- Risk Management Policy
- Signs Code
- Smoking in the Workplace Policy
- Swimming Pool Fencing Policy
- Termite Code
- Work on Private Property Policy

(c) Other Documents

- Annual Report
- Auditors Report
- Business Papers
- Disclosures Register
- Land Register
- Investment Register
- Building Certificate Records
- Building Application/Approval Records
- Development Application/Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council has been published as at 30 June 2003 and is available for inspection free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public who wish to inspect the policy documents of the Grafton City Council as outlined previously should contact the Freedom of Information Officer (Brian Lane, Director, Corporate & Community Services) by either telephoning (02) 6643 0213 or writing to:

FOI Officer
Council of the City of Grafton
PO Box 24
GRAFTON 2460

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GREAT LAKES COUNCIL****(FOI Agency No. 2135)****SECTION 1 – POLICY DOCUMENTS**

The following documents are available for inspection free of charge:

Corporate Plan

Management Plan

Code of Conduct

Code of Meeting Practice

State of the Environment Report

Planning instruments, codes, studies, strategic plans and reports

Building and Subdivision Policies and Codes

Fees and charges

Records retention and disposal

Register of Disclosures

Land Register (Community and Operational)

Minutes of Council and Committee meetings

Policy information contained in Reports, Files and Documents relating to the Conduct and Functions of Council including financial report, auditors report, annual reports, business papers, general correspondence.

Child Protection Policies and procedures

Privacy Management Plan

Council Policy Manual including policies relating to:

Building

Access by Steep Driveway

Applications by Council

Applications by employees of Council

Builder Toilet Facilities

Building Alignment – Residential Area

Building Standard – Foreshores of Boomerang and Blueys Beach

Carports and Garages – Erection of

Earth Wall Construction

Fencing in urban areas – Boundary

House Numbering (needs updating)

Local Approvals (superseded – needs revising)

Notification Policy for Planning Matter

Outbuildings and Temporary Structures – Occupation of

Rainwater Tanks – Domestic

Relocated Buildings

Septic tank System

Subterranean Termites – Protection of Buildings

Swimming Pools – New and existing policy (needs revising)

Underground stormwater pipelines – Building near

Vehicular Footpath Crossing

Wall Ties

Water Disposal – Roof/Surface

Councillors and Council Committees

- Attendance by Councillors at Conferences, Seminars, Workshops etc
- Committees with Authority Delegated under Section 355 – Establishment of
- Committees with Authority Delegated under Section 355 – Operation of
- Expenses – Councillors
- Interstate and Overseas Travel
- “Meet the Public” session of Council
- Tape Recording of Council Meetings

Development

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

Finances and Rates

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

Library

- Collection Development
- Computer and Internet usage – Library
- Library

Occupational Health and Safety

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

Public Health

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

Public Reserve

- Dune Areas – Encroachment on Public Reserves
- Public Liability Insurance coverage required from users/hirers – level of Sporting and Recreational Facilities Usage

Regulatory

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

Roads

- Bicycle Paths
- Election Signs
- Gates on Public Roads
- Heavy Vehicles Hauling Over Public Roads
- Naming – Road/Street
- Nominated Road Network
- Paving, Kerbing and Guttering Footways – Charges to Landowners Street
- Street Stalls
- Tree Planting in Street

Staff

- Child protection
- Conferences, Seminars, Workshops etc – Attendance of Staff
- Complaints
- Defence Force Reserves
- Delegations to Staff
- Educational Assistance
- Emergencies – Volunteers Attending
- Equal employment
- Internet and email usage
- Interstate and Overseas Travel
- Long service employees – acknowledgement of
- Removal expenses for new staff – Reimbursement
- Seniority Ranking
- Sexual Harassment
- Tools and Equipment – Provision of
- Vehicles Not Leased and Taken Home Daily
- Vehicles allocated to staff for private use under lease arrangements

Waste Management

- Asbestos Waste Disposal
- Assessment of Properties in Rural Areas – Domestic Waste Service
- Clean-Up Campaign
- Commercial (solid) Trade Waste
- Landfill Sites – Substances Excluded from
- Mobile Garbage Bins (240 litre) – Replacement or Repair
- Mobile Garbage Bins in Rural Areas – Location of
- Use of solid Waste landfills

Miscellaneous

Council Headquarters Facilities – Use of
Election signs
Environmental Planning and Assessment Act – breaches of
Great Lakes Council Cemeteries
Helicopter Landing – Casual
Helicopter Landing – Joyflight
Outdoor Eating Areas
Public Hall facilities – guidelines, commercial activities at
Public Liability Insurance coverage required from users/hirers – level of
Records and Archives policy

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Great Lakes Council
Breese Parade
FORSTER NSW 2428
Telephone: (02) 6591 6222
Hours: 8.15 a.m. – 4.30 p.m., Monday to Friday

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
GREATER TAREE CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Management Plan 2003/2004 – 2005/2006 including 2003/2004 Budget and 2003/2004 Revenue Policy

Social Plan

Tourism Strategic Business Plan

One Future

Strategic Plan for Cultural Development

Taree Crime Prevention Plan

Greater Taree City Council – Aboriginal Community Profile 2002

Policy Register including:

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

Code of Conduct

Code of Meeting Practice

Register of Delegations

Internal Reporting Policy

Greater Taree Library Strategic Directions 2001-2006

Land Use Policies and Codes

Greater Taree LEP 1995

Development Control Plan 1995

DCP No. 6 – Pig Keeping

DCP No. 13 – Parking Code

DCP No. 19 – Industrial Code

DCP No. 34 – Caravan Parks and Manufactured Home Estates

DCP No. 35 – Sign Code

DCP No. 38 – Maintenance of Open Drains

DCP No. 40 – Residential Development

DCP No. 41 – Subdivision

DCP No. 42 – Interim On-Site Effluent Disposal Policy

DCP No. 43 – Erosion and Sediment Control

DCP No. 44 – Advertising of Development Applications

DCP No. 45 – Contaminated Land

DCP No. 46 – Exempt and Complying Development

DCP No. 47 – Bungay

Draft DCP – Acid Sulfate Soils

Landscape Code

Property Fencing Code

Cattle Feedlots Code

Local Approvals Policy

Housing for Aged and Disabled Persons Policy

Markets Policy

Orders Policy

Interim Flood Management Policy

Private Facilities on Council Footways Policy
Applications on Proposed Lots Policy
Draft Policy – Infill Development in Bush Fire Prone Areas
On-Site Sewage Management Strategy & Effluent Disposal Policy
Guidelines for Rabbit Breeding
Section 94 Contribution Plans
Taree CBD Foreshore Management Plan
Sun Shadow Guide

Health Related Policies

Code for Food Premises
Policy for Keeping Horses
Regulation for:

- Keeping Sheep and Goats in Towns and Villages
- Keeping of Cattle
- Keeping of Poultry
- Pigeon Lofts

Policy for Dogs on Beaches

Minutes of Council and Committee Meetings

Plans of Management in respect of:

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

State of the Environment Report and 2002 Supplement
Annual Report 2001/2002

SECTION 2 – STATEMENT OF AFFAIRS

Last published June 2003 as part of the 2003/2004 – 2005/2006 Management Plan.

SECTION 3 – CONTACT ARRANGEMENTS

FOI Officer –

Graham Nix
Manager Administration
Level 2 Administration Centre
2 Pulteney Street
TAREE NSW 2430
Phone: (02) 6592 5399
Fax: (02) 6592 5311
Hours: Monday – Friday 8.30 a.m. – 4.30 p.m.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
of the
GRIFFITH CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS****ANIMAL CONTROL**

Animal Control

APPROVALS

Advertising

Banners In Banna Avenue

Handbill Distribution

Sandwich Board Signs

Signs

Busking

Development

Advertising of Applications

Applications – Section 94 Contributions

Development Contributions – Payment Methods for Development Charges and Bonds

Conduct of Councillors and Staff in Assessing and Determining Development Applications

Frost Control Fan

Policy Variation

Stormwater Drainage and Disposal

Fencing

Noise Pollution

Loud Speakers

Open Air Rock Concerts

BUILDINGS

Access & Facilities for Disabled Persons

Awnings on Commercial Properties

Building Lines

Construction Over Sewer Line

Distance from the Boundary

Engineer's Certificates

Fees Refund

Floor Heights

Relocation

Water Saving – Dual Flush Cisterns

CIVIC MATTERS

City Colours

Civic Receptions

Coat of Arms and Logo – Use by Other Organisations

Freedom of the City of Griffith

Pioneers of Griffith

Political Candidates – Interaction with Council

COMMITTEES

Committee Members – Recognition of Service

Consultation with Management and/or Advisory Committees

COMMUNITY MATTERS

Child Protection

COUNCIL MATTERS

- Code of Conduct
- Complaint Management (including Competitive Neutrality)
- Conflicts of Interest
- Council Assistance to those Acting for Private Gain
- Council Seal
- Councillors' Access to Information
- Councillors' Interaction with Staff
- Councillors' Payment of Expenses and Provision of Facilities
- Councillors – Provision of Resources for Preparation of References
- Councillors Use of Vehicles
- Customer Service
- Gaining Personal Profit or Advantage
- General Manager – Delegation of Power
- Protected Disclosures Policy
- Legal Assistance for Councillors
- Meetings – Business Papers
- Meetings – Code of Practice
- Policies – Adoption of
- Private Works
- Statements to the Media
- Tender Consideration
- City Colours

DALTON PARK

- Areas of Responsibility

DEVELOPMENTS

- Consolidation of Allotments
- Submissions made regarding Development and Activity Applications

DONATIONS

- Donations/Subsidies/Financial Assistance by Council
- Fundraising (Door-Knock Approvals/Public Collections/Raffle Tickets)

DRIVEWAY

- Maintenance and Width

ENVIRONMENT

- McPherson's Range

FACILITIES

- Art Gallery Maintenance
- Babes in Arms at the Griffith Regional Theatre
- Films Screening in the Griffith Regional Theatre
- Regional Theatre – Recordings
- Regional Theatre – Retail Sales

FINANCE

- Cheques not to be Post Dated
- Council Services – All Users to be Charged
- Debt Recovery
- Government Subsidies
- Interest on Deferred Debts
- Investment of Surplus Funds
- Loans – Limit on Borrowings
- Pensioners Debt Recovery
- Reserve for Community Facilities
- Reserve for Employees Leave Entitlements
- Sporting Bodies & Community Organisations Loans
- Sporting Ovals Contribution Charges

FIRE BREAKS

Fire Breaks

FOOTPATHS

Contributions for

Obstructions

Use for Outdoor Eating Areas

Use for Sales

HEALTH

Smoking Prohibited

INDUSTRIAL ASSISTANCE

Loans for

INSURANCE

Claims – Procedure to be Followed

KERB AND GUTTERING

Kerb and Guttering/Footpath Construction

LAND

Purchase on Terms

LEGAL

Proceedings – Procedure to Follow

Records – Subpoena to Produce

NOXIOUS WEEDS

Control and Eradication of

PARKS AND GARDENS

Golf Prohibited

Sporting Ovals – Restrictions on Drink Containers

Tree Preservation Order

PLANT AND EQUIPMENT

Plant Replacement

POOLS

Admission Fees

Authority of Lessee

RATES

Homes for the Aged – Rates and Charges

Payment by Community Organisations

Pensioners Application for Rate Rebate

Postponed on Rural Land

Writing Off of Extra Charges (Interest)

ROADS

Culverts – Provision and Maintenance

Maintenance and Upgrading of

Naming of

Protection of

Purchase of

Signs – Loans/Hire

ROAD RESERVES

Lease for Commercial Purposes

SALEYARDS

Truck Washing Facilities

SEWERAGE

Discharges to

Extension Through Properties

Headworks Charges

Headworks Charges for Yenda

Trade Waste Approvals

SUBDIVISIONS

Provision and Contribution to Parklands

UTILITY SERVICES

Service Location Charges – Public Authorities

VANDALISM

Reward for Information

VILLAGES AND TOWNS

Classification of

WASTE

Backflow Prevention

Charges to Apply

Headworks Charges

Hydrants

Meter Size

Garbage Service Outside Scavenging Areas

Garbage Service – Multiple Bins

Intractable Waste Disposal

Septic Tanks

Septic Tank Waste Disposal

WATER

Backflow Prevention

Charges to Apply

Headworks Charges

Hydrants

Meter Size

Position Statement on Water

Supply Extensions

Volumetric Contributions

SECTION 2 – STATEMENT OF AFFAIRS

Council's last published Summary of Affairs was as at 31 December 2002. Further details are available from the contact below.

SECTION 3 – CONTACT ARRANGEMENTS

Access to these documents may be arranged by contacting:

Mr Duncan McWhirter
Administration Manager/Public Officer
Griffith City Council
PO Box 485
GRIFFITH NSW 2680
Telephone: (02) 6962 8186
Facsimile: (02) 6962 7161
E-mail: admin@griffith.nsw.gov.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GUNNING SHIRE COUNCIL****(FOI Agency No. 2141)****SECTION 1 – POLICY DOCUMENTS**

Gunning Shire Council has the policy documents listed hereunder:

- Current Management Plan 2002/2003
- Building Policies
- Local Environmental Plans
- Section 94 Contribution Plan
- EEO Policy Statement
- State of Environment Report
- Code of Conduct
- Code of Meeting Practice
- Good Conduct and Administrative Practice
- District Fire and Fuel Management Plans
- Register – containing decisions by Gunning Shire Council and forming policy pre July 1993
- Policy Book from 1/7/93 containing decisions by Gunning Shire Council and forming policy since July 1993

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The application should be directed to:

Mr J. K. Bell
FOI Officer – Gunning Shire Council
PO Box 42
GUNNING NSW 2581

All of the documents may be accessed at the Council Chambers, 123 Yass Street, Gunning, 2581, between 8.00 am and 4.30 pm, Monday to Friday.

Prior to making an application, it is suggested that the applicant contact Council on (02) 4845 4100, or Fax (02) 4845 1426, as some information may be provided as part of a free community service.

J. K. BELL
General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
GUYRA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- Position Statements
 - Routine Maintenance of Rural Unsealed Roads
 - Library Services
 - Kolora Homes
 - Tingha Town Hall
 - Staff Housing
 - Tingha Copeton Recreation Reserve
 - Residential Real Estate (Council owned land)
 - Commonwealth Untied Financial Assistance
 - Loan Borrowings
- Management Plan, Budget, Financial Statements & Auditor's Reports
- 1999 Community/Social Plan
- State of Environment Report
- Equal Employment Opportunity Management Plan
- Plans of Management for Community Land
- Organisational Structure
- Guyra Council Policy Register
- Delegated Authorities – Committees of Council
- Guyra Local Environmental Plan
- Development Control Plan Number 1, 2, 3, 4 & 5
- Section 94 Plan
- Code of Conduct

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs, dated June 2003, together with the above documents, may be obtained free of charge by contacting Council's Public Officer or from Council's web site (www.guyra.nsw.gov.au)

SECTION 3 – CONTACT ARRANGEMENTS

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HARDEN SHIRE COUNCIL****(FOI Agency No. 2143)****SECTION 1 – POLICY DOCUMENTS**

The following documents held by Harden Shire Council may be accessed for information:

Administrative and General

- Annual Report
- Code of Conduct
- Code of Meeting Practice
- Payment of Expenses and Provision of Facilities for Councillors
- Delegations Register
- Disclosures Register
- Management Plan
- Minutes of Council and Committee Meetings
- National Competition Complaints Management Policy
- Policy Register
- Privacy Management Plan
- Harden Shire Regional Strategic Plan
- E-mail and Internet Policy
- Public Risk Management Policy

Financial

- Accounting and Financial Management Policy
- Annual Financial Report
- Investment Register

Building & Development

- Interim Development Order No. 1
- Local Environment Plan No. 1
- Local Environment Plan No. 3
- Local Environment Plan No. 4
- Local Environment Plan No. 5
- Building Certificate Records
- Classification of Public Land
- Dwelling Houses – Rural Policy
- Industrial Incentives Policy
- Notification of Adjoining Owners Policy
- Rutland Subdivision Building Covenant
- Rutland Subdivision Sale on Terms Contract
- Unpredictable Developments Contribution Plan
- Draft Harden Local Environmental Plan 1999-2000
- Advertising Sign Guidelines
- Building Code – Minimum Standards for Construction (Harden Shire)
- Heritage Local Assistance Fund

Public Order and Safety

- Bushfire Brigade Funding Policy
- South West Regional Fire Group Fuel Management Plan
- South West Regional Fire Group Operational Plan
- South West Regional Fire Group Training Policy
- Local Emergency Management Plan
- Disaster Recovery Plan

- Companion Animals Act “Deleashed” Areas
- Keeping of Animals in Residential Areas
- Human Resources
 - Staff Appointments Policy
 - Special Leave Policy
 - Extended Leave Policy
 - Payment of Sick Leave Policy
 - Interview Expenses Policy
 - Reimbursement of Removal Expenses Policy
 - Outdoor Staff Daylight Saving Work Hours Policy
 - Occupational Health & Safety Policy
 - Safety Handbook
 - Guide for Site Safety and Instructions for Work Sites and Works Required within the Shire
 - Provision of Telephones to Senior Staff
 - Issue of Sun Protection Hats Policy
 - Issue of Safety Jackets or Jumpers
 - Vehicles – Private Use of Policy
 - Workshop Tool Allowance Policy
 - Work Experience Policy
 - Child Protection Policy
- Transport & Communication
 - Road Weight Limits Policy
 - Temporary Closure of Streets Policy
 - Plant Hire – Private Works Policy
 - Private Works – Prepayment Policy
- Water Supply
 - Water Main Connections Policy
 - Water Meter Damaged Policy
 - Contributions to Mains Extensions Policy
- Community Amenities
 - Reservation of Graves Policies
 - Provision of Garbage Service Policy
 - Waste Management Plan
 - Community Land Management Plans
 - Social and Community Plan

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for Harden Shire Council is dated June 2003. Copies are available from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents can be obtained at the Council’s Administration Office, 3 East Street, Harden.

Enquiries concerning the documents should be directed to:

The Public Officer
Harden Shire Council
PO Box 110
HARDEN NSW 2587
Telephone: (02) 6386 2305
Facsimile: (02) 6386 2083
Hours: 9.30 am to 4.00 pm, Monday to Friday (excluding Public Holidays).

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HASTINGS COUNCIL****(FOI Agency No. 2144)****SECTION 1 – POLICY DOCUMENTS**

The following documents are available for inspection free of charge. Copies may be purchased at 25 cents per page:

- Annual Financial Reports
- Annual Report (Current version no charge)
- Auditor's Report
- Business Papers and Minutes of Open Council and Committee Meetings (Current version no charge)
- Code of Conduct
- Code of Meeting Practice
- Complaints Handling Procedure
- Council's Code Manual including Codes relating to:
 - Building
 - Car Parking
 - Occupational Health & Safety
 - Subdivisions
- Council's Land Register
- Council's Policy Manual
- Council's Procedure Manual
- Delegation Manual
- Environment Planning Instruments, Development Control Plans and Plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Hastings area
- Council's Privacy Management Plan
- Register of Investments
- Returns of Interests of Councillors, designated persons and delegates
- State of Environment Report (Current version no charge)
- Tree Preservation Policy
- 2002-2003 Corporate Plan (Management Plan) (Current version no charge)

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at December 2002 has been prepared in accordance with Section 14 (1) and (2) of the Freedom of Information Act and forms part of Hastings Council's Annual Report. It is available for inspection during office hours at Council's office situated at the corner of Lord and Burrawan Streets, Port Macquarie.

SECTION 3 – CONTACT ARRANGEMENTS

The contact for all enquiries under the Freedom of Information Act is:

Mr Neil Porter
Hastings Council
PO Box 84
Port Macquarie NSW 2444
Phone: (02) 6581 8631
Fax: (02) 6581 8100
Hours: 8.30 am – 4.30 pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
HAWKESBURY RIVER COUNTY COUNCIL
(FOI Agency No. 2271)

SECTION 1 – POLICY DOCUMENTS

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

- Financial Reports; Auditor's Reports and Annual Reports to the Community
- Delegation of Authority – General Manager & Manager, Weeds Operations
- Management Plans
- Minutes of Council and Committee Meetings
- Noxious Weeds Inspectors – Authority and Powers of Entry
- Operational Noxious Weeds Works Program
- Pecuniary Interest Disclosures – Members and General Manager
- Register of Investments
- Register of Meetings Closed to the Public
- Summary and Statement of Affairs

Council Policies

- Assistance to staff undertaking Tertiary Education
- Capitalisation of Expenditure
- Child Protection
- Code of Conduct and Code of Meeting Practice
- Complaints Policy
- Employees:
 - Personal Files; E.E.O.; O.H&S; Special Leave for Emergencies and Fire Fighting;
 - Staff Recruitment & Procedures; Use of Work Vehicles by Weed Inspectors; Workplace Harassment;
 - Workplace Smoking
- Payment of Expenses and Provision of Facilities to Council Members
- Prepayment for Private Weed Control
- Privacy Management
- Protected Disclosures Act 1994 – Internal Reporting
- Quotations for Supply of Goods and Services
- Records Management

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs may be inspected, free of charge, at Council's Works Depot and Administrative Building, 6 Walker Street, South Windsor between the hours of 9.30am and 4.00pm, Tuesday to Thursday. Copies of documents may be provided, at a fee.

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information requests may be submitted, in writing, to:

- The General Manager
- The Hawkesbury River County Council
- PO Box 6021
- SOUTH WINDSOR DELIVERY CENTRE NSW 2756

PETER ELLIS
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HAY SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Hay Shire Council
PO Box 141
HAY NSW 2711
Telephone: (02) 69 931003
Fax: (02) 69 931288
Email: mail@hay.nsw.gov.au
Hours: 9am to 5pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HOLROYD CITY COUNCIL****(FOI Agency No. 2148)****SECTION 1 – POLICY DOCUMENTS**

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

- Access Policy and Action Plan
- Access and Equity Policy Statement for People from Culturally and Linguistically Diverse Backgrounds
- City Health Plan
- Code of Conduct
- Code of Meeting Practice
- Charter of Residents' Rights
- Contaminated Land Policy
- Corporate Plan – Included in Management Plan
- Cultural Plan
- Delegation of Authority Register
- Demolition and Removal of Asbestos Cement Sheeting
- Development Control Plans
 - DCP No. 1 Guidelines for Parking
 - DCP No. 2 Commercial Code
 - DCP No. 3 Industrial Code
 - DCP No. 4 Guidelines for Dual Occupancies, Villa, Townhouse Development and Integrated Housing
 - DCP No. 4A Guidelines for Single Detached Dwelling including Alterations and Additions
 - DCP No. 4E Guidelines for Family Support Accommodation
 - DCP No. 5 Guidelines for Residential Flat Development
 - DCP No. 6 Guidelines for Subdivision
 - DCP No. 8 Professional Consulting Room Code
 - DCP No. 10 Eddy and Gary Streets Code
 - DCP No. 12 Bradman Street and Merrylands Road Code
 - DCP No. 14 Amusement Centres Code
 - DCP No. 16 Advertisement, Notices and Signs Code
 - DCP No. 18 Hereford Place Extension Code
 - DCP No. 19 Pitt Street Road Widening Code
 - DCP No. 21 Advertising Structures, Signs and Banners M4 Motorway Code
 - DCP No. 23 Forest Gum Estate Code
 - DCP No. 25 Planning Controls for Brothels
 - DCP No. 26 Merrylands Road, southern side between Burford Street and Addlestone Road, Merrylands
 - DCP No. 27 Guidelines for Development of Child Care Centres
 - DCP No. 28 Yennora Distribution Park DCP
 - DCP No. 29 Greystanes Creek DCP
 - DCP No. 30 Holroyd Gardens
 - DCP No. 31 Guidelines for Public Participation
 - DCP No. 32 Guidelines for Exempt and Complying Development
 - DCP No. 33 Guidelines for the Subdivision and Development of Sherwood Scrubs and adjoining lands

- DCP No. 34 Guidelines for Road Widening, Road Closures and Splay Corners in and adjacent to residential zones
- DCP No. 35 Guidelines for Planning for Less Waste
- DCP No. 36 Guidelines for the Subdivision and Development of Hillier Street.
- DCP No. 37 Guidelines for Dealing with Land Locked Sites
- DCP No. 38 Guidelines for Erosion and Sediment Control
- Disaster Plan – Holroyd DIS Plan
 - EEO Management Plan – included in Management Plan
 - Environmental Planning Instrument – Holroyd LEP 1991 as amended
 - Financial Management Program – included in Management Plan
 - Food Premises Code
 - Greystanes Estate – Residential Lands Precinct Plan
 - Heritage Policy
 - Human Resources Policies and Procedures Manual
 - Integrated Transport Study
 - Interim Telecommunications Code
 - Library Collection Development Policy
 - Local Air Quality Management Plan
 - Local Approvals Policy:
 - Holroyd Local Approvals Policy No. 3 (Mobile Food Vending Vehicles and Temporary Food Stalls)
 - Management Plan
 - Minutes of Committee Meetings
 - Minutes of Council Meetings
 - Occupational Health and Safety Rehabilitation Policy and Procedures
 - Occupational Health and Safety Policy
 - Payment of Expenses and Provision of Facilities to Councillors
 - Plans of Management of Community Land
 - Policies Manual
 - Pricing Policy – Included in Management Plan
 - Privacy Management Plan & Code of Practice
 - Provision of Information to, and Interaction between Councillors and Staff
 - Revenue Policy – included in Management Plan
 - Section 94 Contributions Plan for Open Space and Recreation
 - Section 94 Contributions Plan for Roads, Road Widening and Splay Corners
 - Section 94 Contributions Plan for Community Facilities
 - Sidewalk Café Policy
 - Social Impact Assessment Policy
 - Social Plan
 - Sponsorship Policy
 - State of Environment Report
 - Tendering Policy
 - Tree Preservation Order – Holroyd Tree Preservation Order taken from the EP and A Act

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer
Holroyd City Council
PO Box 42
MERRYLANDS NSW 2160

OR

Council Chambers
16 Memorial Avenue
MERRYLANDS NSW 2160
Telephone: (02) 9840.9840
Web page: www.holroyd.nsw.gov.au
Hours: 8.00am – 4.30pm, Monday to Friday

D. Trezise
General Manager

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

HORNSBY SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Hornsby Shire Council's policy documents are listed hereunder:

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

No Number	Exempt and Complying Development DCP (CASD)
No Number	Notification and Exhibition DCP (CASD)
No Number	Medium-High Density Multi-Unit Housing DCP (CASD)
No Number	Outdoor Advertising DCP (CASD)
No Number	Pennant Hills Commercial Centre DCP (CASD)
No Number	Plan of Management – Begonia Road, Normanhurst (CASD)
No Number	Plan of Management – 39 and 39A Brooklyn Rd, Brooklyn (CASD)
No Number	Plan of Management – Berowra Valley Regional Park (CASD)
No Number	Plan of Management – Bushland Generic (CASD)
No Number	Plan of Management – Carmen Crescent, Cherrybrook (CASD)
No Number	Plan of Management – Dartford Road Site, Thornleigh (CASD)
No Number	Plan of Management – Dence Park (CASD)
No Number	Plan of Management – Erlestoke Park (CASD)
No Number	Plan of Management – Fagan Park (CASD)
No Number	Plan of Management – Galston Oval (CASD)
No Number	Plan of Management – Galston Recreation Reserve (CASD)
No Number	Plan of Management – Greenway Park (CASD)
No Number	Plan of Management – Hickory Place, Cherrybrook (CASD)
No Number	Plan of Management – Hornsby Park (CASD)
No Number	Plan of Management – Hornsby Shire Open Space Plan (CASD)
No Number	Plan of Management – James Henty Park, Dural (CASD)
No Number	Plan of Management – Kenley Park, Normanhurst (CASD)
No Number	Plan of Management – Lyndon Way Reserve, Beecroft (CASD)
No Number	Plan of Management – Old Man Valley (CASD)
No Number	Plan of Management – Orr Playground, Northumberland Av, Mt Colah (CASD)
No Number	Plan of Management – Parks and Reserves Generic (CASD)
No Number	Plan of Management – Pembroke Street, Epping (CASD)
No Number	Plan of Management – Robert Road, Cherrybrook (CASD)
No Number	Plan of Management – Roslyn Park, Cherrybrook (CASD)
No Number	Plan of Management – Sportsgrounds Generic (CASD)
No Number	Plan of Management – Storey Park, Hornsby (CASD)
No Number	Plan of Management – Swan Place, Pennant Hills (CASD)
No Number	Plan of Management – The Lilian Fraser Garden (CASD)
No Number	Plan of Management – Unwin Park, Waitara (CASD)
No Number	Plan of Management – Yarrabin Crescent, Berowra (CASD)
No Number	Privacy Management Plan (CASD)
No Number	Residential AM (Medical Centres) DCP (CASD)
No Number	Residential Subdivision DCP (CASD)
No Number	River Settlements DCP (CASD)
No Number	Rural Lands DCP (CASD)
No Number	State of the Environment Report (CASD)
No Number	Statement of Affairs (CASD)
No number	Summary of Affairs (CASD)
No Number	Sustainable Water DCP (CASD)
No Number	Tree Preservation Order (CASD)
No Number	Duffy Avenue – Westleigh DCP (CASD)
No Number	Managing Land Contamination
No Number	Urban Runoff Management Code
COMSLS 1	Provision of Branch Libraries
COMSPSCS 1	Council Cash and Non-Cash Donations and Grants
COMSPSCS 2	Youth Services
COMSPSCS 3	Aged Services
CSC 1	Council's Spokespersons for Media Enquiries
CSC 2	Council Publications

CSCM 1	Memo of Understanding Between Elected Members and Staff
CSCM 2	Staff Attendance at Public Meetings
CSCM 3	Adoption, Alteration and Review of Policies and Codes
CSCM 4	Council's Involvement in Sponsorship
CSCM 5	Reporting of Corruption, Maladministration and Serious and Substantial Waste
CSCM 6	Public and Community Input
CSCM 7	Community Representation
CSCM 8	Councillors' Questions and Requests of Staff
CSCM 9	Corporate Colours
CSCM 10	Use of Recycled Products
CSCM 11	Organisational Performance Review
CSCM 12	Grants
CSCM 13	Pecuniary Interest – Consultants Engaged by Council
CSCM 14	Selection and Engagement of Consultants
CSCM 15	Filming in the Shire
CSCM 16	Standards for Customer Service
CSFM 1	Tenders
CSFM 3	Investment of Surplus Funds
CSFM 4	Loan Borrowings
CSFM 5	Use of Funds Generated by Land Property Sales
CSFM 6	Land Acquisition Restricted Asset Account
CSFM 7	Debt Retirement and Capital Projects Restricted Asset Account
CSFM 8	Parks Development Restricted Asset Account
CSFM 9	Lease Financing
CSISAS 1	Mayoral Interviews
CSISAS 3	Attendance at Conferences (Elected Members)
CSISAS 4	Interstate and Overseas Travel
CSISAS 5	Public Forum
CSISAS 6	Freedom of Speech
CSISAS 9	Council Resolutions
CSISAS 10	Councillors' Questions and Memos
CSISAS 12	Delegation of Authority to Grant Lease/Licence Agreements
CSISAS 13	Use of Council Buildings by Kindergartens
CSISAS 14	Lease/Licence of Council Land
CSISAS 15	Document Access Policy
CSISAS 16	Provision of Information to and Interaction Between Councillors and Staff
CSISAS 17	Councillors' and Officers' Legal Expenses
CSISITS 1	Computer Technology
CSISITS 2	Computer Software Code of Ethics
CSISITS 3	Use of Computer Software on Privately Owned Computer Equipment
ESEEC 3	Hawking and Peddling
ESEEC 4	Roadside Selling
ESEEC 5	Control of Placement of Waste Containers and Waste Trailers and/or Building Materials on Footways, Nature Strips and Road Shoulders
ESFC 1	Bush Fire Control
ESPCM 1	Litter Bins
ESPCM 2	Public Places – Cleanliness
ESPCM 3	Cleaning of Council Buildings
ESWM 1	Recycling of Waste Matter
ESWM 2	Provision of Solid Waste Management Services
ESWM 3	Waste Containers
ESWM 4	Proposed Developments – Waste Storage
ESWM 5	Recycling Logo
ESWM 6	Sullage Depot

ESWM 7	Sullage Collection
PSA 1	Proposed Council Developments
PSA 2	Submission and Early Release of Applications
PSA 3	Fire Safety Inspections
PSA 4	Delegated Approval of Development Applications and Building Applications
PSA 5	Minimum Construction Requirements – Food Premises
PSA 6	Sewage and Waste Treatment
PSA 10	Telecommunication Facilities
PSS 1	On-Site Stormwater Detention
PSS 3	Concrete Footpaths in New Subdivisions
PSS 4	Naming of Roads
PSSTP 1	Strategic Town Planning
PWCBF 1	Blasting
PWPE 1	Outdoor Staff Corporate Attire
PWRF 1	Carriageway Widths
PWRF 2	Footpath Levels
PWRF 3	Alignment Levels
PWRF 4	Opening of Roads and Footpaths
PWRF 5	Street Signs
PWRF 6	Street Lighting
PWRF 7	Vehicular Crossings
PWRF 8	Contributions for Construction of Kerbing and Guttering and Footpaths
PWRF 9	Footpath Widths
PWRF 10	Provision of Infrastructure
PWRF 11	Maintenance of Infrastructure
PWRF 12	Civil Infrastructure in Heritage Conservation and Selected Areas
PWRF 13	Allocation of Funding for Road Improvement Projects
PWTRSCP 1	Light Traffic Thoroughfares
PWTRSCP 2	Parking Restrictions in Council Car parks
RSUL 1	Garden Competition
SSHR 2	Smoke Free Environment
SSHR 3	Concessional Leave
SSHR 4	Industrial Agreement Severance Payments
SSHR 5	Equal Employment Opportunity
SSOD 1	Organisation Development
SSOHS 1	Occupational Health and Safety
SSQS 1	Environmental Management System
SSSD 1	Competitive Provision of Services and Security of Employment
tba	Customer Service Request Logging
tba	Discretionary Internally Restricted Asset Accounts
tba	Purchasing and Contracting Sustainability
tba	Records Management
tba	Animal Circuses
tba	Road Closures and Special Event Traffic Management
tba	Investigation of Complaints Against Councillors

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Inspection of these documents may be undertaken at Council's Administration Centre, 296 Pacific Highway, Hornsby, 8.30am to 5.00pm Monday to Friday. Telephone enquiries should be directed to the Public Officer on 9847 6605, 8.30am to 5.00pm Monday to Friday.

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

R. J. BALL
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HUNTERS HILL COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

- 1.45 Policy & Procedures for All Works & Change of Use
 - 1.46 Interstate & Overseas Travel
 - 1.47 Complaints Handling
 - 1.48 Purchase of Goods, Services & Materials
 - 1.49 Access to and Use of Email
 - 1.50 Bushcare Volunteer Management
 - 1.51 Bushland Management
 - 1.52 Child Protection
 - 1.53 Communication
 - 1.54 Human Resource Policy Manual
 - 1.55 Filming Protocol and Manual
 - 1.56 Moocoobola Festival
 - 1.57 Outdoor Eating
 - 1.58 Payment of Fees and Expenses and Provision of Facilities to Councillors
 - 1.59 Playing Field Bookings (Seasonal)-Hirings
 - 1.60 Privacy Code of Practice
 - 1.61 Total Asset Management
 - 1.62 Variable Working Hours-Salaried and Contract Staff
 - 1.63 Occupational Health and Safety
 - 1.64 Sponsorship Guidelines
 - 1.65 Internal Reporting
 - 1.66 Street and Reserves Tree Planting
 - 1.67 Protection of Fauna During Tree and Vegetation Removal
2. Local Environmental & Development Control Plans
- 2.1 Hunters Hill LEP No. 1
 - 2.2 Hunters Hill LEP No. 2 Rezoning
 - 2.3 Hunters Hill LEP No. 3 Rezoning – Open Space
 - 2.4 Hunters Hill LEP No. 4 Rezoning – Business
 - 2.5 Hunters Hill LEP No. 5 Rezoning – Residential 2(b)
 - 2.6 Hunters Hill LEP No. 6 1 & 1a Junction Street
 - 2.7 Hunters Hill LEP No. 7 Pulpit Point
 - 2.8 Hunters Hill LEP No. 8 109-111 Pittwater Road
 - 2.9 Hunters Hill LEP No. 9 Open Space
 - 2.10 Hunters Hill LEP No. 10 35 Gladesville Road
 - 2.11 Hunters Hill LEP No. 11 Pulpit Point
 - 2.12 Hunters Hill LEP No. 12 Lane Cove River County Road
 - 2.13 Hunters Hill LEP No. 13 Pulpit Point
 - 2.14 Hunters Hill LEP No. 14 Heritage Matters
 - 2.15 Hunters Hill LEP No. 15 1 & 3 D’Aram Street
 - 2.16 Hunters Hill LEP No. 16 16 Junction Street
 - 2.17 Hunters Hill LEP No. 17 Clarkes Point
 - 2.18 Hunters Hill LEP No. 18 Riverglade
 - 2.19 Hunters Hill LEP No. 19 Hunters Hill Hotel
 - 2.20 Hunters Hill LEP No. 20 Massey Street
 - 2.21 Hunters Hill LEP No. 21 163-165 Victoria Road, Gladesville
 - 2.22 Hunters Hill LEP No. 22 Development of Integrated Housing
 - 2.23 Hunters Hill LEP No. 23 Amendment 1 LEP No.1
 - 2.24 Hunters Hill LEP No. 24 32 Alexandra Street – Post Office
 - 2.25 Hunters Hill LEP No. 25 161 Victoria Road – Police Station
 - 2.26 Hunters Hill LEP No. 26 School Sites
 - 2.27 Hunters Hill LEP No. 27 Rezoning – 14 Madeline Street
 - 2.28 Hunters Hill LEP No. 28 32 Alexandra Street – Rewording of Uses
 - 2.29 Hunters Hill LEP No. 29 Increased uses in Open Space Zones
 - 2.30 Hunters Hill LEP No. 31 Amendments in response to SEPP 53 Garden Area Definition

- 2.31 Hunters Hill LEP No. 33 Municipality – Additional Heritage Items
- 2.32 Hunters Hill LEP No. 34 167-171 Victoria Road -Allow Residential Use
- 2.33 Hunters Hill LEP No. 35 Municipality – Clause 15 Height Controls
- 2.34 Hunters Hill LEP No. 36 Municipality – Exempt & Complying Development & Clause 22 Amendment definition
- 2.35 Hunters Hill LEP No. 37 10 Cowell Street-Rezoning
- 2.36 Hunters Hill LEP No. 38 10 Ryde Road Rezoning
- 2.37 Hunters Hill LEP No.39 50 Gladesville Road Rezoning
- 2.38 Hunters Hill DCP No. 1 39-41 Augustine Street
- 2.39 Hunters Hill DCP No. 2 40-42 Mary Street
- 2.40 Hunters Hill DCP No. 5 1 Sea Street
- 2.41 Hunters Hill DCP No. 9 1-3 D’Aram Street
- 2.42 Hunters Hill DCP No. 10 Riverglade Development
- 2.43 Hunters Hill DCP No. 11 Riverglade Development
- 2.44 Hunters Hill DCP No. 13 15 Collingwood Street
- 2.45 Hunters Hill DCP No. 14 Advertising signs
- 2.46 Hunters Hill DCP No. 15 (Amendment 1) Residential Development
- 2.47 Hunters Hill DCP No. 16 Barons Crescent
- 2.48 Hunters Hill DCP No. 17 Residential Subdivision
- 2.49 Hunters Hill DCP No. 20 Notification Policy
- 2.50 Hunters Hill DCP No. 21 Commercial Development
- 2.51 Hunters Hill DCP No. 22 Cowell Street

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

In person

Council Chambers
Alexandra Street
HUNTERS HILL

between the hours of 8.30am and 4.30pm or by appointment

By telephone

Telephone (02) 9879 9420 direct
Telephone (02) 9879 9400 switch
between the hours of 800am and 5.00pm

In writing

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

or

Hunter’s Hill Council
SNDX 99626
HUNTERS HILL

By facsimile

Fax No. (02) 9809 7338

By email

council@huntershill.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HURSTVILLE CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Subject to the Freedom of Information Act 1989 and the Local Government Act 1993, the Council holds the following documents which may be accessed for information.

A. Administration:**(i) Corporate Services Section:**

1. Policy Register
2. Delegations of Authority Register
3. Code of Conduct
4. Policy on Civic Office Expenses and Facilities
5. Meeting Code of Practice
6. EEO Management Plan & EEO Policy
7. Occupational Health & Safety Policy
8. Rehabilitation Policy
9. Minutes of Council Meetings
10. Reports of Committee Meetings
11. Internal Reporting Policy – Protected Disclosures Act, 1994
12. Conflicts of Interest Policy
13. Email and Internet Usage Policy.

(ii) Business and Financial Services Section:-

1. 2001/2002 Annual Report
2. 2002/2005 Management Plan (Incorporating Pricing Policy)
3. 2001/2002 Annual Accounts
4. 2002/2003 Program Budget

B. Service Delivery:**(i) Technical Services:**

1. Specifications for supply of materials/services:
 - 1.1 Pavement Profiling
 - 1.2 Pavement Patching
 - 1.3 Crack Sealing
 - 1.4 Ready Mix Concrete
 - 1.5 Soil and Leaf Litter
 - 1.6 Construction of Concrete Vehicular Crossings, Kerb & Gutter and Paving Work
 - 1.7 Laying of Paving Blocks
 - 1.8 Plant Hire
 - 1.9 Waste Removal from Council's Depot
 - 1.10 Line Marking
 - 1.11 Turf
 - 1.12 Licensed Builder
 - 1.13 Licensed Plumber
 - 1.14 Licensed Electrician
 - 1.15 Air conditioning Maintenance
 - 1.16 Tree Pruning
 - 1.17 Stump Grinding
2. Information Sheets to Construct Vehicular Crossings
3. Specification for Laying Paving Blocks in Footpaths/Vehicular Crossings.
4. Specification for Pavers in Hurstville C.B.D.

5. Road Opening Permit.
 6. Review of Environmental Effects
 7. Works Notification Letter
 8. Tree Preservation Order
 9. Application for Tree Lopping/Removal
 10. Permit for use of Council Reserve
 11. St. George DISPLAN (Disaster Management Plan)
 12. Street Tree Management Plan
 13. Parks Plan of Management
 14. Sports Grounds Plan of Management
 15. Natural Areas Plan of Management
 16. General Community Use Areas Plan of Management
- (ii) Library Section:
1. 2000/2001 Annual Report
 2. Library Management Plan
 3. Library Collection Development Policy
 4. Library Policy Register
 5. Procedure Manuals
 6. Cultural Policy.
- (iii) Community Services Section:
1. General
 1. Disabled Access Policy
 2. Child Protection & Abuse Prevention Policy/Guidelines
 3. Social Plans:
 - Executive Summary
 - Families with Children
 - Older People
 - Young People
 - Women
 - People with Disabilities
 - Indigenous Communities
 - Multicultural Communities
 2. Long Day Care – Penshurst
 - Centre Information Brochure
 - Policy Statement – Children Collected after the Licensed Hours
 - Conditions of Enrolment
 - Enrolment Form
 - Waiting List Information Leaflet and Application Form.
 - Agreement Forms -
 - Permission for Staff to Act in Case of Emergency or Accident
 - Authorisation for Collection of Child
 - Permission for Publicity
 - Permission for Observations
 - Conditions of Enrolment (Procedures, etc.)
 - Students Policy & Agreement
 - Parent/Staff Handbook
 - Policies & Procedures Manual containing 41 various policies and procedures relating to the operation and functioning of the Centre
 - Medication Authorisation Form
 - Long term
 - Short term
 - Chronic Illness Management Plan
 - Working With Children Check – Consent Form and Prohibited Persons Declaration.
 3. Family Day Care
 - Agreement Forms (Carers)
 - Vacancy Form
 - Health & Hygiene

- Home Safety Check
 - Direct Banking Authority
 - Reference Check Form
 - Caregivers Agreement Forms
 - Householder Members' List, Working With Children Check Consent Form and Prohibited Persons Declaration
 - Carer Equipment Bond Agreement
 - Carer 'Code of Conduct' Agreement
 - Carer Medical Certificate (regarding Health status and ability to care for children)
 - Application to Register as a Caregiver
 - Accident/Incident Report
 - Police Criminal Record Check – Procedural Guidelines
 - Carer Holiday Form
 - Carer Car and Home Safety Inspection Sheet
 - Check List for Carers
 - Landlord/Agent Authority Form (Carers).
 - Agreement (Parents)
 - Parent/Guardian Agreement
 - Authorisation to Administer Medicine
 - Direct Banking Authority
 - Excursion Permission Note
 - Before/After School Permission Note.
 - Fee Schedule
 - Enrolment Form
 - Immunisation Update Form
 - Child Care Benefit (fees to be charged to parents).
 - Children's Holiday Form
 - Children's Home Visit Check List
 - Fee Calculation Details
 - Policies & Procedures Manual containing various policies & procedures relating to the operation and functioning of the Centre.
4. Community Bus
- Application Form and Information Letter
 - Rules & Guidelines for Usage of Community Bus
 - Driver Responsibilities List
 - Contribution to Bus Operating Costs Policy.
 - Fee Schedule
5. Occasional Child Care Centre – Westfield
- Conditions of Enrolment
 - Agreement Forms
 - Permission to act in case of emergency
 - Publicity (Permission)
 - Observations (Permission)
 - Suncare Policy
 - Anti-bias Policy
 - Medication Authorisation Form – Short term, long term, chronic illness management
 - Accident Record Form
 - Parent Permission for Leaving/Collecting Child
 - Enrolment Form
 - Parent Information Booklet
 - Volunteer Information Booklet.
 - General Information Brochure on Service
 - Daily Roll Sheet
 - Staff Handbook (Procedures)
 - Policies & Procedures Manual containing various policies & procedures relating to the operation and functioning of the Centre.

6. The Av Youth Facility
 - Information Pack (Booking Form & Fee Schedule)
 - Policy and Procedures
 - Cancellation Policy
 - Continuation Booking Form
 7. Community Services Complaints Policy & Procedure, Registration Form and Monitoring Form.
- C. Policy, Planning & Environment:
1. Local Orders Policy
 2. Code for Commercial Use of Public Footways
 3. Code for Private Tennis Courts
 4. Swimming Pool and Spa Code
 5. Code for the Erection of Fences Adjacent to Public Roads
 6. Code for the Erection of Outbuildings
 7. Food Premises Code. \$11.00
 8. Code for Single Dwelling Houses
 9. Temporary Food Premises Code\
 10. Approvals Have Changed (What you need to know about the new system for development approvals)
 11. Development Application Guide (5 steps to preparing a development application)
 12. Precautions to Prevent Erosion, Sedimentation and Water Pollution from Building Sites, including Policy Statement – Soil and Water Management on Building Sites.
 13. Interim Residential Development Control Plan \$16.50
 14. Interim Residential Development Control Plan Map \$11.00
 15. Development Control Plan No. 2 – Car Parking \$16.50
 16. Development Control Plan No. 4 – Hurstville Town Centre \$38.50
 17. Development Control Plan No. 5 – Siting of Microwave Towers \$16.50
 18. Development Control Plan No. 6 – Child Care Centres \$16.50
 19. Development Control Plan No. 7 – Industrial Lands \$16.50
 20. Development Control Plan No. 9 – Melvin Street South & Edgbaston Road \$16.50
 21. Development Control Plan No. 10 – Small Lot Housing \$16.50
 22. Development Control Plan No. 11 – Dual Occupancy \$16.50
 23. Development Control Plan No.12 – Beverly Hills \$16.50
 24. Development Control Plan No.14 – Exempt and Complying Development \$16.50
 25. Development Control Plan No.15 – Contaminated Land \$16.50
 26. Development Control Plan No. 17 – Neighbourhood Notification & Advertisement of Development Proposals \$16.50
 27. Development Control Plan No.18 – Crime Preventing Through Environmental Design \$16.50
 28. Development Control Plan No.19 – Access and Mobility \$16.50
 29. Outdoor Advertising Development Control Plan \$16.50
 30. Hurstville Local Environmental Plan 1994 \$16.50
 31. Hurstville Local Environmental Plan 1994 Map \$27.50
 32. Residential Strategy – Stage 1. \$22.00
 33. Hurstville Snapshot 2000 – (Hard Copy) \$33.00
– (CD Rom) \$11.00
 34. Environmental Audit of Foreshore Areas in Hurstville \$33.00
 35. Section 94 Contribution Plans:
 - No. 1 –Traffic Management & Car Parking \$16.50
 - No. 2 – Open Space/Community Recreation \$16.50
 - No. 3 – Drainage Services \$16.50
 - No. 4 – Community Services & Facilities \$16.50
 - No. 5 – Management \$16.50
 - No. 6 – Library & Information Services \$16.50
 36. Subdivision Code

37. Checklist for Subdivision Applications (Torrens Title)
38. Checklist for Strata Subdivision Applications
39. Checklist for Procedures to register a Stormwater Easement
40. Checklist for Building Certificate (317AE) Requirements

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs prepared by Council as required under Section 14 of the Freedom of Information Act is in respect of the period ended 30th June, 2003.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to the Policy Documents referred to in Section 1 can be made by contacting the following:

FOI Co-ordinators (Mr G McCarthy or Mr W. Park)
Hurstville City Council
P.O. Box 205
HURSTVILLE BC NSW 1481

OR

Civic Centre
City Mall
MacMahon Street
HURSTVILLE NSW 2220
Telephone: 9330-6222
Facsimile: 9330-6223.
Email: hccmail@hurstville.nsw.gov.au

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

J. F. PATTERSON
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****JUNEE SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

- 1.01 Advertising, Interview and Appointment of Council Staff Policy
- 1.02 Building over Junee Shire Council Sewer Mains Policy
- 1.03 Code of Conduct
- 1.04 Code of Meeting Practice
- 1.05 Complaints Management Policy
- 1.06 Conflicts of Interests Policy
- 1.07 Contractors Insurance Policy
- 1.07 Contracts and Tenders Policy
- 1.08 Corruption Prevention Policy
- 1.09 DCP No. 1 Exempt & Complying Development
- 1.10 Development Approvals – refund of fees to charitable bodies policy
- 1.11 Development Control Plan – Crawley Estate
- 1.12 Development Control Plan – Eastvale Estate
- 1.13 Development Control Plan – Monte Cristo Estate
- 1.14 Disaster Plan – Flood of Murrumbidgee River
- 1.15 Disposal of Council Land and Buildings Policy
- 1.16 Employee Expenses Assistance Policy
- 1.17 Employee Handbook and Safety Manual
- 1.18 Equal Employment Opportunity & Harassment Prevention Policy
- 1.20 Exteneral Signs & Advertising on buildings within the Heritage Conservation Area
- 1.21 Facsimile, E-mail & Internet Usage Policy
- 1.22 Food Vending Vehicles & Temporary Food Premises Policy
- 1.23 Footpaths Inspections & Maintenance Policy
- 1.24 Guidelines for Television and Film Production Shots Policy
- 1.25 Harrassment Prevention Policy
- 1.26 Heritage Conservation Area – Development Application Fees Policy
- 1.27 Horse Stables Policy
- 1.28 Indoor Staff Wardrobe Policy
- 1.29 Issuing of References for Council Employees Policy
- 1.30 Itinerant Vendors and Standing Stalls Policy
- 1.31 Local Approvals Policy
- 1.32 Local Environmental Plan – Junee Shire Council Area
- 1.33 Management Plan – Including Budget, Asset replacements and capital works
- 1.34 Management Plan – Revenue Policy including proposed rates, charges and fees
- 1.35 Minutes – Committee Meetings
- 1.36 Minutes – Council Meetings
- 1.37 Official Misconduct Policy
- 1.38 Parks & Reserves – Consumption of Alcohol Policy
- 1.39 Payment of Expenses and Allowances to Councillors Policy
- 1.40 Policy & Delegations Manual
- 1.41 Privacy & Personal Information Policy
- 1.42 Private Employment by Staff Policy
- 1.43 Provision of Information to and Interaction Between Councillors and Staff Policy
- 1.44 Purchasing Policy

- 1.45 Records Policy
- 1.46 Recycling Policy
- 1.47 References for Council Employees Policy
- 1.48 Relocation of Existing Dwellings Policy
- 1.49 Road Inspection & Maintenance Policy
- 1.50 Roads – Tree Removal – Road Reserves
- 1.51 Smoke Free Working Environment Policy
- 1.52 State of Environment Report
- 1.53 Study Leave Policy
- 1.54 Subdivision Code
- 1.55 Temporary on site accommodation Policy
- 1.56 Use of Council Vehicles/Plant & Equipment Policy
- 2.01 Advertising Code
- 2.02 Building Line Policy
- 2.03 Bush Fire Procedure
- 2.04 Cemetery Records
- 2.05 F.O.I. Register
- 2.06 Food Premises Code
- 2.07 Investments Policy
- 2.08 Library Services Policy
- 2.09 On-the-Spot Fines Policy
- 2.10 Stormwater Disposal Code
- 2.11 Subdivision Register
- 2.12 Swimming Pool Fencing Policy
- 2.13 Work on Private Property Policy

REFERENCE DOCUMENTS

- Annual Report
- Auditors Report
- Business Papers
- Disclosures Register
- Land Register
- Investment Register
- Building Certificate records
- Building Applications and Approvals records
- Development Applications and Consent records

SECTION 3 – CONTACT ARRANGEMENTS

Any request for access to documents under the FOI Act should be made in writing accompanied by an application fee of \$30 and addressed to:

- The General Manager
- Junee Shire Council
- Belmore Street
- JUNEE NSW 2663
- Phone: (02) 6924 1277
- Fax: (02) 6924 2497
- Hours: Monday to Friday, 9.00 a.m. to 5.00 p.m.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****KEMPSEY SHIRE COUNCIL****(FOI Agency No. 2156)****SECTION 1 – POLICY DOCUMENTS**

Kempsey Shire Council's Policy Documents are as follows:

25 Year Club
Abandoned Shopping Trolleys
Access to Rural Subdivisions
Accident / Incident Reporting – Staff
Accounts – Debt Recovery
Accounts – Fees and Charges – Sewerage charges
Accounts – Plant Hire and Private Works
Accounts – Signing of Cheques
Advertising of Development Applications
Aged and Invalid Persons Units – Tenancy Applications
Alignments
Allocation of Sporting Fields
Assistance to Organisations – Grant Applications and Project Management
Awards – Cultural / Literacy / Sporting
Beaches – Beach Bathing / Beach Inspectors
Beaches – Motor Vehicles on Beaches
Beaches – Use of Surfcraft in Horseshoe Bay
Bush Fire Hazards – Abatement
Busking
Calculation of Accrued Employees Leave Entitlements
Caravan Parks / Camping Grounds
Carers Leave – Staff
Carnivals / Concerts / Circuses on Council Property
Cattle Feed Lots
Cemeteries and Memorial Garden
Chemical Sensitivity
Child Protection
Civic Centre – Use / Hire of Council Chambers
Code for Food – Commercial Home Catering
Code for Food – Commercial Premises
Code for Food – Markets / Bazaars / Stalls
Code of Conduct – Councillors and Staff
Code of Conduct – Reporting of Breaches
Code of Practice – Termite Protection of Buildings
Committee Meeting Arrangements
Committees under Section 377 Local Govt Act
Communication Meetings – Staff
Community Consultation
Computer Co-ordination
Conflict of Interest
Consumption of Alcohol on Public Reserves
Contribution to Works for Footpaving

Contribution to Works for Kerbing and Guttering
Control of Noxious Weeds
Corporate Uniform
Council Meeting Arrangements
Council Publications
Council Quarry Operations – Drilling and/or Blasting
Council Vehicles – Provision and Use
Councillors and Staff – Interaction
Credit Cards – Provision of to Staff
Damage to Water Meters
Delegations of Authority to Staff
Demolition
Development Applications – Refund of Fees
Disability access Policy
Disaster Events
Disconnection of Water Supply for Non-Payment
Disposal of Assets
Disposal of Roofwater
Dogs – Control / Registration / Kennels
Donations – Grants / Subsidies
E-mail – Use by Staff
Employees – Discipline / Grievances/Formal Interview
Equal Opportunity Provision
Fair Treatment – Staff
Farm Land Rating
Flood Plain Management Strategy Policy
Food Surveillance Program
Footpath / Cycleway Risk Management
Freedom of Information
General Manager – Delegation of Authority
Gifts and Benefits
Gifts and Benefits – Staff
Hardship – Relief to Ratepayers
Height of Buildings
Helicopter Landing Sites
Hepatitis B Injections for Staff
Higher Grade Pay for Staff
Holidays – Local Public
Hours of Work
Human Resources Files – Staff
Incentive Policy – Sports Facilities
Induction for Staff
Industrial Land – Council Owned
Insurances
Internal reporting of Corruption – Protected Disclosures
Internet – Use by Staff
Interview Expenses
Investment of Funds
Jet Ski Hire
Land – Lease of Council Property and Roads
Lateral Transfer / Redeployment for Staff
Leasing of Public Areas for Restaurants / Cafes
Leave Without Pay for Staff
Legal Proceedings – Litigation

Library – Fees / Loans / Membership
Limiting Access to Staff and Information By Members of the Public
Loans to Sporting Clubs
Local Approvals Policy (LAP)
Long Service Leave
Maintenance of Subdivisions – Security Deposits
Mall – Clyde Street
Mayor – Delegation of Authority
Military Leave – Staff
Mobile Phones – Provision of to Staff
Occupational Health and Safety
Outdoor Religious Activities
Parking Code
Passive Smoking
Payment of Expenses to the Mayor and Councillors
Personal Protective Equipment – Staff
Personnel Files
Private Use of Council Equipment
Presentations to Staff
Provision of Access Roads to Rural Residential Areas
Public Gates and Grids
Purchasing of Goods and Services
Rating – Aggregation of Land Parcels in Subdivisions
Rating – Vacant Flood Prone Land
Receipts – Issue of
Recruitment of Staff – Appointment / Interview Process
Recruitment of Staff – Directors
Reference and Information Services
Rehabilitation Policy
Reimbursement of Removal Expenses for Staff
Replying to Correspondence
Resignation of Staff Due to Ill Health
Retirement Counselling for Staff
Rewards – Vandalism Information
Rezoning Applications
Risk Management
Roadside Stalls and Street Vending
Salary Packaging for Staff
Salary System
Sale of Goods in Public Places
Saleyards – Liveweight Selling & Operation
Schools Policy – Use of Sports Fields
Service Purchaser/Provide Relationship
Sick Leave Applications – Staff
Signs as Remote Supervision
Special Sporting Events
Sponsorship
Sponsorship Signs on Sporting Grounds
Sporting Fields
State Emergency Services and Bush Fire Brigades
Street Lighting on Public Roads
Street Naming
Street Stalls and Mall
Sun Protection

Sunblinds over Council Property (Mall)
Supply of Water to Private Property
Tea Room / Meeting Room
Telephones – Staff
Temporary Occupation of Garages / Caravans
Training and Development of Staff
Travelling / Accommodation / Sustenance expenses – Staff
Tree Preservation Order
Vehicles Accident Investigation
Water Charges Non-Rateable Land
Water Connections
Water Meters
Water Restrictions – Implementation
Water Storage
Water Supplies for Community Purposes
Working from Home – Staff
Working on Union Picnic Day – Staff
Works Committee Meeting Arrangements
Works Over-Expenditure

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was prepared and published in June 2003. Copies are available free of charge from Council.

SECTION 3 – CONTACT ARRANGEMENTS

Council's designated officer to whom inquires can be made is Mr Trevor Hannam, Director Corporate and Community Services.

Council's address is:

Civic Centre
45-53 Elbow Street
PO Box 78
WEST KEMPSEY NSW 2440
Telephone: (02) 65663200
Facsimile: (02) 65663205
E-Mail: ksc@kempsey.nsw.gov.au
Internet: www.kempsey.nsw.gov.au
Hours: Monday to Friday 8.30 am to 4.30 pm (Appointments may be arranged outside these hours if necessary)

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COUNCIL OF THE MUNICIPALITY OF KIAMA****(FOI Agency No. 2157)****SECTION 1 – POLICY DOCUMENTS**

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

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

- Council's code of conduct
- Council's code of meeting practice
- Council's annual report
- Council's annual financial reports
- Council's fees and charges schedule
- Council's auditor's report
- Council's management plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's land register
- Register of council's investments
- Councillor's, designated staff and delegate's pecuniary interest returns
- Returns as to candidates' campaign donations
- Business papers of council and committee meetings (not including business papers for matters considered when a meeting is closed to the public)
- Minutes of council and committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
 - the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
 - such other matters as the council or committee resolves should be made public
- Any codes under the Local Government Act, 1993
- Register of delegations
- Annual reports of bodies exercising council functions
- Local policies adopted by council concerning approvals and orders as follows:
 - notification of adjoining owners policy
 - building height policy
 - building line policy
 - fencing policy
 - water conservation policy
 - sedimentation control on building sites policy
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by the council
- Leases and licences for use of public land classified as community land
- Plans of management for community land as follows:
 - generic plans of Management in respect of:
 - foreshore areas
 - sporting fields
 - neighbourhood parks

- specific Plans of management in respect of:
 - Spring Creek, Kiama
 - Jerrara Dam, Jerrara
 - South Warri Reserve, Geering St Surf Club, Tennis Club & Reserve
 - North Kiama Neighbourhood & Child Care Centres
 - Illuka Reserve, Kiama Downs
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning & Assessment Act 1979 applying to land within Council's area as follows:
 - Local Environmental Plans:
 - Kiama Local Environmental Plan No. 5
 - Kiama Local Environmental Plan 1996
 - Kiama Local Environmental Plan 1996 (Amendment No. 1)
 - Kiama Local Environmental Plan 1996 (Amendment No. 2)
 - Kiama Local Environmental Plan 1996 (Amendment No. 3)
 - Kiama Local Environmental Plan 1996 (Amendment No. 5)
 - Kiama Local Environmental Plan 1996 (Amendment No. 8)
 - Development Control Plans:
 - Kiama DCP No. 1 – Medium Density Development in Certain Residential Estates
 - Kiama DCP No. 3 – Rural Home Hosting
 - Kiama DCP No. 5 – Beachlands Estate
 - Kiama DCP No. 6 – Integrated Housing
 - Kiama DCP No. 7 – Dual Occupancy
 - Kiama DCP No. 8 – Building Height and Residential Amenity
 - Kiama DCP No. 9 – Pre Schools and Child Care Centres
 - Kiama DCP No. 10 – Byrne's Run
 - Kiama DCP No. 11 – Cottage Industry
 - Kiama DCP No. 12 – Multiple Dwelling Housing in Residential Zones
 - Section 94 Contributions Plans:
 - Kiama Section 94 Contributions Plan No. 1 – Municipal Wide Contributions Plan
 - Kiama Section 94 Contributions Plan No. 2 – Northern Region
 - Kiama Section 94 Contributions Plan No. 3 – Southern Region
 - Kiama Section 94 Contributions Plan No. 4 – Carparking Contribution (Kiama)
 - Kiama Section 94 Contributions Plan No. 5 – Carparking Contribution (Gerringong)
 - Kiama Section 94 Contributions Plan No. 6 – Carparking Contribution (Jamberoo)
- The Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989
- Departmental representatives reports presented at a meeting of the Council in accordance with section 433 of the Local Govt Act

Other documents as follows:

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

- Policy – Councillors' Access to Information and their Interaction with Staff
- Internal reporting policy for the purposes of the Protected Disclosures Act
- Disaster plans
- Employee handbook, including staff code of conduct
- Recycling policy
- Strategic asset management program (parks and reserves)
- Childrens' services policy
- Community services policy
- Disabled access policy
- Flood prone land policy
- Food premises code
- Hiring of community halls policy
- Library services policy
- Naming of parks and reserves policy

- Private use of council vehicles policy
- Building application/approval records
- Development application/consent records
- Smoking in the workplace policy

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs is available for perusal upon request.

SECTION 3 – CONTACT ARRANGEMENTS

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

The FOI Co-ordinator
Kiama Council
11 Manning Street
KIAMA NSW 2533
Telephone: (02) 4232 0222

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****KOGARAH COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

- Development Control Plan No. 5. – Kogarah Town Centre.
- Development Control Plan No. 5. – Industrial/Showroom area (reformatted December 1998).
- Development Control Plan No. 3. – Foreshore Development Policy
- Development Control Plan No. 10. – Subdivision Code
- Swimming Pool Code
- Erosion & Sediment Control Guidelines
- Food Premises Code
- Development Control Plan No. 11. – Centre Based Child-Care Services
- Development Control Plan No. 8. – Off-Street Car Parking Code (not including residential development)
- Development Control Plan No. 22. – 221-229 Rocky Point Road, 87-89 Ramsgate Road and 2-10 Dalkeith Street Ramsgate.
- Development Control Plan No. 15. – Regulation of Brothels
- Development Control Plan No. 2. – Interim Commercial and Industrial Development Plan
- Draft Development Control Plan – Outdoor Advertising
- Development Control Plan No. 14 – 227-241 Princes Highway, Kogarah
- Development Control Plan No. 16 – 28-36 Princes Highway, Kogarah
- Development Control Plan No. 17 – Hurstville Town Centre
- Development Control Plan No. 18 – Hurstville South Area
- Development Control Plan No. 26 – Exempt and Complying Development
- Development Control Plan No. 27 – Telecommunication Facilities
- Development Control Plan No. 28 – Rainwater Tanks.
- Development Control Plan No. 29 – Development on Land Zoned Special Uses 5(b) – (Railway)
- Development Control Plan No. 21 – 418-434 Railway Parade & 2A Elizabeth Avenue, Allawah
- Development Control Plan No. 20 – Advertising of Development Applications and Neighbour Notification
- Development Control Plan No. 32 – Kogarah Town Square Precinct
- Development Control Plan No. 34 – Building Integrated Photovoltaics
- Development Control Plan 2/1 – Kogarah
- Development Control Plan 2/2 – Kogarah
- Development Control Plan 2/3 – Kogarah
- Development Control Plan 2/4 – Carlton
- Development Control Plan 2/9 – Carlton
- Development Control Plan 4/1 – Sans Souci
- Development Control Plan 4/2 – Sans Souci
- Development Control Plan 4/4 – Sans Souci
- Development Control Plan 4/5 – Ramsgate
- Development Control Plan 4/6 – Sans Souci
- Development Control Plan 6/1 – Carlton
- Development Control Plan 6/11 – Carlton
- Development Control Plan 8/1 – Connells Point
- Development Control Plan 8/2 – Hurstville Grove

- Section 94 Contribution Plans
- Section 94 Contribution Plan No. 5 – Open Space
- Section 94 Contribution Plan No. 6 – Hurstville South Area
- Section 94 Contribution Plan No. 8 – Kogarah Town Centre
- Section 94 Contribution Plan No. 3 – Hurstville Town Centre/Carparking
- Section 94 Contribution Plan No. 4 – Hurstville Town Centre/Streetscape
- Section 94 Contribution Plan No. 9 – Kogarah Council Libraries
- Management Plan
- EEO Management Plan
- Conflict of Interest Policy
- Information and Interaction between Councillors and Staff
- Fraud Prevention Strategy (including Internal Reporting Policy)
- Councillor Fees, Expenses and Facilities Policy
- Privacy and Personal Information Management Plan
- Procedure on Reporting Corruption, Maladministration and Serious and Substantial Wastage
- Register of Delegations
- Local policies adopted by Council concerning Approvals and Orders
- Environmental Planning Instruments, Development Control Plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- Contaminated Land Policy
- Tree Preservation Order Policy
- Code for Commercial Use of Footways
- Mobile Food Vending Policy
- Food Premises Code
- Parking Across Driveway Policy
- Carparks – Clothing Bins
- Statement of Affairs. Summary of Affairs and the register of Policy Documents required under the Freedom of Information Act 1989
- Private Boxes and Media Facilities (Jubilee Oval)
- Media Policy
- Councillors – Appreciation of Service Policy
- Suburb Boundaries – Guidelines for Review
- Drainage Easement Dedication
- Streets – Sale of Vehicles
- Neighbour Notification – Park Improvements
- Library – Photographs
- Median Strip Closure
- Information Signs
- Advertising
- Advertising Inserts in Rate Notices
- Smoking in the Workplace
- Council Vehicles – Emblems
- Rezoning Applications
- Policy Statement – Community Development and Services
- Protected Disclosures Policy
- Internet, Email and Computer Software Security and Usage Policy
- Draft Plans of management for community land:
 - Moore Reserve
 - Empress Reserve
 - Carss Bush Park
 - Todd Park
 - Generic Plan of Management for all Bushland Areas
 - Generic Plan of Management for all Sports Grounds
 - Generic Plan of Management for all Neighbour Parks
 - Plan of Management Poulton Park Area

- Plan of Management Northcote Street Reserve
- Plan of Management Augusta Park
- Plan of Management Spooner Park
- Stormwater Guidelines (June 1999)
- Corporate Records Policy
- Leasing of Community Land and Buildings

Copies may be purchased at \$65.00 each:

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

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

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

General Documents

- Advertising Inserts in Rate Notices Policy
- Annual Financial Reports on website
- Annual Report on website www.kogarah.nsw.gov.au
- Auditor's Report on website
- Boundary Fencing – Council Contribution
- Business papers for Council and Committee meetings (but not including business papers for matters considered when part or whole of a meeting is closed to the public)
- Code of Conduct
- Code of Meeting Practice
- Council's Asset Property Register
- Council's Gifts Register
- Delegation to write-off debts
- Disaster Management Plan
- Departmental representatives reports presented at a meeting of the Council in accordance with section 433
- Dogs – Kennels and Breeding Establishments
- Driveway Policy
- Erosion and Sediment Control Guidelines
- Kogarah Council Open Space Policy
- Management of Late Reports into Council Agendas
- Minor Assets Disposal Policy
- Minutes of Council and Committee Meetings
- Public Nature Strip Lawn Maintenance
- Records of approvals granted and decisions made on appeals concerning approvals
- Register of Building Certificates
- Register of Investments
- Returns as to candidates' campaign donations
- Returns of the Interests of Councillors, designated persons and delegates
- SEINS Policy
- State of the Environment on website
- Swimming Pool Code
- Unsigned Correspondence
- Use of Cottages acquired by Council from Section 94 Funds
- Waiving of Fees for the use of Council's Community Halls for Charitable or Non-Profit Organisations
- Waste Skip Bin Policy
- Youth Recreational Facilities

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at June 2003 has been prepared in accordance with Sections 14(1) & (2) of the Freedom of Information Act 1989 and is available for inspection during office hours at the Customer Service Centre.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Mr Phillip Mansfield
Public Officer
Kogarah Municipal Council
Customer Service Centre
84 Railway Parade
Locked Bag 8
KOGARAH NSW 2217
Telephone: 9330-9416
Facsimile: 9330-9560
Email: kmcmail@kogarah.nsw.gov.au
Internet: www.kogarah.nsw.gov.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****KU-RING-GAI COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

Civic Management

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

Corporate & Communications

- Customer Request and Complaints Policy
- Community Consultation Policy

Community Services

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

Finance & Business Development

- Investment of Surplus Funds
- Purchasing Policy
- Tendering Policy

Open Space

- Tree Preservation Order
- Bushfire Management Policy
- Naming of Parks and Reserves – Procedure in Naming Proposals for Parks and Reserves in Ku-ring-gai
- Weed Management Policy
- Wet Weather (Sportsfield) Policy
- Dog Exercise Areas (in Open Space)
- Bushcare Volunteer Policy
- Ku-ring-gai Landscape and Habitat Vision Statement
- Landscape Policy
- Tree Works on Private Property (by Council) Policy
- Fauna Management Policy
- Recreation in Natural Areas Policy

- Bushland Education Policy
- Tree Management Policy
- St Ives Showground Plan of Management
- Prohibition of Animal Circus Performances

Planning and Environment

- Ku-ring-gai Planning Scheme Ordinance and Associated Zoning Maps
- Interim Development Orders Current Nos 29, 78, 79
- Interim Development Orders Repealed 28, 30-77
- Draft Local Environmental Plans Exhibited:
 - 139, 165, 168, 175, 180, 183, 185, 186, 188, 189, 196, 197
- Ku-ring-gai Local Environmental Plans Repealed:
 - 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 15, 16, 17, 18, 19, 25, 26, 27, 28, 29, 31, 32, 34, 35, 38, 39, 40, 46, 48, 49, 50, 51, 71, 79, 81, 82, 83
- Ku-ring-gai Local Environmental Plans Current:
 - 10, 13, 14, 22, 23, 33, 37, 41, 42, 45, 54, 55, 58, 60, 62, 64, 65, 67, 70, 72, 73, 74, 75, 76, 77, 84, 85, 87, 89, 90, 92, 95, 96, 97, 100, 101, 102, 103, 105, 106, 109, 112, 113, 114, 116, 117, 118, 120, 121, 123, 124, 125, 129, 130, 131, 134, 137, 138, 140, 143, 146, 147, 149, 155, 157, 158, 159, 160, 162, 163, 169, 170, 171, 172, 174, 177, 179, 180, 183, 188, 190, 192
- Ku-ring-gai (Consolidating) Local Environmental Plan 1987
- Ku-ring-gai (Heritage Conservation) Local Environmental Plans 1-9, 11, 12, 13, 14, 17
- Ku-ring-gai Draft (Heritage Conservation) Local Environmental Plans 10, 16, 18, 19, 20, 21, 26
- Draft Conservation Area, East Gordon – DLEP 25
- House Numbers – kerb painted
- Development Control Plan Nos:
 1. 14-20 Link Road, St Ives – Certified 7.1.87
 2. Kintore Street, Wahroonga – Certified 29.4.89
 3. 1-19 Bent Street, Lindfield – Not proceeded with Council Resolution 1.9.87
 4. 49-51 Burns Road, Wahroonga – Certified 17.8.88
 5. Area generally bounded by 19 Pacific Highway, North Shore Railway Line, Boundary Street and Pacific Highway, Roseville – Not made
 6. Development in Residential Zones – Superseded by DCP 38
 7. Business Centres – Abandoned – Council Resolution 4.9.90
 8. Professional Consulting Rooms – Certified 26.9.89, Amended 11.10.89
 9. 1-7 Bent Street, Lindfield – Not proceeded with Council Resolution 5.6.90
 10. 66-96 Pacific Highway, Roseville – Not made
 11. Pymble Business Centre – Superseded by DCP 14
 12. Town Houses and Villa Houses – No longer relevant with repeal of SEPP No. 28
 13. Former St Ives Public School, 6-10 Porters Lane, St Ives – to be prepared
 14. Business Centre – Certified 8.8.95
 15. Dual Occupancy and Associated Subdivision – Policy document with amendment – Council Resolution 29.8.95
 16. 134-138 Eastern Road, Wahroonga – Certified 30.9.92
 17. CSIRO Land – Bradfield Road, West Lindfield – Certified 15.1.97
 18. ‘Hillcrest’ 324-346 Mona Vale Road, St Ives – Certified 13.12.93
 19. ‘Uralba’ 75 Livingstone Avenue, Pymble – Certified 22.6.94
 20. 2-4 Mona Vale Road, Pymble – Certified 27.7.94
 21. 803-805 Pacific Highway, Gordon – Certified 7.7.94
 22. 67, 69-71, 73-75 Clissold Road, Wahroonga – to be prepared
 23. 9-15 Curagul Road, North Turramurra – Amended 6.12.94, Certified 16.12.94
 24. Properties adjoining Bushland – not made.
 25. Dual Occupancy Development – Policy Document
 26. Masada College, Wolseley Road, Lindfield – To be prepared
 27. 986 Pacific Highway and 2-4 Bloomsbury Avenue, Pymble – Certified 15.1.97
 28. Advertising Signs – Certified 17.4.96
 29. 153-165 Grosvenor Road, Wahroonga – Certified 6.12.96
 30. 71-81, 68-72 Maxwell Street, 270-280 Kissing Point Road, South Turramurra – Draft
 31. Access – Certified 14.5.97

32. Exeter Road, Wahroonga – Certified 12 March 1996
33. 9, 11, 15, 17, 19 Bent Street, Lindfield – Certified 9.4.97
34. Milner Royd – 1379 Pacific Highway, Turramurra – Certified 28.8.96
35. 1022-1028 Pacific Highway, Pymble – Certified 6.8.97
36. 1142-1180 Pacific Highway, Pymble – Certified 21.5.97
37. 66 Livingstone Avenue, Pymble – Certified 26.11.97
38. Good Design Manual – Certified 2.3.98
39. 10 Post Office Street, Pymble and 6 & 8 Park Crescent, Pymble – Certified 8.4.98
40. Construction and Demolition Waste Management – Certified 5.6.98
41. 75 Junction Road, Wahroonga – Certified 16.12.98
42. Regulation of Brothels – Certified 7.5.99
43. Car Parking – Certified 25.11.98
44. 414 Pacific Highway, Lindfield – Certified 28.4.99
45. 33, 35-41 Billyard Avenue, Wahroonga – Draft
46. Exempt and Complying Development – Draft
47. Water Management – Draft
48. Medium Density
50. 414-420 Bobbin Head Road, Turramurra

Codes and Policies (Planning & Environment)

- Car Parking Code
- Subdivision Code
- Code for use of Reflective Glass
- Code for Service Stations, Petrol Fill Points and Associated Services
- Code for Housing for Older People and People with a disability
- Code for Control of Group Homes in Ku-ring-gai Municipality
- Policy on Child Care Centres
- Code for Control of School Development
- Policy on Preparation of Environmental Impact Assessments
- Ku-ring-gai Section 94 Contributions Plan 2000
- Ku-ring-gai Section 94 Contributions Plan No. 1
- Ku-ring-gai Section 94 Contributions Plan: 324-346 Mona Vale Road, St Ives ‘Hillcrest’
- Ku-ring-gai Section 94 Contributions Plan: 9, 9A, 11 & 15 Curagul Road, North Turramurra
- Ku-ring-gai Section 94 Contributions Plan: West Lindfield Business Centre Car Parking
- Ku-ring-gai Section 94 Contributions Plan: Wahroonga Business Centre Car Parking
- Ku-ring-gai Section 94 Contributions Plan: SEPP5 Housing
- Guidelines for Development of Heritage Properties
- Guidelines for the Submission of Additional Information for Development Applications to Demolish Heritage Items
- Design Guidelines for Business Centres Development
- Telecommunications Code
- Policy – Dual Occupancy Development and Associated Subdivision (only for applications under ‘preserved development’ – SEPP 25 Amendment 4)
- Policy – Dual Occupancy Development (only for applications received on or after 8.5.95)
- Cowan Creek Catchment Stormwater Management Plan
- Lane Cove River Catchment Stormwater Management Plan
- Middle Harbour Catchment Stormwater Management Plan
- Water Management Policy (Draft)
- Policy for Notification of Applications for Development Consent and Building Activity
- Development Control Plan No. 38 – “The Good Design Manual”
- Policy for Siting Satellite Dishes
- Code for the Control and Regulation of Noise on Building Sites
- Policy for Placement of Waste Containers & Waste Trailers on Footpaths, Native Strips and Roads
- Policy for Control of Building Materials on Footpaths, Nature Strips and Roads
- Inter-allotment Drainage Schemes
- Development Control Plan No. 28 – Display and Erection of Advertisements and Advertising Structures
- National Food Premises Code

- Tennis Court Retention Ponds safety
- Clothing Bins – Placement of Used Clothing Bins
- Water Conservation Protocol
- Lead in Buildings Policy
- Local Approvals Policy
- Energy Efficient Housing Policy
- Policy for Control of Demolition of Buildings
- Development Control Plan No. 40 and Policy for Construction and Demolition Waste Management
- Dispute Resolution Policy
- Termite Protection Policy
- Exempt and Complying Development (DCP46)
- Ku-ring-gai Heritage Study 1987
- Ku-ring-gai Heritage Study – Aboriginal Sites – 1988
- Contaminated Land Management Policy 2001
- Dual Occupancy Development Control Code

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

- Bushland
- Community Groups Centre and Car Park – St Ives (205 Mona Vale Road) (2001)
- Community Halls and Meeting Rooms (2000)
- District Parks
- Echo Point Park
- Echo Point Park (2003) Draft
- Marian Street Theatre Site
- Gordon and North Turramurra Golf Courses (2001)
- Gordon Golf Clubhouse Precinct (2001)
- Playgrounds
- Princes Park
- Small Parks
- Sportsfields
- Sportsfields (Draft 2002)
- Swain Gardens
- Tennis Courts
- Wahroonga Car Park (2001)
- St Ives Village Green
- 4 Binalong Street, West Pymble
- North Turramurra Recreation Area
- Canoon Road Recreation Area
- East Roseville Community Centre and War Memorial Hall
- Rowe Street Car Park
- Tulkiyan
- Firs Estate Cottage
- Ku-ring-gai Bicentennial Park Plan of Management (2002)
- Gordon Golf Clubhouse Precinct
- Car Parks Generic
- St Ives Village Car Park
- Lindfield Library Site
- Childrens' Services
- Ku-ring-gai Library Site (2003) Draft
- Urban Parks (2003) Draft
- Council Chambers

Technical Services

- Construction Zones
- Directional Signs on State and Regional Roads
- Drainage Easements – Release
- Fencing
- Footpath Paving
- Hornsby/Ku-ring-gai Disaster Plan (Local DISPLAN)

- Hornsby/Ku-ring-gai Local Emergency Operations Centre – Standing Operating Procedures (Provisional – June 1996)
- Kerb and Gutter Construction
- Ku-ring-gai Traffic Advisory Committee (SEPP 11)
- Ku-ring-gai Traffic Committee
- Lighting of Boy Scouts and Girl Guides Premises on Council Land
- Motor Vehicle Policy
- Public Lighting
- Road Hierarchy
- Road Openings – General Conditions
- Road Resurfacing – use of hot bitumen flush seal
- Road Safety Strategic Plan
- School Zones – Part-time
- Secondary Road 2043 – Future Work
- Secondary Road 2043 – Load Limit
- Shading of Lanterns
- Stormwater Drainage Manual
- Stormwater Management Policy
- On-site Stormwater Detention
- Standing Restrictions at Driveways
- State and Regional Roads
- Street Parking near Transport Terminals and Commercial Centres
- Street Name Plates
- Streets with Load Limits
- Traffic & Transport Policy
- Vehicular Access Crossings:
 - Specification for Construction of Gutter Crossings and Footpath Crossings
 - Access Driveway Grades
 - Maintenance and Repair

SECTION 2 – STATEMENT OF AFFAIRS

Ku-ring-gai Council's most recent Statement of Affairs is for the year ending June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr G. O'Rourke
Public Officer
Ku-ring-gai Council
818 Pacific Highway
GORDON NSW 2072
Locked Bag 1056
PYMBLE NSW 2073
Telephone 9424 0888
Fax No: (02) 9424.0880
E-Mail: kmc@kmc.nsw.gov.au

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

Brian Bell
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****KYOGLE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

- Council's code of conduct
- Council's code of meeting practice
- Annual financial reports
- Auditor's reports
- Council's management plan (for the period 2002/2003)
- Council's EEO management plan
- Council's policy for the payment of expenses incurred by, and the provision of facilities to councillors
- Council's policy for the reporting of protected disclosures
- Council's land register
- Council's register of investments
- Returns of interests of councillors, designated persons and delegates
- Business papers for council meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Council's register of delegations
- Annual reports of bodies exercising delegated functions of Council
- Local policies adopted by Council concerning approvals and orders
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by council
- Leases and licences for the use of public land classified as community land
- Plans of management for community land
- Council's State of the Environment Plan
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act, 1979, applying to land within the Kyogle Council area
- Policy for the provision of information to and interaction between Councillors and staff
- Redundancy procedures policy
- Debt recovery policy
- Educational Assistance Policy
- Grievance Policy
- Payment of expenses for staff
- Tendering and Quotations Policy
- Financial Assistance Policy
- Salary System Policy
- Travelling Allowance Policy
- Vehicle Policy
- Interview and Relocation Expenses Policy
- Travelling Allowance Policy
- Retirement Gift Policy
- Non Smoking Policy

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

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs which generally describes the structure, functions and operations of Kyogle Council, the various documents held and avenues for communication has been prepared as at June 30, 2003.

SECTION 3 – CONTACT ARRANGEMENTS

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

An application for access to documents of Council:

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

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

The Public Officer
Mr Arthur Piggott – Director Corporate Services
Kyogle Council
PO Box 11
Stratheden Street
KYOGLLE NSW 2474
Telephone: (02) 66 321 611
Facsimile: (02) 66 322 228

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COUNCIL OF THE CITY OF LAKE MACQUARIE
(FOI Agency No 2162)

SECTION 1 – POLICY DOCUMENTS

A. General Documents

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

- The Council's Code of Conduct
- The Council's Code of Meeting Practice
- Annual Reports
- Annual Financial Reports
- Annual Statement of Environment Report
- Auditors Report
- Equal Employment Opportunity Management Plan
- The Council's Policy concerning the payment of expenses incurred by and the provision of facilities to Councillors
- The Council's Land Register
- Register of Investments
- Return of Interest of Councillors, designated persons and delegates
- Business Papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public, other than the recommendation of that meeting)
- Register of Delegations
- Local Policies adopted by the Council concerning approvals and orders
- Records of approvals granted and decisions made on appeals concerning the approvals
- Record of Building Certificates
- Plans of land proposed to be compulsorily acquired by Council
- Leases and Licences for use of Public Land classified as Community Land
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94A of the Environmental Planning & Assessment Act 1979 applying to land within the Council area
- The Statement of Affairs, the Summary of Affairs and the Policy Register required under the Freedom of Information Act 1989
- Council's Policy Register
- Council's Management Plan

Copies of these documents may be supplied at appropriate costs and in the case of Building Certificates only with the owners' written approval.

B. Policy Documents

Acquisitions

- Acquisition of Land for Public Access

Administration

- Corporate Gifts
- Deadline for Councillors Written Requirements
- Access to Information – Community & Media

- Access to Records – Councillors
- Code of Conduct
- Code of Meeting Practice
- Complaints Handling Policy & Procedure
- Confidentiality of Council Minutes
- Confidentiality of Council & Committee Meetings
- Council Committee – Inspections
- E-mail Procedures
- Flying of Flags at Council's Administration Centre
- Freedom of Information
- Lake Macquarie Sister Cities' Committee
- Policy for Use of Council's Crest Logo
- Pricing Policy – Fees and Charges
- Privacy Management Plan
- Provision of Electoral Rolls
- Provision of Facilities & Payment of Expenses to Councillors
- Public Access Policy – Committee/Council Meetings
- Reimbursement of Expenses – Councillors and Staff
- Sister City Administration
- Special Rate Main Street Program
- Tender & Quotation Policy
- Councillors – Protected Disclosure Act Internal Reporting
- Staff – Protected Disclosure Act Internal Reporting

Asset Management

- Levying of Charges on Telecommunications Carriers under Section 611 of the Local Government Act 1993
- Public Lighting

Building

- Council's Controls – Retaining Walls Adjacent to Boundaries & Boundary Fences
- Monetary Charges for Construction Zone
- Notification Policy
- Open Carports Encroaching on Building Line
- Boundary Fencing Corner Allotments
- Building Line Policy – State & Regional Roads
- Building Waste Containment of Building Sites
- Buildings Commenced Prior to Council Approval
- Concrete Floors in Garages
- Construction of Pole Frame Dwellings
- Construction Standard for Hairdressers Shops, Beauty Salons and Where Prescribed Processes conducted under the Public Health (Skin Penetration) Regulations
- Dividing Fences Contributions
- Erosion and Sediment Control
- Graffiti Policy
- Granny Flats
- Heights of Fences
- Occupation of Caravans Structures by Owner/Builders
- Provision of Fire Hydrants
- Refund of Fees for Building Inquiry
- Residential Concrete Slabs Height Above Ground Level
- Sign Boards of Building Sites
- Siltation Control from Building Sites
- Timber Frame Construction
- Use of Reflective Foil Laminate Thermal & Vapour Barrier in Dwellings
- Waiving of Building Construction and Development Fees for Work undertaken on Council Land
- Waiving of Fees – Home & Community Care Program – Home Modification & Maintenance Services

Community Facilities

- A Frame/Sandwich Board Signs on Public Footways
- Boards of Management for Community Facilities – Constitution
- Charlestown Mall
- Community Facilities Donation Program
- Hire of Council Community Facilities Policy
- Lake Macquarie City Council Sporting Grounds – Advertising Policy
- Payment of Lease Preparation Cost – Community Based Organisation
- Public Collections/Appeals
- Signs Policy – Council Buildings, Playing Fields, Score Boards and the Like
- Use of Spit Roast Machines in Council Owned Halls
- Video Surveillance – Operational Protocol

Community Services

- Aged and Disabled Persons Facilities & Services
- Child Protection Policy
- Children's Services and Facilities
- Community Consultation Policy
- Community Safety Action Plan
- Community Survey
- Employment of Apprentices
- Ethnic Affairs Policy & Action Plan
- Neighbourhood Centres/Community Cottages
- Sun Protection Policy for Council Managed Child Care Services
- Youth Services Facilities Policy

Councillors

- E-mail Filtering for Councillors

Engineering

- 064 Permission for the Use of Explosives for Blasting Purposes
- Construction and Maintenance of Drainage Easements & Natural Watercourses
- Drainage Easement – Approval to Construction of Encroaching Building or Improvements
- Geotechnical Engineering Policy – Part 1, Building, Subdivision & Development Application
- Geotechnical Engineering Policy – Part 2, Notation on Certificate Under Section 149 of the Environmental Planning and Assessment Act 1979
- Geotechnical Engineering Policy – Part 3, Geotechnical Assessments Attached to Subdivisions * Major Developments
- Geotechnical Engineering Policy – Part 4 Geotechnical Assessments Attached to Building Applications & Minor Developments
- Management of Trees on Roads and Public Reserves in Lake Macquarie City
- Suburb, Neighbourhood & Locality Boundaries

Environmental Services

- Abandoned Shopping Trolleys
- Bed and Breakfast & Guest House Accommodation
- Commercial Home Catering Code
- Connection of Premises to Sewer
- Conversion of Septic Tanks for Rainwater Storage & Garden Irrigation
- Food Premises Construction Code
- Food Vending Vehicles Code
- Garbage Services – Repair or Replacement of Failed or Damaged 240L Wheeled Garbage Containers
- Swimming Pool Standards
- Inspection of Amusement Devices
- Keeping of Dogs
- Noise Control Act
- Noise Transmission
- Outdoor Dining

- Piping, Concreting & Lining of Natural Watercourses & Drainage Easements
- Requirements for One Day Food Stalls
- Skin Penetration
- Storage of Wheeled Garbage Containers
- Waste Reduction and Procurement Policy

Finance

- Accounting Policy
- Corporate Sponsorship
- Debt Recovery Policy
- Donations & Financial Assistance by Council – Section 356 LGA 1993
- External Works and Services – Use of Surplus Funds
- Investment Policy

Human Resources

- Smoke Free Workplace
- Admittance to Hospital of Council Employees, Councillors and their Spouses
- Confined Spaces Policy
- Drug & Alcohol Policy
- Educational Assistance
- Equal Employment Opportunity Policy
- Grievance Policy
- Harassment Policy
- Lake Macquarie City Council Rehabilitation Policy
- Manual Handling Policy
- Motor Vehicle Policy
- Occupational Health, Safety & Loss Control Policy
- Prescription Safety Spectacles Policy
- Reimbursement of Expenses – Councillors and Staff
- Reimbursement of Staff Telephone Accounts Policy
- Safety Footwear Policy
- Sun Safe Policy

Information Technology

- Software Piracy Policy

Library

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

Planning

- Flora & Fauna Survey Guidelines
- Animals Kept for Public Display Exhibited
- Bulky Goods Retailing Centre
- Developer Funded Staff Resources
- Development Liaison Advisory Group
- Established Commercial Centres
- Lake & Foreshore Management Policy
- Lake Macquarie Foreshore Building Line Resolution
- Location of Large New Retail Outlets
- Guidelines for Treatment of Historic Buildings
- Regional Centre (Charlestown)
- Road Based Convenience Stores
- Section 94 Acceptance of Additional Land in Lieu
- Section 94 – Land Banking
- Section 94 – Material Public Benefit
- Section 94 – Works in Kind
- Section 94 – Acceptance of Section 94 Credits

- Section 94 – Deferred or Periodic Payments of Monetary Contributions
- Telecommunications Towers
- Tree Preservation Policy

Policies

- Operation of Policies Codes and Practices Procedures

Public Relations

- Advertising of Council Activities

Roads

- Kerb & Guttering, Special Crossings & Paving of Footways (included Shared Cycleway/footpaths)
- Opening of Sealed Road
- Road Names
- Temporary Road Closures

Subdivision

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

Additional Policy Documents are:

Borrowers' Registration (Library)

Discards (Library)

Donations (Library)

Inter Library Loans (Library)

Reciprocal Borrowing Rights (Library)

Beach Inspectors – Standard Operational Procedures

City Beaches – First Aid Facilities

City Beaches – Rescue Vehicles

Charlestown Occasional Childcare Policies & Procedures

Lake Macquarie Family Day Care Policies & Procedures

LMCC Disaster Plan

Tourism Development Strategy

Building Code of Australia

Car Park Code

Erosion Control – LMCC

Fire Management Plan

Pollution Control Manual for Urban Stormwater (SPCC)

Urban Erosion and Sediment Control (NSW SCS)

Residential Flat Code

Freedom of Information Procedures Manual

General Records Disposal Schedule for Local Government

Ombudsman's FOI Policies and Guidelines

Quality Workstyle Guidelines

Schedule of Fees and Charges

Vision Statement and Policy Plan

Lake Macquarie Estuary Process Study

Lake Macquarie Estuary Management Plan

Lower Hunter and Central Coast Regional Environmental Management Strategy

Construction Works Manual

Expenditure of Surplus Funds
Flood Plain Management Policy
Procedure of Hiring Contract Plant
Provision of External Works and Services
Tender Specifications for Contract Plant
Heritage Conservation
Lake Macquarie Local Environment Plan 1984
Advancing Lake Macquarie – Business Plan
Non Centre Based Employment Strategy
Industrial Land Study
Lake Macquarie Stormwater Management Plan
Lake Macquarie Coastline Management Plan
Fauna Habitat and Vegetation/Biodiversity Scheme

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs for Lake Macquarie City Council as at 30 June 2003 is available at no cost

SECTION 3 – CONTACT ARRANGEMENTS

Enquires concerning access to documents may be directed to either

Mr Gary Brown
Manager Management Planning & Budget (Public Officer)

or

Ms Lyn Pund
Records Co-Ordinator
Lake Macquarie City Council
Box 1906
Hunter Region Mail Centre NSW 2310
Telephone: (02) 4921 0333
Fax: (02) 4958 7257
e-mail: council@lakemac.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
LANE COVE MUNICIPAL COUNCIL

SECTION 1 – POLICY DOCUMENTS

- Lane Cove Local Environmental Plan Zoning Map
- Lane Cove Local Environmental Plan 1987
- Lane Cove Environmental Plan Amendment Nos 1-51 (not inclusive)
- Draft Lane Cove Environmental Plan Amendment No.s 37, 49, 50, 52, 53, 54 & 55.
- Business Zones Development Control Plan
- Industrial Zones Development Control Plan
- Residential Zones Development Control Plan
- Control of Development Adjacent to Bushland (DCP No.1)
- Development on Sunshine Homes Site (DCP No.2)
- Bellevue Ave Site (DCP No.3)
- Controls for Site Waste Management & Minimisation (DCP No.4)
- Access and Mobility (DCP No.5)
- Exempt and Complying Development (DCP No.6)
- Brothels DCP
- Chaplin Drive DCP
- Rosenthal Avenue DCP
- Residential Zone 2(b1) Townhouse DCP
- Housing Strategy
- Code for Dwelling Houses
- Swimming Pool Code for Private Swimming Pools
- Dual Occupancy Guidelines
- Plan of Management – Natural Areas and Bushland
- Plan of Management – Parks
- Plan of Management – Community Land
- Plan of Management – Sportsgrounds
- Plan of Management – Former Ladies Bowling Club Site
- Plan of Management – Pottery Green
- Plan of Management – Carisbrook House
- Land Register
- Heritage Study and Inventory of Items
- Management Plan July 2003 – June 2006
- Corporate Plan
- Planning Studies (eg. Shopping Centres Study)
- Section 94 Plan
- Annual Budget
- Auditor's Report
- Financial Plan (Budget) 2003/2004
- Investment Register
- Annual Report
- Annual Community Report
- Code of Conduct
- Code of Meeting Practice

Policies

Advertising Structures
Animals
Dog Signs
After Hours Impounding Facilities
Keeping of Animals Policy
Appeals – Development and Building Applications
Bill Posters
Notification of Applications for Development Proposals
Ground Levels Related to Floor Levels to be Shown on Plans
Carports
Plaza – Shop Awnings
Plumbing
Power Poles
Solar Hot Water Services
Residential Flat Requirements
Hoardings
Site Controls
Strata Title Units Development Applications
Ventilation Code
Natural Ventilation of Public Garages
Battleaxe Allotments – Building Upon Handle
Inclinators
Australian Height Datum
Kindy Cove Child Care Centre – Aims and Objectives
Kindy Cove Child Care Centre – Management
Loan of Equipment to Community Groups
Purchase Orders – Community Groups
Lease of Property to Clubs and Organisations
Financial Support
Hire Charges – Council Civic Centre
Financial Assistance to Community Groups
Consultants' Submissions and Reports
Councillor/S
Written Reports of Conferences
Meeting with the Public
Entry by Councillors on Invitation
Payment of Expenses and Provision of Facilities to Councillors
Conflicts of Interest
Review of Council's Policies
Register of Legal Opinions
Council's Logo
Land and Property Portfolio
Affixing of Council's Seal
Australian Made Goods
Purchasing Policy
Use of Local Contractors
Competitive Neutrality Complaints Handling Mechanism
Delegation of Authority – Mayor
Council Involvement in Litigation
Delegation of Authority – Deputy Mayor
Delegated Authority
Illegal Uses
Section 149 Certificates

Trade Waste Control
Solar Access
Development Application Fees
Bond/Bank Guarantees – Development/Building Applications Involving Significant Trees
Reflective Glass in External Walls
Developments – Expression of Opinion
Models of Development Proposals
Development Conditions of Consent – Non Residential Uses
Drainage Policy
Display of Goods on Footpaths
Display of Goods on Council Footpaths
Exhibitions of Policies – Environmental Services
Common Boundary Fences
Tennis Courts – Fences
Contributions to Common Boundary Fences
Expenditure not to Exceed Estimate – Report by Officers
Application for Grants
Proceeds from Sale of Library Books
Properties Acquisition and Open Space – 4 Year Programme
Reserves
Flag Poles
Foreshore Development
Rock Faces and Flora
Boat Sheds
Council's Involvement in Community Services
Community Profile
Use of Chlorofluorocarbons
House Numbering by Private Companies
Internal Reporting Policy
Internal Reporting Procedure
Internet and E-Mail Management Policy
Battleaxe Subdivisions
Strata Subdivisions
Subdivisions – Garbage Collection Areas
Subdivision Applications – Easements Through Reserves
Subdivision Undersized Lots
Library Buildings and Safety
Commercial Use of the Library
Membership Identification Criteria
Library Hours
Library Borrowing – Number of Items
Period of Loans
Photocopiers – Public
Security
Censorship
The Collection
Donations of Materials to the Library
Display of Community Notices
Outreach Services
Marjorie Propsting Memorial Library
Junior Library
Fees and Related Income
Corporate Library
Local Government Collection

Local History Collection
Publications by the Library
Privacy and Library Records
Library Charges
Stock Withdrawal and Replacement
Shorelink Policies and Procedures
Photographing of the Lane Cove Municipality on a Regular Basis
Use of Mechanical Rock Pick Machines
Open Space – Dual Occupancy
Exemption From Restriction
Off Street Parking Contribution
No Parking – Road Marking Across Driveways
Playing Fields in Schools
Use of Herbicides
Horses in Reserves
Medical Examination Prior to Employment
Designated Employees – Disclosure of Interest
Gratuities
Private Works by Members of Council’s Staff
Computers – Use Of
Council Vehicles – Contract Staff
Council Vehicles – Leaseback Arrangements
Sick Leave – Extended Periods
Sick Leave Incentive Scheme
Defence Force Reserves – Council Support
Work Experience – Senior High School Students
Trainee Schemes
Flexi-Time Rules – Civic Centre & Library
Personal Clothing
Equal Employment Opportunity Policy
Industry Training
Staff Performance Review
Depot Staff Uniforms
Guidelines for Payment of Overtime
Rehabilitation Programme
Leave Without Pay
Senior Staff Attendance at Conferences
Workplace Harassment Policy
Training and Education Policy
Smoke Free Workplace
Health & Safety Policy Statement
Grievance Handling Procedure
References Under Seal
Substance Abuse Policy
Physical Access Policy
Replacement of Plant
Rain Water Tanks
Council Archives Policy
Definition of a “Record”
Categories of Council Records
Stages in the Treatment of Non-Current Records
Disposal of Council Records
Preservation of Archives
Archives – Access

Access to Council Records
Proposed Rezoning
Rezoning Request
Notification Policy – Amending LEps and DEPs
Risk Management Policy
Public Liability Insurance – Civic Centre
Liability for Negligent Misstatement
Public Liability Claims – Procedure
Motor Vehicle Policy
Trees & Tree Root Damage Claims Policy
Street Furniture
Street Lamps
Swimming Pools
Freeways
Through Traffic
Lower Speed Limits
Construction Zones
Tree Preservation and Landscape Policy
Policy for the Preservation of Significant Trees
Displays in the Plaza
Umbrellas in the Plaza
Use of Plaza – Charity Street Stalls
Plaza Structural Alterations
Performances in the Plaza
Pathway – Lane Cove Plaza to Council Lane
Lane Cove Swimming Pool – Use by Schools
Sale of Council Assets
Council’s Office – Signs in Foyer
Civic Centre Artwork/Information Boards
Signposting for Privately Owned Public Facilities
Tables and Chairs in the Plaza (and Lane Cove Shopping Centre) for Commercial Restaurant Use
Filling
Walls Supporting Footpaths
Longueville Road Shopping Centre
Vehicular Access to Properties
Second Vehicle Access
Drainage Easements
Council Works Notification
Vehicular Access to Multi-Unit Housing
Youth Week
Youth Policy Statement

SECTION 2 – STATEMENT OF AFFAIRS

Council’s Statement of Affairs was Published on 31 December 2002 and is Available for Purchase at a Cost of \$5.00.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries regarding Council’s policy documents should be directed to the FOI Co-ordinator by telephoning 9911 3525 between the hours of 8.30am and 5.00pm Monday to Friday. Applications should be directed to:

The Freedom of Information Co-ordinator
Lane Cove Council
PO Box 20
LANE COVE NSW 1595

Peter Brown
Acting General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LEETON SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

- Code of Conduct
- Code of Meeting Practice
- Management Plan
- Development Control Plan – Daalbata Road
- Development Control Plan – Gruie Street
- Disaster Plan
- EEO Management Plan
- Expenses and Facilities Policy
- Financial Management Plan
- Local Approvals Policy
- Applicable Local Environmental Plans
- Local Orders Policy
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- Section 94 Contribution Plan – Gruie Street
- Section 94 Contribution Plan – Daalbata Road
- State of the Environment Report

SECTION 2 – STATEMENT OF AFFAIRS

The latest Leeton Shire Council's Statement of Affairs is 30 June, 2003.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Leeton Shire Council
23 – 25 Chelmsford Place
LEETON NSW 2705
Telephone: (02) 6953 2611
Hours: 8.30am to 5.00pm Monday to Friday.

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LEICHHARDT COUNCIL****SECTION 1 – POLICY DOCUMENTS****COMMUNITY SERVICES**

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

CORPORATE SERVICES

- Access to Council files/ non release of documents identifying complainants
- Annual Reports
- Business Papers/Minute Books – Council & Committee Meetings
- Code of Councillor Conduct and Practice
- Code of Meeting Practice
- E-Mail Policy
- E-Mailing of Information to Councillors
- Fees and Charges (July 2003 to June 2004)
- Filming in the Municipality of Leichhardt (Standard Conditions of Approval)
- Financial Statements (July 2001 – June 2002)
- Handbook for Councillors
- Internet Policy
- Management Plan (July 2003 to June 2004)
- Privacy Management Plan
- Provision of Expenses/Facilities for Councillors
- Register of Council Policies
- Skips on Public Roadways Policy
- Street Stalls Policy

EMPLOYEE SERVICES

- Authorisation of Travel Expenses (by Council) for interstate and overseas travel
- Communication Policy
- Equal Employment Opportunity
- Grievance Policy

- Harassment Policy
- Occupational Health and Safety Policy
- Personnel Policies & Procedures Manual

ENVIRONMENTAL MANAGEMENT

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

WORKS & SERVICES

- Bike Plan
- Container Deposit Legislation
- Elkington Park Plan of Management
- Gladstone Park Plan of Management
- Green Waste Action Plan
- Internal Operations Waste Management Plan
- Mort Bay Park Plan of Management
- Stormwater Management
- Use of Public Parks & Reserves

SECTION 2 – STATEMENT OF AFFAIRS

Published June 2003 pursuant to the requirements of the Freedom of Information Act 1989, Sec. 14(2).

SECTION 3 – CONTACT ARRANGEMENTS

Council's policy documents may be inspected at the Administrative Centre, 7-15 Wetherill Street, Leichhardt, by appointment between 8.30am – 5.00pm weekdays.

Designated Inquiry Officer:

George Georgakis
Administration Manager
Administration Centre
7-15 Wetherill Street
LEICHHARDT NSW 2040
Telephone: 9367 9121

Peter Head
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LISMORE CITY COUNCIL****(FOI Agency No. 2166)****SECTION 1 – POLICY DOCUMENTS**

In accordance with the Freedom of Information Act 1989 Council holds the following documents which may be accessed for information or purchased at Council's Administration Centre, Oliver Avenue, Goonellabah, Monday to Friday between 8.30am and 4.30pm.

POLICIES, CODES & PRACTICES

- Code of Conduct
- Code of Meeting Practice
- Corporate /Management / Financial Plan
- Contributions Plan Lismore 1999 – Section 94 includes
 - Open Space
 - Community Facilities
 - Transport
 - State Emergency Services
 - Rural Fire Services
- Delegations of Authority
- Disaster Plan/Emergency Management Plan/Emergency Services Policy (review in progress of the Flood Emergency Procedure)
- Equal Employment Opportunity Management Plan
- Employment Related Codes
- Expenses & Facilities Policy
- Fence Policy/Code
- Internal Reporting Policy
- Local Approvals Policy
- Local Orders Policy
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Land Proposed to be Compulsorily Acquired by Council (see Just Terms Comp. Act 1991)
- Plans of Management for Community Lands:
 - Public Land
 - Lismore Park
 - Heritage Park
 - Tucki Tucki Creek
 - Weston Park
 - Hepburn Park
 - Kadina Park
 - Adam Gilchrist Park
 - Lismore Lake
 - Sportsground (generic)
- Policy Register
- Pricing Policy / Revenue Policy
- Procedures Manual
- Records Procedures
- Recycling Policy
- Social Impact Assessment Policy
- State of the Environment Report
- Social & Community Plan

- Local Orders Policy / Guidelines for Keeping of Animals for Domestic Purposes
- Local Orders Policy for the Practice of Hairdressing
- Code of Conduct – City Safe Program
- Landfill Environmental Management Plan – (LEMP) Wyrallah Road Waste Facility
- Contaminated Lands Policy

DEVELOPMENT CONTROL PLANS

- 7 Flood Prone Lands
- 9 Village of Nimbin
- 14 Residential Development
- 16 Building Line Setbacks
- 17 Vegetation Management Order
- 18 Off-street Carparking
- 19 Village of Dunoon
- 20 Multiple Occupancy
- 21 Village of Clunes
- 22 Northern Ridges, Goonellabah
- 26 Industrial Development Standards
- 27 Buffer Areas
- 28 Subdivisions
- 29 Extractive Industries
- 31 East Lismore
- 32 West Goonellabah
- 33 East Goonellabah
- 35 Caniaba Village
- 36 Outdoor Advertising Structures
- 37 Acid Sulphate Soils
- 39 Exempt Developments
- 40 Complying Developments
- 41 Notifications & Advertising with Development Applications
- 42 Urban Design & Weather Protection in Lismore CBD
- 43 Crime Prevention Through Environmental Design
- 44 Rural Landsharing Communities

LOCAL ENVIRONMENTAL PLAN

Lismore Local Environmental Plan 2000

COMMUNITY SERVICES & FACILITIES PLANS

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

OTHER DOCUMENTS

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

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs was prepared on 19th June 2003 and can be obtained by contacting the Public Officer, Lismore City Council.

SECTION 3 – CONTACT ARRANGEMENTS

Mr Graeme Wilson
Public Officer
Lismore City Council
PO Box 23A
LISMORE NSW 2480
Phone (02) 66250500

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LIVERPOOL CITY COUNCIL****(FOI Agency No. 2167)****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Liverpool City Council (as required under the Freedom of Information Act) is dated July 2003 and is available from the Public Officer, Liverpool City Council at no cost.

SECTION 3 – CONTACT ARRANGEMENTS

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

Telephone: (02) 9821 9309

Facsimile: (02) 9821 9532

E-Mail: m.morley@liverpool.nsw.gov.au

or writing to:

The Public Officer

Liverpool City Council

Locked Bag 7064

LIVERPOOL BC NSW 1871

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LOCKHART SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

The Council maintains the following Policy Documents:

Policy Manual

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

Equal Employment Opportunity
Smoke Free Workplace
Provision of Staff Uniform
Accrualment of Long Service Leave
Complaints Management
Incident/Accident Investigation
Drugs & Alcohol in the Workplace
Occupational Health and Safety Consultation
Bush Fire & Emergency Manuals
Developer Contributions Plan
Lockhart Shire Council Local Environmental Plan
Code of Conduct
Equal Employment Opportunity Management Plan
Management Plan 2003/2006
Minutes of Committee Meetings
Minutes of Council Meetings
Revenue Policy (see Management Plan)
State of the Environment Report (see Annual Report)
Annual Report
Auditors Report
Business Papers
Disclosures Register
Land Register
Investments Register
Social Plan

SECTION 2 – STATEMENT OF AFFAIRS

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

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

The most recent Statement of Affairs was published on 30 June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

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

The General Manager
Lockhart Shire Council
PO Box 21
LOCKHART NSW 2656
69 Green Street
LOCKHART
Hours: 8.30am to 4.00pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MACLEAN SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Council's Policy Register including:

- Complaints Management policy
- Access policy incorporating the Freedom of Information Policy
- Policy on Councillor's expenses and the provision of facilities to Councillors
- Policy on access to staff and records by Councillors
- Noxious weeds policies
- Bushfire policies
- Community consultation policy
- Caravan Park policies
- Cemetery policies
- Community halls and organisations policies
- Policy on community committees
- Policy on the release of the names of objectors to BAs and DAs
- Donations policy
- Library policies
- Mediation policy
- Purchasing policy
- Investment policy
- Internal reporting policy
- Private works policy
- Road naming policy
- EEO Management Plan
- Non-smoking policy
- Clarence Estuary Management Plan
- Clarence Valley Settlement Strategy 1999
- Clarence Valley Social Plan
- Code of Conduct
- Code of Meeting Practice
- Council's Management Plan
- Crime Prevention Consultation Protocol
- Engineering Specifications for Development
- Local Approvals Policy
- Maclean Shire Local Environment Plan 2001
- Maclean Shire Development Control Plans including:
 - Angourie DCP
 - Beachside (Yamba) DCP
 - Brothels DCP
 - Car Parking DCP
 - Chatsworth Island DCP
 - Commercial Development DCP
 - Ecotourism DCP
 - Erosion and Sediment Control DCP
 - Exempt and Complying Development DCP
 - Gulmarrad DCP
 - Industrial Development DCP
 - Industrial Land (Deering St, Yamba) DCP

Maclean Town Centre DCP
Notified Development DCP
Ocean St Yamba DCP
Outdoor Advertising DCP
Palmers Island Riverbank Erosion DCP
Pigs and Poultry Keeping DCP
Residential Development DCP
Restricted Premises DCP
Rural Workers Dwellings DCP
Steep Lands DCP
Subdivision Guidelines DCP
Woombah DCP
Yamba Town Centre DCP
Maclean Urban Stormwater Management Plan
Plans of land proposed to be compulsorily acquired by Council
Plans of Management for all lands classified as community land that is vested in Maclean Council
Plans of Management for Crown Reserves in the Shire for which Council is the Trust Manager
Privacy Management Plan
Schedule of Fees and Charges for 2003/4
Shire wide Section 94 Plans for open space and community facilities; maintenance of quarry roads;
street trees; photogrammetric surveys; carparking; rural roads as well as for rural road upgrading of
Patemans and Harveys Rds, Ashby and Crisp Drive, Ashby, Gulmarrad Stormwater Drainage, Yamba
CBD drainage and drainage from Park Ave to Kolora Lake, Yamba and from Treelands Dr. to Kolora
Lake, Yamba
State of the Environment Reports
Tree Preservation Orders
Youth Consultation Protocol
Copies of these documents may be obtained from Council on payment of the prescribed fee.

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs was published in June 2003. Copies of it may be obtained from Council's Corporate and Community Services Manager.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer,
Maclean Shire Council,
50 River St,
MACLEAN 2463.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
MAITLAND CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

Delegations of Authority Manual
General Policy Manual of Council
Annual Report
Management Plan (Includes Pricing Policy, Financial Plan, Corporate Plan)
Code of Meeting Practice
EEO Management Plan
Local Environment Plan (1993)
Minutes of Committee Meetings
Minutes of Council Meetings
Plans of Management

Various Plans

City wide S:94 Contributions Plan.

Development Control Plans

- Industrial Development Code
- Conservation of Clay Resources
- Thornton Rural Residential Area
- Raworth
- Metford
- Central Maitland
- Aberglasslyn/North Rutherford
- Bolwarra Heights – rural small holdings
- Farley – rural small holdings
- Morpeth
- Bolwarra/Largs
- Former Rutherford Abattoir Site & Adjoining Land
- Louth Park – Waterforde Estate
- Oakhampton Heights
- Chisholm Road, Greenhills
- Thornton County
- Outdoor Advertising
- Lower Hunter Urban Housing
- Lochinvar – small rural lots (NOT PROCEEDED WITH)
- Accessible Living
- Orient Street Greta – small rural lots
- West Bolwarra Heights
- Tenambit
- * Floodplain Management
- Glenwood Residential & Industrial Estate
- Hunter River Floodplain Management
- City Wide – Exempt and Complying Development – DRAFT
- Energy Smart Homes
- Thornton Industrial – East

- Subdivision Manual
- City Wide – Heritage
- Racecourse Business Park – Industrial (YET TO BE PREPARED)
- Avalon Forest Rural Residential Estate
- Advertising/Notification of Development Applications
- Ashtonfield South Residential Precinct – DRAFT
- Commercial and Retail Policy
- Car Parking Requirements
- Site Waste Management and Minimisation – DRAFT
- Brothels and Sex Industry Establishments

Policy Documents

ADVERTISING SIGNS

- Guidelines for Outdoor Advertising
- Advertising in Public Parks
- Erection of Temporary Banners Over Public Roads

APPROVALS

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

ART GALLERY

- Policies

BUILDINGS

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

CIVIC MATTERS

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

COUNCIL MATTERS

- Becoming Competitive
- Building and Development Applications – Councillors and Staff
- Closure of Council's Administration Offices New Year and Christmas
- Code of Conduct
- Code of Meeting Practice

- Community Buildings
- Dealing with Difficult Complainants
- DISPLAN
- Erosion and Sediment Control
- Internal Reporting System for Disclosures
- Interstate and Overseas Travel
- Payment of Expenses and Provision of Facilities for Councillors
- Regional Co-operation and the Hunter Regional Association of Councils
- Provision of Information to & Interaction between Councillors and Staff
- Structural Reform – Local Government (8/4/97)
- Local Government Association Forwarding of Representations
- Number of Councillors
- Delegates to Various Authorities (listing thereof)
- Receipt of Petitions
- Sponsorship Policy

COMMUNITY & SOCIAL WELFARE

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

CONTRACTS

- Demolition

DOG CONTROL

- Dog Catching Cage – Use of
- Dog Control Facilities

DONATIONS

- Loans to Services Clubs and Non-Profit Organisations
- Section 356 Donations
- Donations to Council
- Doorknock Appeals and Streetdays
- * Collections by Bucket Brigade Traffic Lights

DRAINAGE

- Improvements over Drainage / Urban Drainage

FENCES

- Dividing Fences
- Fencing on Street Boundaries – Erection of

FINANCE

- Budgeting
- Income from Grazing Rights at Various Parks
- Goods and Services Tax
- Interest on Investments
 - Section 94 Contributions
 - Economic Development Fund
- Investment Strategy
- Reserve/Restricted Asset Policy
- Significant Account Policies
- Contributions to Time Payment
- Write Off Debtors, Rates and Extra Charges
- Credit Facilities Waste Depot

FLOOD

- Flood Liable Land

GRANTS

- Applications

HEALTH MATTERS

- Abandoned Shopping Trolleys
- Food Surveillance Program
- Keeping of Animals
- Keeping of Poultry
- Checking Quality of Private Swimming Pools
- Self Enforcement Infringement Notice System
- Landing of Helicopters within the City
- Aerated Waste Water Treatment Systems

HERITAGE (including CBD/Mall Heritage Area)

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

INSURANCE

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

KERB, GUTTERING & FOOTPATH CONSTRUCTION

- Kerb Guttering and Footpaths – construction
- Kerb Guttering and Footpaths – Charges

LAND AND COUNCIL BUILDINGS

- Land Acquisition, Development and Sale
- Disposal of Fill from Construction Sites
- Payment of Agent's Fees
- Sale of Council Owned Land
- Property Development Unit – Scope and Functions
- Policy on LEPs and Council Land

LIBRARY

- Freedom of Collection and Access for Local Government Libraries
- Charges to Users
- Codes and Policies
- Sponsorship Opportunities for Libraries
- Video Cassette Collection

NOXIOUS WEEDS & AQUATIC PESTS

- Eradication in Urban Areas of the City

OFF STREET CAR PARKING

- Access to Parking Area by Commercial Developers Where Parking Contributions have been paid – Belmore Road, Lorn

PARKS AND GARDENS

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

PLANNING MATTERS

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

PLANT & EQUIPMENT

- Purchase or Replacement
- Resource Sharing
- Replacement
- Private Usage Light Vehicle Leaseback
- Sale of Obsolete Council Property

PRIVATE PIPELINES

- * Private Pipelines in Road Reserve

PRIVATE WORKS

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

RATES

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

RECORDS MANAGEMENT

- Records Management Policy

RISK MANAGEMENT

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

ROADS

- Discharge of Water into Streets
- Method for Determining Routine Rd Maint. Contributions for Extractive Industries
- Morpeth Road Access to Reserves
- Neighbourhood Watch and Safety House Signs
- Road and Locality Naming
- Adopt-A-Road Program
- Roadside Tributes
- Formulation of Road Maintenance Rolling Works Programme

SIDEWALK SALES

- Street Days and Doorknock Appeals

STREET LIGHTING

- Rurally Zoned Areas

SUB-DIVISIONS

- Accessways to Battle Axe Blocks
- Council's Residential Subdivision Sealing of Pathways
- Housing Commission Project Metford Precinct No. 2
- Installation of Underground Telephone and Electricity Cables in Residential Subdivisions
- Provision of Inter-allotment Drainage in all Future Sub-divisions
- Residential Subdivision Standards
- Sealing Roads in Premix
- Survey Requirements
- Notification of Subdivision Applications

SWIMMING POOLS

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

TENDERS

- Tendering Procedures
- Tender Discounts

TOURISM

- Bed & Breakfast Establishment
- Marketing Strategy – Maitland Tourism Constitution Amendments 1996
- New England Highway (15) Promotion Committee
- Steamfest
- Thornycroft Truck Working Party
- City of Maitland Town Crier

TOWN HALL

- Hire of Town Hall – Waiving of Charges
- Noise Levels – Associated with Use of
- Reception Room Bookings
- Regulations Covering Use of Town Hall and Supper Room

TRANSPORT MATTERS

- Activities on Public roads
- Bus Shelters
- Construction Zones
- Local Traffic Authority Committees
- Vehicular Crossings Unauthorised
- Use of Residential Streets by Coal Traffic

VANDALISM

- Reward
- Vandalism Control

WASTE

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

SECTION 2 – STATEMENT OF AFFAIRS

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

The most recent Statement of Affairs held by Council was published June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Graeme Tolhurst
Group Manager Finance and Administration/
Public Officer
Maitland City Council
High Street
PO Box 220
MAITLAND NSW 2320
Telephone: 49349752
Hours: 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm Fridays.

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of****MANLY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

Accounts – Available Working Capital
Advertisements
Advertising
A-Frame Signs and Merchandise Offered for Sale
Armoured Vehicles – Provision for Parking
Awards – Manly Civic Design
Balgowlah Shopping Centre Urban Design Plan 1999
Balgowlah Shopping Centre Urban Design Controls 1999
Banners – Display of Banners Within Council Controlled Properties and Reserves
Beach Management
Beaches and Reserves – Commercial Filming – Conditions and Charges
Blasting Permits
Boarding Houses & Houses Let in Lodgings
Boat Building in Residential Areas
Bonfires – Sandy Bay Reserve & Clontarf Reserve
Builders' Rubbish Containers
Building Applications & Development Applications
Caretakers – Residential Caretakers in Council Buildings
Circuses – The Operation of Circuses With Exotic Animals in Manly
Circus – Limitation on Performances
Clean Air Act – Complaints
Clearing of Shrubs and Undergrowth
Closed Circuit Television Protocol – Administration Building
Closed Circuit Television Protocol – Pacific Waves Carpark
Clubs And/Or Organisations – Remission of Rates
Committees – Appointment of Councillors
Committees – Section 355 Committees – Audit Fees
Community Groups – Financial Assistance
Complaints Management Policy
Consultation – Community Consultation Protocol
Contributions – S94 Contribution to Council Subdivision
Development Applications. Etc
Corner Splays – Acquisition of
Corner Splays – Council to Meet Costs
Corner Splays – Notification on Certificates
Corporate Image
Council and Committee Meetings – Length of Meetings
Committee Meetings – Timing of Subcommittees
Council and Committee Meetings – Discussion “Confidential” Reports
Council Meetings – Availability of Agenda Papers to Public
Council Chamber – Seating Arrangements
Council – Common Seal
Council Letterhead – Council Committees and Areas of Activity – Signing of Correspondence

Councillors – Committee Membership Not Appointed by Council
Councillors – Personal Accident Insurance – Authorisation to Attend Functions
Councillors – Reports From Council Officers
Councillors’ Room – Stocking of Liquor Cupboard
Cultural Policy
Debt Recovery – Warrants of Commitment – Authorisation of
Development Application Approval
Development Application – Fees for Heritage Buildings
Development Application – Meetings Between Applicants, Residents and Objectors
Development Control Plan – Residential Zone
Dog Management – Urban Dog Management
Dinghies – Storage of Dinghies on Council Foreshores
Donations – Items of Park Furniture
Drainage Easements – Construction Over
Election Campaigning – Federal, State & Local Government Elections
Elections – Poll of Electors to Be Held in Conjunction With Ordinary and Extraordinary Elections of Council
Environmental Levy Component of Rate – Increase in Annual Contribution
Financial Assistance to Cultural Groups
Financial Reporting – Measures of Council Liquidity
Footpath Trading
Fringe Benefits Tax
Garbage Charges – Surf Clubs, Scout and Guide Halls in Council Reserves
Garbage Containerisation Service – Size of Containers
Graffiti
Hire Boat Operations – Beaches and Reserves
Hoardings – Placing of Hoardings At Construction Or Demolition Sites
Honorary Rangers
Insurance – Premeure – Elected Representatives
Leases – Council Property – Maintenance of by Lessee/Licensee
Leases – Council Property – Payment of Rates & Charges by Lessee
Library -Borrowers Policy
Library – Commercial Sponsorship of Library Activities
Library – Statement on Freedom of Collection, Access, Use And Librarian’s Role
Library – Local History
Licensed Premises – Hours of Operation
Litter – Issue of Penalty Notices
Manly Art Gallery & Museum – Acquisitions and Exhibitions Policy
Manly Art Gallery & Museum – Free Admission for Children on Organised Tours
Manly Art Gallery & Museum – Collection on Local History
Manly Art Gallery & Museum – Presentation of Paintings Purchased From Funds Raised by Former Ladies Auxiliary
Manly Art Gallery & Museum – Support for Local Artists
Manly Art Gallery & Museum – Waiving of Fees
Manly Code for The Protection of Buildings Against Termite Attack 1996
Manly Development Control Policy for Manly Cove
Manly Draft Local Environment Plan (Amendment No. 51) and Development Control Plan for The Pittwater Road Conservation
Manly Section 94 Contribution Plan
Manly Specification for Civil Infrastructure Works, Development & Subdivisions 2003
Manly Specification for Stormwater Drainage 2003
Manly Stormwater Treatment and Re-Use Project – Progress Report
Manly Town Centre Urban Design Guidelines 2002

Mayor and Councillor's Remuneration Fees
Meetings & Procedures – Senior Officers Opportunity to Comment During Debate
Motor Vehicle Replacement
Motor Vehicles – Lease Back Arrangements for Staff
Neighbourhood Watch and Safety House Scheme
Noise Complaints – General
Noise Complaints – Dogs
Nuclear Weapons – Abolition and World Peace
Open File Policy
Overgrowth of Vegetation
Pamphlets & Leaflets – Distribution on Public Roads and in Shopping Centres
Parking – Policy – Manly Central Business District
Parking – Issuing of Designated Parking Permits
Parking – Provision for Designated Parking Spaces for Armoured Vehicles
Parking Permits – Manly Life Saving Club Inc/ Manly Community Centre
Parks and Reserves – Use of by Junior Sports
Poll of Electors to Be Held in Conjunction With Ordinary and Extraordinary Elections of Council
Precinct Committees
Pricing Policy Goods & Services
Printing and Stationery – Use of Recycled Paper
Property Acquisition Reserve Fund
Prosecutions – Withdrawal of
Public Reserves – Activities Thereon – Refusal of Applications
Public Liability Insurance
Public Sculpture Policy
Questions Without Notice – Response to Councillors
Rates – Pensioners – Accrual of Rates & Charges & Writing Off Interest
Reconciliation Between Indigenous and Non-Indigenous Australians
Recycling – Events and Promotions
Reserves – Exclusive Use for Private Functions
Reserves – Outdoor Furniture – Dedication
Revenue Policy
Road Reserves – Outdoor Eating Areas – Licensing of
Road Reserve – Lease for Parking as a Development Application
Condition
Road Reserve Leases – Adjacent and Conjoining Parent Lot
Road Reserves – Driveways
Road Reserve Nature Strips
Seawalls – Construction and Replacement
Senior Citizens' Centre
Shopping Trolleys – Impoundments
Signs – Council Projects – Displaying of
Signs – Direction
Signs and Goods on Footpaths
Signs – A-Frame Signs and Merchandise Offered for Sale
Signs – Public Telephones
Sister Cities – Photographic Record
Sister Cities – Policy on Visits to Council by Overseas Tourists
Skateboards & Bicycles on The Corso – Control of
Skateboards, Bicycles and Rollerskates on The Ocean Beach Walkway
Smoking – Council Owned Buildings
Solar Hot Water Installations (Building Applications)
Special Events (Road Closures) Traffic and Transport Management Plan
Sponsorship – Council Activities and Events

Sport and Recreation Facilities in Manly – Guiding Principles
Stalls – Constituent Interviewing by Local Members
Stormwater Runoff
Strata Subdivisions – New and Old Buildings – Car Parking
Strata Subdivisions – Old Buildings
Strata Subdivisions – Properties Affected by Road Realignments
Swimming Centre, Manly – Complimentary Season Passes to Elite Athletes
Swimming Pools – Fencing of
Swimming Pools (Private) – Leaking
Sydney Water
Tender for Goods and Services
Tenders – Lobbying of Councillors
The Corso Plaza – Management of Activities in The Corso and Other Central Business District Spaces
(Including Busking)
Tourism Policy
Tours of Council Facilities by Domestic and Overseas Groups/Delegations
Trading Activities – Hawking & Vending on Public Reserves, Roads & Public Places
Tree Preservation Order
Trees – Lopping for Electricity Transmission Lines
Trees – Lopping for Views
Trees – Removal of “Ficus” Varieties
Trees – Ringbarking, Poisoning, Root Damage
Unemployment Relief Schemes
Vehicular Crossing and Layback Openings
Vehicle Crossing Construction – Colour of Concrete
Vehicle Crossings – Maintenance of Unpaved Crossings
Vehicle Crossings/Driveways – Non Standard
Vehicle Crossings – Payment for Pavement of Road Shoulders
Vehicle Crossings to Private Property – Temporary Construction in Asphalt – Payment by Owners
Vehicle Crossings – Use of Uni-Pave Concrete Blocks
Warringah Freeway and Public Transport – Manly Warringah
Waste Minimisation – Functions and Events in Manly
Water Courses – Piping of
Wentworth Street Redevelopment – Access to Corso Properties

Development and Local Environment Plans

LEP

Manly Local Environmental Plan 1988

DCP

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

Discussion Papers and Reports

Reports No. 1995

Report No. 1

Balgowlah Heights, North Harbour and Clontarf Local Area Traffic Management

Scheme

Report No. 2

Water Policy-The State Government Waste Minimisation and Management Act

Report No. 3

Improvements to Whistler Street Car Park

Major Papers 1995

Major Paper No. 1

Manly 2000 and Beyond – Manly’s Involvement in the Sydney 2000 Olympics

Major Paper No. 2

Shaping Manly’s Future – Towards a New Vision

Major Paper No. 3

The Town Centre Study

Major Paper No. 4

1995 The State of the Environment Report

Discussion Paper Series

Discussion Paper No. 1

Options for Rating Policy – Base Amount or Ad Valorem ?

Discussion Paper No. 2

Benchmarking – How Does Manly Council Compare?

Discussion Paper No. 3

Quality Customer Service and the Ways Manly Council Can Provide.

Discussion Paper No. 4

What is happening to Planning?

Discussion Paper No. 5

The Town Centre Study – Making the Connections

Discussion Paper No. 6

Thinking About Urban and Social Structures

Discussion Paper No. 7

What Are We Leaving the Next Generation (Assets or Liabilities)?

Discussion Paper No. 8

How Do the Results of the 1991 Census Impact on the Services Delivered by Manly Council?

Reports 1996

Report No. 1

The Corso Design Report

Report No. 2

Beach Management Policy Review

Report No. 3

Seaforth Community Facilities and Services-Audit and Development Options

Report No. 4

Tree Preservation Order Review

Report No. 5

Library On-Line Access by the Year 2000

Report No. 6

Manly Library Technology Developments-Interim Report

Report No. 7

Library Home-Page on Internet

Report No. 8

Survey of Library Hours and Customer Satisfaction Survey-Operational Review

Report No. 9

Recyclable Materials Processing

Report No. 10

Submission to Parliamentary Staysafe Committee on 50 km/hr General Urban Speed Limit

Major Papers 1996

Major Paper No. 1
Town Centre Study
Major Paper No. 2
Residential Strategy Discussion Paper
Major Paper No. 3
Town Centre Traffic Study
Major Paper No. 4
1996 State of the Environment Report
Major Paper No. 5
Children's Playground Strategy
Major Paper No. 6
Sporting Strategy for Manly-stage 1.
Major Paper No. 7
Manly Meals on Wheels Strategic Plan

Reports and Discussion Papers 1996/1997

Seaforth Traffic survey
Roads Safety Audit-Lauderdale Ave. & North & South Steyne
Bicycle Plan – consultant's report
The Manly West Industrial Area Traffic Study and Section 94 Plan
Banner Guidelines
Stormwater Management Policy – Sydney Coastal Councils Group
Stormwater On-Site Detention Systems – Sydney Coastal Councils Group
Asset Management – aerial photographs
Manly Lagoon – Exotic Vegetation Study
Manly Lagoon – Sand Monitoring Study
Manly Lagoon – Floodplain Management Plan
Manly Lagoon – Estuary Management Study
Interim Policy on the Siting of Mobile Phone Towers
Manly State of the Environment 1995/96
Town Centre Study Stage 2
Local Environment Reports (LEP) on:
St. Patrick's College Estate LEP
RTA land – Burnt Bridge Creek LEP
Brothels LEP
Surplus Sydney Water Land – King Avenue (LEP)
Henrietta Lane Urban Design Guidelines
Landscaping Guidelines
The Corso Stage 1 Report
Ocean Beach Masterplan Implementation
Backpackers Investigation
Town Square Traffic Study
SHOROC Report on Benchmarking Approvals Process
Final Determination – Long Nosed Bandicoot – North Head
Final Determination – Little Penguins- Manly Cove
State of the Environment Report 1997
Plan of Management for Norfolk Island Pines on the Ocean Beach at Manly (Marcia Lambert)
Children's Playground Strategy (1996)
Manly Sporting Strategy (1997)
Manly Andrew 'Boy' Charlton Swimming Centre – Feasibility Study (1997)
Manly Council's Surf Pavilion Management Review (1997)
Public Sculpture in Manly (1997)

Reports 1998

Conservation Strategy 1998
State of the Environment Report 1998
Phase Two "A New Way Forward" – Manly Council Restructure Report
Burnt Bridge Creek Plan of Management
Heritage Report – Beach Shelters – Ocean Beach
Backpackers DCP
Energy Efficient DCP
Manly Scenic Walkway Draft Plan of Management
Seaforth Master Plan
Manly Council Consultation Protocol 1998
Manly Sculpture Symposium – Feasibility Study 1998
Manly Community Safety Survey 1998
Manly Community Profile – Facts+Figures from 1996 Census 1998
IT Application Strategy and Migration 1998 by Price Waterhouse Coopers

Annual Report 1997/98

Depot Redevelopment Feasibility and Design Study 1998
Aus-Spec Contract Specifications 1998
Manly Depot Site Contamination Assessment Report 1998
Manly Scenic Walkway Plan of Management (final)
Burnt Bridge Creek Management Plan (final)
Bushland Management Plan (draft)
Manly Lagoon Estuary Management Plan
Manly Lagoon Floodplain Management Plan

Reports 1999

North Sydney Region Aboriginal and Torres Strait Islander Social Plan
Manly Council CCTV Suitability Study
Manly Council Manly Community Safety Survey
Manly Council Children's Service Specifications 1999
Manly Council Social Plan and Needs Analysis 1999
Development of Investment Strategy 1999 – Deloitte Touche Tohmatsu
Risk Management Manual
Car Park Image Consultancy 1999
Seaforth Oval Run off control study Management guidelines (AWT)
Recommendations for Runoff Controls at Tania Park (Sainty & Associates)
Northern Beaches Stormwater Management Plan (Patterson & Britton consultants)
Auspec #4 and #6A
Balgowlah Shopping Centre Urban Design Plan 1999
Balgowlah Shopping Centre Urban Design Controls 1999
Annual Report 1998/1999
Financial Statements for the year ended 30 June 1999
Cultural and Linguistic Diversity Social Plan 1999
Manly Social Plan 1999

Reports 2000

Manly Olympic and Year 2000 Management Plan
Northern Beaches Peninsula Cultural and Linguistic Diverse Social Plan
Cabbage Tree Bay Plan of Management – Draft
Ocean Beach Plan of Management
LATM Balgowlah Draft
LATM Seaforth Draft
LATM Fairlight Draft
SOE report
Residential D.C.P. Draft
Stage 1, Seaforth C.B.D. Study

Heritage Review – Manly
Traffic Study – Whistler Street and Manly C.B.D
Section 94 Plan review
North Head Issues review
Lauderdale Road Safety Audit
Fairlight LATM
Urban Design guidelines for Traffic Control Devices
Management Plan 2000/2001 – 2002/2003
Statement of Revenue Policy 2000/2001
Financial Statements for the year ended 30 June 2000
Annual Report 1999 -2000
Community Consultation Review 2000

Reports 2001

Northern Sydney Aboriginal Social Plan – Report to Council Seeking Endorsement
Kimbriki Waste and Recycling Centre – Management Arrangements Post 2007
New South Wales Coastal Policy, 1997 – Sydney’s Inclusion
Environment Levy – Consideration of Revision of Criteria
Park Furniture Donations and Memorial Plaques – Review of Policy
Manly Crime Prevention Plan – Approval by The Attorney General as a Safer Community Compact
Waste Education Strategy – Draft
Lagoon Park – Plan of Management
Local Companion Animal Management Plan – Draft
Manly Conservation Strategy – Introduction of Three Year Review
White Paper From Department of Urban Affairs and Planning – Proposed Changes to The Planning System in NSW Known as Plan First
Submission to North (Sydney) Harbour Aquatic Reserve Management Plan
Manly Greenhouse Challenge Programme – Draft Local Air Quality and Greenhouse Action Plan
Totem Shopping Centre Redevelopment Lep No. 45 – Application for Rezoning
Draft Manly Development Control Plan for The Residential Zone 2001
Northern Sydney Waste Board Regional Contract for Processing and Sale of Materials Collected for Recycling
Landslip and Subsidence Development Control Plan
Little Penguin (*Eudyptula minor*) – Wildlife Protection Areas
Annual Report 2000/2001
Tourism Workshop Report 2001

Reports 2002

Bus Shelters – Advertising and Non-Advertising Throughout The Manly Local Government Area – Proposed Public Exhibition of Locations
Bus Shelters Revised Plan – Advertising and Non-Advertising Throughout The Manly Local Government Area – for Proposed Tender
Draft Conservation Management Plan – Bantry Bay Magazine Complex
Draft Development Control Plan for The Pittwater Road Conservation Area – Results of Public Exhibition
Draft Local Environmental Plan – “Elsie Hill” Building, Royal Far West Home, No. 28 Wentworth Street, Manly
Draft Local Environmental Plan – “Elsie Hill” Building, Royal Far West Home, No. 22-26 Wentworth Street, Manly
Draft Manly Local Environmental Plan (Amendment No. 54) to Allow Boarding House Accommodation At The Royal Far West Children’s Health Scheme, and to Require a Master Plan
Draft Manly Local Environmental Plan (Amendment No. 22)
Heritage Review of The Corso
Integrated Catchment Management – Water Cycle Management – Progress
Little Manly Point – Contamination Issues
Little Penguin Critical Habitat Submission
Local Environmental Plan – Amendment No. 22 – Brothels

Local Environmental Plan – Amendment No. 59 – Rezoning of 237 Condamine Street, Balgowlah (Balgowlah Ambulance Station)

Manly Council Depot Site, Balgowlah Road, Manly

Manly Development Control Plan for Energy Efficient Buildings – Nathers Assessment

Manly Development Control Plan for The Residential Zone – Draft Amendment 1 (Part A) – Subdivision Standards

Manly Development Control Plan for The Residential Zone – Draft Amendment 1 (Part B) – Road Widening

Manly Draft LEP (Amendment No.42) – The Corso Conservation Area – Consideration Following Public Exhibition

Manly Draft Local Environmental Plan (Amendment No. 51) and Development Control Plan for The Pittwater Road Conservation Area

Manly Draft Local Environmental Plan (Amendment No. 51) for The Pittwater Road Conservation

Manly Local Environmental Plan 1988 (Amendment No. 48) – Rezoning of Part of Seaforth Infants School, Yatama Street and Bennelong Street, Seaforth

Manly Local Environmental Plan 1988 (Amendment No. 56) – 46, 47 & 48 East Esplanade, Manly

Manly Ocean Beach – Draft Amended Plan of Management

Manly Stormwater Treatment & Re-Use Project (Star) – Progress Report Stage 3

Manly Sustainability (Conservation) Strategy: Adoption of Reviewed Draft for Public Exhibition

Manly Sustainability (Conservation) Strategy: Adoption of Final

Manly Tourism Plan of Management 1993

Manly Town Centre – Urban Design Controls

Manly “Who Cares About The Environment” Community Survey – Progress Report

New South Wales Waterways Authority’s Sydney Harbour Traffic Management Plan Issues Paper – Submission

North Head Sanctuary Proposal

Noxious Weeds – Proposed Regional List for Sydney North

Ocean Beach Promenade Stage 2 – Expressions of Interest

Pittwater Road Conservation Area: Exhibition of Amendments to The Draft Develop Control Plan

Public Open Space – Conditions of Use by Dog Owners

Quarantine Station – Submission to Commission of Inquiry

Quarantine Station North Head – Commission of Inquiry – Report to The Minister for Planning, Minister for Aboriginal Affairs and The Minister for Housing

Quarantine Station North Head – Preferred Activity Statement

RTA-DUAP Land At Seaforth – Endangered Ecological Community Within Precinct a – Response to a Matter of Urgency

School of Artillery – Submission to The Sydney Harbour Federation Trust

St Patrick’s Estate Manly – Draft Local Environment Plan No. 24

State Environment Planning Policy No. 71 – Coastal Protection

Stormwater Runoff From Developments – Control of – Policy Review & Necessary Amendments to The Development Control Plan for The Residential Zone and Drainage Easements – Policy Review

Surplus Government Land At Seaforth – Development Control Plan for Gurney Crescent and Clavering Road, Seaforth

Surplus Government Land At Seaforth – Draft Local Environmental Plan for “E” and “F” Precincts

Sydney Harbour Draft Catchment Blueprint – Public Exhibition

Sydney Harbour Federation Trust Draft Plan for Former Defense Sites on Sydney Harbour – Former School of Artillery At North Head

Tania Park – Proposed Installation of Telecommunication Facilities

Transport Summit Held 26 February 2002 – Convened by Hon Tony Abbott MP With SHOROC Council Attendance

Update of Manly Social Plan 2002

Waterplan 21 – Project North Head – Sydney Water

Reports 2003

Litter Avoidance Strategy Draft – Recommended Adoption by Waste Management Committee

Local Environment Plan – Amendment No. 52 – Advertising on Public Roads

Manly Development Control Plan for The Residential Zone – Floor Space Ratio Provisions

Manly Development Control Plan for The Residential Zone (Draft Amendment 1) Draft Specifications for Stormwater and Drainage Control
Manly Greenhouse Programme – Progress Report 2001/2002
Manly Local Environment Plan 1986 – Draft Amendment 60 (Exempt Development Schedule)
North Steyne – Draft LEP Amendment No. 61
Plans of Management – Seaforth Oval, Keirle Park, and Tania Park – Draft for Public Exhibition
Surplus Government Land At Seaforth – Amended Development Control Plan and Progress on Implementation of Preferred Options
Sydney Harbour Catchment – Draft Regional Environment Plan and Draft Integrated Land & Water Access Plan

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's Statement of Affairs may be obtained from the Council Chambers, 1 Belgrave Street, Manly.

SECTION 3 – CONTACT ARRANGEMENTS

A request under the Freedom of Information Act for access to documents held by Council must be made by written application accompanied by a fee of \$33.00. Applications should be directed to:

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MARRICKVILLE COUNCIL****SECTION 1 – POLICY DOCUMENTS****CORPORATE SERVICES****Administrative Services**

Information (Access to)

Disclosure of Interests by Councillors and Designated Officers

Candidates' Campaign donations

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

Code of Meeting Practice

Street Trading

Answering Correspondence

Preparation of Addendums

Printing & Stationery

Business Papers and Minutes of Council & Committee meetings

Inclusion of Information in Business Paper for Council and Committee Meetings

Councillors' Access to Information

Payment of Expenses and Provision of Facilities to Councillors

Conflicts of Interest

Delegations of Authority Register

Petitions Guidelines and Procedures

Tenders & Quotations Procedure

General Manager's Circulars in relation to policy matters:

2/92 Guidelines for Answering Correspondence

3/92 Occupational Health & Safety (Manual Handling) Regulations, 1991

4/92 Guidelines for deliveries to Aldermen; and for making arrangements for Conferences, Seminars, Inspections involving Aldermen

5/92 Administrative Guidelines for Reports to Council, and Recording of Minutes; and Guidelines for inclusion of Addendums on Council Business Agendas

6/92 Local Ethnic Affairs Policy Statement (LEAPS) – Introduction of "Language Spoken at Home" Indicator

9/92 Procedures for accepting and complying with Subpoenas

10/92 Council's EEO Policy – Appointment of an EEO Committee

1/93 Update of Council's Equal Employment Opportunity (EEO) Policy

2/93 Council's Community Language Policy – Introduction of Language Allowance

3/93 Customer Relations

4/93 New Sick Leave Provisions

5/93 Call Accounting Software: Policy in relation to use of Telephone System for Private Calls

10/93 Fines under the Occupational Health & Safety Act – Reminder to Staff

10/94 Guidelines for deliveries to Councillors

2/95 Guidelines for Workplace Committees

3/95 Investigation of Accidents

4/95 Rehabilitation Program

6/95 Implementation of the Salary System

7/95 New Local Government (State) Award

8/95 Non-Smoking in the Workplace Policy

9/95 Engaging in Outside Work

10/95 Council's Salary System

- 10A/95 New Local Government (State) Award
- 11/95 Job Evaluation Appeals
- 12/95 Illegal Use of Computer Software
- 12A/95 Council's Salary System
- 13/95 Council's Proposed Salary System
- 15/95 Council's Adopted Salary System and \$150.00 Bonus Payment in recognition of performance
- 1/96 Council's Smoke Free Workplace Policy & Guidelines
- 2/96 The Protected Disclosures Act
- 3/96 Personal Information Update and Equal Employment Opportunity Information
- 5/96 Council-wide Diary and Council Publications Checklist
- 6/96 Staff Selection Procedures
- 1/97 File Management & Maintenance
- 3/97 Administration Building Security
- 4/97 Procedures for dealing with ICAC and NSW Ombudsman
- 5/97 Communicating with the Media
- 10/97 Guidelines for reporting possible corrupt conduct to the General Manager and Independent Commission Against Corruption
- 1/98 Guidelines for Dealing with Competitive Neutrality Complaints.
- 2/98 New Public Access to Information Policy.
- 01/00 Workers Compensation
- 05/00 Reporting of Accidents Near Misses and Dangerous Occurances
- 06/00 Disiplinary Action
- 07/00 Communicating with the Media – What to do when a journalist calls you
- 08/00 Revised Email and internet usage guidelines
- 10/00 EEO Information

Employee Services

- Human Resource Planning
- Occupational Health & Safety
- Equal Employment Opportunity
- Smoke-Free Work Place
- Recruitment, Hiring & Induction
- Conditions of Employment
- Conditions of Leave
- Pay & Allowances
- Termination of Employment
- Security – Employee Records
- Redundancy
- Redeployment
- Filling of Vacant Position of Director
- Uniforms – Dress Code
- Recruitment & Selection Guidelines and Procedures
- Training Plan
- Sexual Harassment
- Travel Policy for Staff on Council Business
- Hazardous Substances
- Risk Management
- Training & Development – Study Assistance
- SAFE System – Safe and for the Environment
- Studies Assistance Policy

Finance

- Revenue and Pricing Policy
- Rates Collections by Agencies
- Stores & Materials
- Inspection of Vouchers

Council's Banker
Debt Recovery
Builder's Services Deposits
Purchasing – Local Preference
Procedures Manual
Auditors Report
Financial Statements
Investment Register
Non-Rateable Garbage Policy
Rates and Charges – General
Rates and Charges – Pensioners
Sundry Debtors
Internal Restriction (Reserves)
Investment Policy
Selective Purchasing – Restrictions relating to persons doing, or willing to do, business in, or with Burma

Information Systems

System Security (Computers)
3 year Information Technology Strategy for Marrickville Council: “2000+”

Corporate Development

Management Plan
Strategic Plan
Annual Report

Corporate Review

Code of Conduct
ICAC Matters
Code of Councillor Practice
Internal Reporting Policy, Protected Disclosures Act
Continuous Quality Improvement

Approvals/Monitoring/Planning

Code for Industrial Zoned Development
Marrickville Contributions Plan 1996 (s.94)
Marrickville Planning Scheme Ordinance
Nuclear Free Policy
Imposition of Bonds in Conditions of Consent.
Code for the Control of Erection of Signs &
Advertising Structures
Procedures Manual
Building Certificate Records
Development Application consent register
Marrickville Housing Needs Study
Development Control Plans:
 DCP 17, Abergeldie Estate
 DCP 18, Marrickville Hospital
 DCP 19, Parking Strategy
 DCP 21, Brothels DCP
 Draft DCP 22, Petersham Park, Stanmore North & Camperdown Heritage Conservation Areas
 DCP 23, Petersham Railway Station
 DCP 27, Waste Management
 DCP 28, Urban Design Guidelines for Business Centres.
 DCP 29, Contaminated Land Policy and Development Controls
 DCP 30, Cooks River Flood Plain
 DCP 31, Equity of Access and Mobility
 DCP 32, Energy Smart Water Wise

DCP 34, King St. & Enmore Rd Heritage & Urban Design
DCP 35, Urban Housing, Volumes 1 & 2
DCP 36, Exempt and Complying Development Local Environmental Plans:
MLEP 2001, Marrickville LGA
MLEP 2001 (Amendment No. 1), 1-3 Coronation Avenue, Petersham
MLEP 2001 (Amendment No. 2), 163A-181 New Canterbury Road & part 15 The Boulevard,
Petersham
MLEP 2001 (Amendment No. 3), 36-38 Oxford Street, Newtown
MLEP 2001 (Amendment No.4), Revised RTA Reservations
MLEP 2001 (Amendment No. 5), 287 Victoria Road, Marrickville
MLEP 2001 (Amendment No. 6), 1-7 Macauley Road, Stanmore
MLEP 2001 (Amendment No. 7), 58-64 Salisbury Road, Stanmore
MLEP 2001 (Amendment No. 8), 2-6 Bridge Road, Stanmore
MLEP 2001 (Amendment No. 9), Rezoning of 24 Gordon Street, Petersham; Rezoning of and
Schedule 2 requirements for 24-26 Perry Street, Marrickville; 1-13 Garners Avenue, Marrickville;
Renaming and arrangement of Schedule 2 (MLEP 2001); Replacement of clause 45 (MLEP
2001) with new clause
MLEP 2001 (Amendment No. 10), Reclassification / rezoning of Council Owned Car Parks
MLEP 2001 (Amendment No. 11), Brothels, Not Proceeded With
Draft MLEP 2001 (Amendment No. 12), Warne Place, Marrickville
MLEP 2001 (Amendment No. 13), 39 Francis Street, Marrickville
Draft MLEP 2001 (Amendment No. 14), Barwon Park Triangle, St Peters
Draft MLEP 2001 (Amendment No. 15), Princes Highway Bulky Goods Cluster, St Peters
Draft MLEP 2001 (Amendment No. 16), 1 Albert Street, St Peters
Draft MLEP 2001 (Amendment No. 17), 159 Princes Highway, St Peters
Draft MLEP 2001 (Amendment No. 18), 115-117 Constitution Road, Dulwich Hill
Draft MLEP 2001 (Amendment No. 19), 5 Croyden Street, Petersham
Draft MLEP 2001 (Amendment No. 20), 1 Goodsell Street, St Peters
Draft MLEP 2001 (Amendment No. 21), Heritage Conservation areas for current DCP areas of
Abergledie Estate, and King Street / Enmore Road
Draft MLEP 2001 (Amendment No. 22), Site consolidation restrictions for multi-use housing in
Residential 2(A) zones
Draft MLEP 2001 (Amendment No. 23), 2-4 Railway Road, Sydenham

Environmental Services

Greenhouse Strategy
State of the Environment Report 1997
Cooks River, a Profile
Road Noise Study
Marrickville Agenda 21 – Environmental Strategy
Local Action 21 – Environmental Strategy
Cooks River Foreshore Strategic Plan
Environment Management System Documents
Waste Reduction and Procurement Policy
Environmental Management General

COMMUNITY SERVICES

Library Services

Collection Development Policy
Technical Services
Adult Services
Membership Guidelines
Local Studies
Ethnic Services
Information Services
Children's & Youth Services
Outreach Services

Lending
Library Materials Disposal
Community Information Database
Library Publications

Children's Services

Children's Services – General
Late Collection of Children
Children's Service Strategic Plan
Marrickville South Families and Children
Research Project Final Report

Community Development

Local Ethnic Affairs Policy Statement
Community Planning & Support
Social Plan
Access for People with Disabilities
Community Profile, Marrickville L.G.A.
Marrickville Small Grants Scheme
Food Services
Access Policy
Sister Cities Policy
Disability, Discrimination Act, Action Plan
Statement of Commitment to Aboriginal People
Marrickville Seniors Centre Policy

Communications & Cultural Services

Street Stalls, Markets and Busking
Use of Chrissie Cotter Gallery
Community Communication
Mainstreet Policy
Public Art Policy
Sponsorship

Recreation Facilities

Use of Council's Community Halls
Facilities for Community Organisations
Operation of Swimming Pools

TECHNICAL SERVICES

Parks & Reserves

Sporting & General Park Facilities Leasing & Hire
Use of Parks & Reserves
Tree (& Street Tree Policy Guidelines)
Local Environment Policy 114 for the Protection of Trees
Council's Sports Fields Pricing Policy
Tree Management Policy
Open Space Plan
Plans of Management Community Land:
 Street Closures & Plazas
 Neighbourhood Parks
 Pocket Parks
 Marrickville Oval
 Camperdown Memorial/Rest Park
 Arlington Reserve
 Camdenville Park

Henson Park
O'Dea Reserve
Enmore Park
Steel Park
Mackey Park
Tempe Reserve
Dibble Avenue Waterhole
Petersham
Camperdown
Alex Trevallion
Ryan Playground
Simpson Reserve
Jarvie Park
Marrickville Golf Course
Warren Park
Sydenham Green
Mahoney Reserve
Kendrick Park
McNeilly Park

Engineering

Management of Street and Trunk Stormwater Drainage
Traffic & Transport
Local Approvals Policy for the Placement of Waste Storage Containers
Street Lighting
Grass Verge Mowing
Vehicular Crossings
Stormwater Drainage in Developments
Stormwater Detention & Sediment Control Plan
Weed Control
Resident Consultation for Civil Works
Road Safety Strategic Plan 2002-2007
Naming of Unnamed Road and Lanes
Filming Rights in the Marrickville Area
Cooks River Floodplain Management Study
Cooks River Floodplain Management Plan
Angle Parking in Residential Streets
Port Jackson South Catchment Stormwater Management Plan
Cooks River Stormwater Management Plan
Lower Parramatta River Catchment Management Plan
Pedestrian Access & Mobility Plan (PAMP)
Marrickville Bicycle Strategy
King Street, Enmore Road Urban Design Study

Business Units

Disaster Management Plan
Plant, Vehicle & Equipment
Environmental Management System

Property Services

Signs
Dividing Fences
Footway Cafes & Restaurants
"A" Frames, other advertising structures display goods for sale
Register of Council owned Land
Garbage Collection
Recycling

Street Cleansing
Regulation – General
Littering/Dumping
Abandoned Vehicles
Footpath Obstructions
Footpath Obstructions – Car Parking
Street Vending
Backyard Burning
Offensive Noise of Dogs
Dog Control
Placement of Waste Storage Containers for Recycled Clothing in a Public Place

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs was published on 30 June 2002 and is available at a cost of \$6.00.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents in the possession of Marrickville Council should be directed to:

The Public Officer
Marrickville Council
2-14 Fisher Street
PETERSHAM NSW 2049
Telephone: (02) 9335 2023

The Public Officer is available from 8.30am to 5.00pm, Monday to Friday (Public Holidays excluded).

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
MERRIWA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Subject to the Freedom of Information Act 1989, Merriwa Shire Council holds the following policy documents which may be inspected free of charge. Copies of such documents are available for purchase at Council's standard photocopy charge:

ACCESS

- Access and Equity

ACCOUNTS

- Debt Recovery

ADVERTISING

- Media
- Structures
- Temporary Structures

AGED UNITS

- Rental

ANIMALS

- Stock Impounding

APPEALS

- Street Stalls

BATHS

- Commercial Swimming Lessons

CEMETERY

- Burials on Private Property
- Lawn

COMMONS

- Riding of Motorcycles

COMPLAINTS

- Handling

CONFERENCES AND SEMINARS

- Expenses

CONTRACTORS

- Employment

CORRESPONDENCE

- Formal Communication with the State of NSW
- Formal Communication with the Commonwealth of Australia

COUNCIL

- Operations

COUNCIL MEETINGS

- Closed Sessions of Council
- Distribution of Minutes
- Resolutions
- Resolutions Outstanding
- Notices of Ordinary Meetings and Notices of Business
- Order of Business
- Outside of Merriwa

COUNCILLORS

- Elected Members' Fees and Facilities
- Gifts, Bribes and Inducements

DEVELOPMENT

- Advertising and Notification of Development Applications
- Bus Parking Areas
- Inspections Where Council is Appointed the Principal Certifying Authority

DISCO EQUIPMENT

- Conditions of Hire

DONATIONS

- School Book Prizes

ELECTIONS

- Mayor and Deputy Mayor

FINANCIAL MANAGEMENT

- Investments
- Merriwa Pre-School Kindergarten

FOOD PREMISES

- National Code

GRAVEL

- Royalties

HALLS

- Conditions of Hire

INSURANCE

- Occupiers' Liability – Casual Hirers of Council Facilities
- Claims Against Council

KERB, GUTTERING, FOOTPATH PAVING & VEHICULAR CROSSINGS

- Contributions
- Payment by Instalments

MERRIWA ART PRIZE & PHOTOGRAPHY EXHIBITION

- Purchase of Exhibit

MERRIWA FESTIVAL OF THE FLEECES

- Remuneration of Co-ordinator/Director

PLANT

- Replacement Under \$40,000 Capital Value
- Replacement of Leaseback Vehicles

PUBLIC FACILITIES

- Access for the Disabled

RAMPS

- Public Gates and Motor Bypasses

RECORDS

- Management

RECREATIONAL FACILITIES

- Sports Ovals
- Sports Ovals – Training/Wet Weather
- Merriwa Showground

RISK MANAGEMENT

- Footpaths/Cycleways
- Gathering Information
- Signs as Remote Supervision
- Trees and Tree Roots

ROADS

- Access
- Maintenance of Shire Roads
- Maintenance

SEWAGE MANAGEMENT

- Installation of Septic Tanks within Merriwa Township
- On-site Strategy

SEWER AND WATER EXTENSIONS

- Capital Contributions

SHOWGROUND

- Hire of Roach Pavilion for Accommodation Purposes

STAFF

- Occupational Health and Safety
- Drugs and Alcohol
- UV and Protective Clothing

TENDERS

- Sale of Council Property

THEFT & VANDALISM

- Reward

TREES

- In Streets
- Removal

WASTE MANAGEMENT

- Discharge of Liquid Trade Waste into Council's Sewer
- Recycling
- Replacement/Repair of Mobile Garbage Bins

WATER

- Accounts
- Local Rate
- Pricing for land Zoned 1(a) and 1(c)

YOUTH

- Consultation
- Child Protection

A list of Council's Policies relating to Human Resources is as follows:

- Apprentices and Trainees
- Certificates of Service and References
- Complaints Against Staff
- Compulsory training
- Council Property & Equipment
- Drugs and Alcohol
- Equal Employment Opportunity
- Gifts, Bribes and Inducements
- Grievance and Dispute
- Harassment Free Workplace
- Induction
- Interview Expenses
- Licences
- Medicals
- Occupational Health and Safety
- Optional Training
- Organ Donors
- Personnel Files
- Presentations
- Private Works
- Protected Disclosures
- Protective Clothing and Equipment
- Residences
- Residential Rental

- Safety Boots
- Selection Criteria
- Selection Panel
- Smoke Free Zones
- Telephone Rental
- Training – Tertiary Costs
- Uniforms
- Union Representatives' Attendance at Conferences
- Vacancy advertising
- Vacant Positions
- Workers' Compensation, Injury and Near Misses

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs was published as part of Council's Annual Report for the period ending 30 June 2002. Council's Annual Report for 2001/2002 and Management Plan for 2003-2006 are available free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries for access to information under the Freedom of Information Act 1989 should be made in writing on the approved form and addressed as follows:

Ms Susan James
Public Officer
Merriwa Shire Council
PO Box 111
MERRIWA NSW 2329
Telephone: 6548 2109
Facsimile: 6548 2340
E-mail: council@merriwa.com
Hours: 8.30am to 5.00pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MOSMAN MUNICIPAL COUNCIL****(FOI Agency No. 2176)****SECTION 1 – POLICY DOCUMENTS**

1.1 The following documents are available for inspection by members of the public free of charge during ordinary office hours, i.e. Monday, Wednesday to Friday, 8.30 am to 5.00 pm and Tuesday, 8.30 am to 7.00 pm:

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditors' Report
- Management Plan (MOSPLAN)
- Social/Community Plan
- EEO Management Plan
- Council's Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Agendas and business papers for Council and Committee Meetings (but not including until the relevant date determined under Section 10E of the Local Government Act 1993, business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee Meetings, but restricted until the relevant date determined under Section 10E of the Local Government Act 1993 (in the case of any part of a meeting that is closed to the public) to the recommendations of the meeting
- The register of business papers and minutes referred to in Section 10E(6)
- Any Codes referred to in the Local Government Act
- Register of Delegations
- Applications under Part 1 of Chapter 7 (Local Government Act) for approval to erect a building, and associated documents
- Development Applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated document
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted any variation from local polices with reasons for the variation, and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by Council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental Planning Instruments, development control plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- Statement of Affairs, the Summary of Affairs and the Register of Policy documents required under the Freedom of Information Act 1989
- Electoral Rolls for each of the Council's four (4) wards as at September 1999
- Register of Council's policies
- Pricing Policy
- Customer Response Policy
- Complaints Policy (from July 2003)

- Mosman Economic Review
- Local Solutions to Local Crime and Safety Issues, a Collaborative Management Plan with Harbourside Local Area Command

Council with the exception of Electoral Rolls, has copies of these documents available for taking away either free of charge or on payment of copying charges, according to Council's policy.

1.2 Documents produced by Council and available for sale:

- Local Environmental Plans
- Development Control Plans
- Off-Street Carparking Code
- State of the Environment Report
- Organisations Manual
- Management Plan (MOSPLAN)
- Social/Community Plan
- Food Code
- Stormwater Pollution Control Code
- Contract Tender Documents
- Mosman Heritage Review (Godden Mackay 1996)
- Special Event Management Policy Statement/Operations Manual
- Building returns
- Food Premises Construction and Fitout Code
- Building Service Corporation (Contracts)
- Bathers Pavilion and its surrounds Plan of Management
- Mosman Plan of Management for parks and Natural Bushland
- Mosman Heritage Study, 1998 (Travis Partners)
- Mosman Urban Design Study 1990 (McDonald McPhee)
- Draft Residential Development Control Plan 1990 (McDonald McPhee)
- Open Space Study, Vol 1 1994 (Hepper Marriott)
- Plan of Management for Balmoral Reserves
- Public Domain Improvement Program for Spit and Mosman Junction Shopping Centres
- Rawson Park and Surrounds Draft Plan of Management
- Recreational Needs Assessment Study 2000 (Suter & Assoc)
- Rosherville Reserve, Clifton Gardens and Sirius Cove-m Development Control Plan Guidelines 1993 (Lester Firth)
- Section 94 Contributions Plan for Public Carparking in Spit Junction Town Centre
- Section 94 Contributions Plan Open Space
- Spit Waterside Land Use Management Plan 1989 (GHD)
- Public Register under Provisions of Environmental Operations Act (1997)
- Stormwater Management Plans/Port Jackson and Middle Harbour
- Stormwater Pollution Control Code
- Assessment of Existing Traffic Conditions in Mosman (Geoplan 1999)
- Comprehensive Origin and Destination Survey (ERM 2000)
- Community Portrait of Mosman compared with Sydney

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs was published as at 30 June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries regarding Freedom of Information matters or access to documents may be directed to Mr Max Glyde, Director Corporate Services who has been appointed as Council's Public Officer as follows:

Mr Max Glyde
Public Officer
Mosman Municipal Council
PO Box 211
SPIT JUNCTION NSW 2088
Telephone: 9978 4000

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
MUDGEE SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

GENERAL

- Code of Conduct
- Code of Meeting Practice
- EEO Management Plan
- Emergency Management Plan
- Management Plans
- Agendas and business papers for Council and Committee Meetings (but not including, business papers for matters considered when part of a meeting is closed to the public)
- Minutes of Council and Committee Meetings, but restricted, (in the case of any part of a meeting that is closed to the public), to the recommendations of the meeting
- Annual Reports
- Annual Financial Reports
- Auditors Reports
- Land Register
- Annual State of the Environment Report
- Register of Investments
- Return of interest of Councillors, Designated Persons and Delegates
- Local Approvals Policies (currently on display)
- Records of approvals granted, any variation from local policies with reasons for the variation and decisions made on appeals concerning approvals
- Record of Building Certificates
- Plans of Land proposed to be compulsorily acquired by Council
- Leases and Licences for use of Public Land classified as Community Land
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94AB of the Environmental Planning & Assessment Act 1979 applying to land within the Council area
- All future Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989
- Policy Register

DELEGATIONS OF AUTHORITY

Mayor

General Manager

Manager Planning & Design

Manager Plant and Depot

Manager Roads

Manager Water Supply and Sewerage

Manager Health and Building

Manager Finance

Manager Administration

Committees

Fire Control Officer

Mudgee and Gulgong Sports Council

ENVIRONMENTAL SERVICES

- ES/001 Combined Development and Building Applications
- ES/002 Concrete Floors and Footings for Residential Buildings
- ES/003 Requirements for Structure Near Council Services
- ES/004 Security Deposits Against Damage to Council Property
- ES/005 Private Rural Water Supplies
- ES/006 Pumped Effluent Systems and Common Effluent Systems
- ES/007 Plumbing and Drainage Rural Areas
- ES/008 Roof Drainage Towns and Villages
- ES/009 Guesthouses and Bed and Breakfast Establishments
- ES/020 Operation and Management of Garbage Depots
- ES/021 Domestic Waste Collection Service
- ES/022 Trade Waste Private Contractors
- ES/040 Infill Subdivision Development Standard
- ES/041 Services Development
- ES/042 Guidelines and Controls Relating to the Cutting and Filling of Building Sites for Residential Buildings
- ES/043 Guidelines and Controls Applying to Outbuildings in Areas Zoned Residential 2(A), 2(B) and 2(C) plus 1(C)1, 1(C)2 which are less than 4 Hectares
- ES/044 Rural Residential Subdivision Development Standards
- ES/045 Sewage Disposal for Subdivisions within Rural Residential and Village Areas
- ES/046 Access to Rural Dwellings
- ES/047 Occupation of Caravan, Mobile Homes and Temporary Structures on Private Land
- ES/048 Development Policy
- ES/049 Residential Subdivision Development Standards
- ES/050 Tree Preservation in Mudgee and Gulgong
- ES/060 Parking Restrictions – Free Car Parks Mudgee Commercial Centre
- ES/061 Hoardings in Public Places
- ES/062 Obstruction of Footpaths
- ES/063 Street Traders
- ES/064 Skates, Rollerblades and Skateboards in Public Places
- ES/065 Street Decoration – Banner Poles
- ES/066 Filming Guidelines

HEALTH AND COMMUNITY SERVICES

- HCS/001 Construction and Inspection of Food Premises
- HCS/002 Penalty Notices Dog (Amendment Act 1988)
- HCS/003 Guidelines to Assist Persons Applying for the Keeping of Pigeons
- HCS/004 Stock and Dog Impounding
- HCS/005 Keeping of Pigs
- HCS/050 Child Care Centre – Staff Training
- HCS/051 Child Care Centre – Confidentiality
- HCS/052 Child Care Centre – Transition to School
- HCS/060 Child Care Centre – Complaints & Grievances
- HCS/061 Child Care Centre – Aims and Objectives
- HCS/062 Child Care Centre – Access and Custody
- HCS/063 Child Care Centre – Accident and Injury
- HCS/064 Child Care Centre – Administration
- HCS/065 Child Care Centre – Anti-Bias
- HCS/066 Child Care Centre – Behaviour Management
- HCS/067 Child Care Centre – Educational
- HCS/068 Child Care Centre – Environment
- HCS/069 Child Care Centre – Equal Opportunity
- HCS/070 Child Care Centre – Excursions
- HCS/071 Child Care Centre – Fees

- HCS/072 Child Care Centre – Fire and Emergency Evacuation Procedures
HCS/073 Child Care Centre – Food and Nutrition
HCS/074 Child Care Centre – Health and Hygiene
HCS/075 Child Care Centre – Immunisation
HCS/076 Child Care Centre – Media and Publicity
HCS/077 Child Care Centre – Notification of the Death of a Child
HCS/078 Child Care Centre – Occupational Health and Safety
HCS/079 Child Care Centre – Safety of Building and Equipment
HCS/080 Child Care Centre – Sun Protection
HCS/081 Child Care Centre – Volunteers and Students
HCS/082 Child Care Centre – Rest and Relaxation
HCS/083 Child Care Centre – Integration of Children with Special Needs
HCS/084 Child Care Centre – Multi -Cultural
HCS/085 Child Care Centre – Child Protection
HCS/086 Child Care Centre – Parent Involvement
HCS/087 Child Care Centre – Clothing
HCS/088 Child Care Centre – Road Safety
HCS/089 Family Day Care Scheme – Access and Equity Special Needs
HCS/090 Family Day Care Scheme – Home Safety Inside and Outside the Home
HCS/091 Family Day Care Scheme – Administration Gap Fee
HCS/092 Family Day Care Scheme – Assist Carers
HCS/093 Family Day Care Scheme – Carer Selection and Registration
HCS/094 Family Day Care Scheme – Car Safety
HCS/095 Family Day Care Scheme – Children at Risk Notifications
HCS/096 Family Day Care Scheme – Emergencies and Accidents Involving Children
HCS/097 Family Day Care Scheme – Hygiene
HCS/098 Family Day Care Scheme – Immunisation
HCS/099 Family Day Care Scheme – Inservice Attendance by Carers
HCS/100 Family Day Care Scheme – Maternity and Annual Leave for Carers
HCS/101 Family Day Care Scheme – Participation Agreement
HCS/102 Family Day Care Scheme – Fee Schedule
HCS/103 Family Day Care Scheme – Fumigation
HCS/104 Family Day Care Scheme – Grievance Procedures
HCS/105 Family Day Care Scheme – Smoking
HCS/106 Family Day Care Scheme – Nutrition
HCS/107 Family Day Care Scheme – Occupational Health and Safety
HCS/108 Family Day Care Scheme – Parents
HCS/109 Family Day Care Scheme – Pets
HCS/110 Family Day Care Scheme – Play Sessions
HCS/111 Family Day Care Scheme – Record Keeping by Carers
HCS/112 Family Day Care Scheme – Relief Care
HCS/113 Family Day Care Scheme – Sickness and Medication
HCS/114 Family Day Care Scheme – Sun Safety
HCS/115 Family Day Care Scheme – Travelling out of the Local Area
HCS/116 Family Day Care Scheme – Swimming – Water Safety
HCS/117 Family Day Care Scheme – Infectious Disease
HCS/118 Family Day Care Scheme – Procedure to De-Register a Carer
HCS/119 Family Day Care Scheme – Fire Safety
HCS/120 Family Day Care Scheme – Behaviour Management
HCS/121 Family Day Care Scheme – Non Payment of Fees
HCS/122 Family Day Care Scheme – Programming
HCS/123 Family Day Care Scheme – Unauthorised Parental Access to Children in Family Day Care
HCS/124 Family Day Care Scheme – Confidentiality
HCS/125 Family Day Care Scheme – Breach Policy
HCS/126 Family Day Care Scheme – Guidelines for Retention of Records

- HCS/127 Family Day Care Scheme – Criminal Record Checks
HCS/128 Family Day Care Scheme – Placement of Children under the Age of 2 Years
HCS/129 Family Day Care Scheme – NSW Ombudsman Amendment (Child Protection and Community Services) Act 1999
HCS/129a Family Day Care Scheme – Priority for Access Family Day Care
HCS/130a Host Family Respite Care – Service Purpose, Philosophy & Outcomes
HCS/130 Host Family Respite Care – Consumer Entry
HCS/131 Host Family Respite Care – Consumer Exit
HCS/132 Host Family Respite Care – Linking Client/Carer
HCS/133 Host Family Respite Care – Protection of Human Rights
HCS/134 Host Family Respite Care – Priority Listing of Consumers
HCS/135 Host Family Respite Care – Consumer Rights & Responsibilities
HCS/136 Host Family Respite Care – Family Relationships
HCS/137 Host Family Respite Care – Community Relationships & Integration
HCS/138 Host Family Respite Care – Service Management
HCS/139 Host Family Respite Care – Service Promotion/Availability
HCS/140 Host Family Respite Care – Carer Recruitment
HCS/141 Host Family Respite Care – Privacy and Confidentiality
HCS/142 Host Family Respite Care – Grievance Procedures
HCS/143 Host Family Respite Care – Occupational Health, Safety & Welfare
HCS/144 Host Family Respite Care – Hygiene, HIV/Aids and Infectious Diseases
HCS/145 Host Family Respite Care – Emergency Procedures for Respite Carers
HCS/146 Host Family Respite Care – Consumer Advocates
HCS/147 Host Family Respite Care – Fees
HCS/148 Host Family Respite Care – Medication
HCS/148a Host Family Respite Care – Use of Private Vehicles by Respite Carers
HCS/149 Community Transport – Statement of Aims
HCS/150 Community Transport – Management Functions
HCS/151 Community Transport – Team Member Accountability
HCS/152 Community Transport – Organisational Structure
HCS/153 Community Transport – Financial Management
HCS/154 Community Transport – Insurance
HCS/155 Community Transport – Team Management
HCS/156 Community Transport – Code of Conduct for Team Members
HCS/157 Community Transport – Code of Personal Presentation for Team Members
HCS/158 Community Transport – Privacy & Confidentiality
HCS/159 Community Transport – Recruitment of Team Members
HCS/160 Community Transport – Team Member Support & Supervision
HCS/161 Community Transport – Performance Appraisal
HCS/162 Community Transport – Team Member Development, Education & Training
HCS/163 Community Transport – Team Member Disciplinary & Grievance Procedures
HCS/164 Community Transport – Team Member Exit Procedures
HCS/200 Ceramic Art Collection

RECREATION

- R/041 Management and Operation of Council's Swimming Pools
R/042 Learn to Swim Classes
R/061 Street Trees

WATER SUPPLY AND SEWERAGE SERVICES

- WSSS/001 Drip Irrigation System
WSSS/002 Rural Water Connections Mudgee and Gulgong

TRANSPORT INFRASTRUCTURE AND DRAINAGE

- TID/001 Road Priorities
TID/002 Access to Properties
TID/003 Design of Culs-De-Sac

- TID/004 Isolated Strips of Bitumen on Roads
- TID/005 Grazing of Stock on Roads
- TID/006 Gutter Crossings
- TID/021 Gutter Bridges
- TID/081 Footpath Paving

BUSINESS UNDERTAKINGS, PROMOTION AND DEVELOPMENT

- BUPD/001 Industrial Development and Assistance
- BUPD/002 Provision of Promotional Material to Visiting Dignitaries and Delegations

SUPPORT SERVICES AND FACILITIES

- SSF/001 Election of Mayor
- SSF/002 Flying of Flags
- SSF/003 Payment of Expenses and Provision of Facilities to Councillors
- SSF/004 Councillors' Interaction with Staff and Access to Information
- SSF/021 Vandalism
- SSF/022 Risk Management Footpaths
- SSF/023 Risk Management Rubbish Tips
- SSF/024 Risk Management Public Roads
- SSF/025 Risk Management Car Parks
- SSF/026 Risk Management Parks and Reserves, Gardens, Recreational Facilities and Cemeteries
- SSF/027 Risk Management Swimming Pools
- SSF/028 Risk Management Council owned and Managed Public Buildings and Facilities
- SSF/041 Local Preference
- SSF/042 Assistance to Gulgong Showground
- SSF/043 Plant Hire Rates for Community Groups and Community Projects
- SSF/044 Complaints
- SSF/045 Access to Information
- SSF/046 Internal Reporting (Protected Disclosures Act 1994)
- SSF/047 Conflicts of Interest
- SSF/060 Broad Based UV Policy
- SSF/061 Safety Policy and Manual
- SSF/062 Untaken Sick Leave
- SSF/063 Recognition of Long Service by Employees
- SSF/064 Smoke Free Environment
- SSF/065 Arrangement of Working Hours
- SSF/066 Award Restructuring Policy
- SSF/067 Provision of Telephones
- SSF/068 Vehicles – Private Use
- SSF/069 Payment of removal Expenses
- SSF/070 Workplace Harassment
- SSF/071 Equal Employment Opportunity
- SSF/081 Unpaid Water and Sewerage Rates and Charges
- SSF/082 Fees and Charges
- SSF/083 Debt Servicing
- SSF/084 Supplementary Budget Expenditure Requests
- SSF/085 Water Service Connection Fee
- SSF/086 Hardship Provision
- SSF/087 Rate Debt Recovery
- SSF/088 Categorisation as Farmland for Rating Purposes
- SSF/089 AREC Contribution
- SSF/090 Financial Assistance
- SSF/091 Council Financial Reserves
- SSF/120 Private Pipelines in Public Road Reserves

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs is that dated June, 2003. Copies may be obtained at no cost by contacting the Council's Manager Administration.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the Council's Statement of Affairs, Summary of Affairs, the inspection and purchase of policy documents and making a Freedom of Information application should be made during office hours, Monday to Friday from 8.00 am to 4.30 pm to:

Mr Ian Roberts
Manager Administration
Mudgee Shire Council
PO Box 156
MUDGEE NSW 2850
Telephone: (02) 6372 5888
Facsimile: (02) 6372 5815

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MULWAREE SHIRE COUNCIL****(FOI Agency No. 2178)****SECTION 1 – POLICY DOCUMENTS**

The Council has the following policy documents available for public inspection:

- Statement of Corporate Objectives.
- Equal Employment Opportunity Policy and Management Plan.
- Code of Meeting Practice.
- Code of Conduct.
- Payment of Expenses and Provision of Facilities to the Mayor and Councillors.
- Returns of the interest of Councillors, designated persons and delegates.
- Local Approvals Policy.
- Management Plan.
- Internal Reporting Policy – Protected Disclosure Act 1994.
- Section 94 Contributions Plan.
- Guidelines/Plans/Strategies
 - Bed and Breakfast and Farmstay Establishments
 - Burial of a Body on Private Land
 - Companion Animals Act
 - Cluster Housing in Residential Zones
 - Dealing with Council of Health and Building Matters
 - Dog Complaints
 - Drives System Procedure
 - Dual Occupancy
 - Dwelling Houses
 - Erosion and Sediment Control for Buildings, Industry and Intensive Agriculture
 - Exempt Development
 - Farm Forestry
 - Fire Protection Guidelines for Developers and Home Owners
 - Identifying Integrated Developments
 - Illegal Dumping of Waste in the Shire
 - Installation, Operation, Maintenance and Surveillance of On-Site Sewage Management Facilities for Single Households
 - Keeping of Pigs
 - Local Initiative in Water Conservation and protection in Mulwaree Shire – Oct 2000
 - Notification of Development Applications to Neighbours
 - Onsite Sewage Management Strategy
 - Open Space and Recreation Strategy – Marulan
 - Poultry Farm Development
 - Production of Noxious Weeds Management Programs
 - Provision of Services to Development – Telstra Network
 - Purchasing a Property – What Information can Council provide 2002 – 2003
 - Rabbit Farming & Processing
 - Rural Subdivision – Agriculture
 - Rural Subdivision – Dwelling Houses
 - Rural Subdivision – Other Purposes
 - Settlement Strategy
 - Threatened Species in Mulwaree Shire
 - Water Tanker Operators

- Development Control Plans
 - Run-O-Waters Garden Estate
 - Tallong Park Estate
 - Unserviced Village Zones
- Mulwaree/Goulburn Displan (Disaster Plan)
- Mulwaree Local Environmental Plan 1995, – Amendment Nos 1 to 27
- Community Land Plans of Management
- Policy Register including:
 - Calling/Opening and Consideration of Tenders/Quotations
 - Equal Employment Opportunity
 - Child Protection
 - Expenses and Facilities for the Mayor and Councillors
 - Code of Conduct
 - Internal Reporting – Model Policy
 - Commercial Filming
 - Internal Reporting – Protected Disclosures Act
 - Competitive Neutrality Complaints
 - Local Approvals 1995
 - Competitive Provision of Services
 - Notification of Neighbours
 - Complaints
 - Payment of Donations
 - Conditions for 5 Year Lease for Unused Roads
 - Payment of Untaken Sick Leave
 - Corporate Protocol
 - Public Notification Policy
 - Customer Contact Protocol
 - Replacement of Motor Vehicles
 - Debt Recovery
 - Risk Management
 - Directional Signage
 - Smoke Free Working Environment
 - Drug & Alcohol
 - Training Assistance Policy
 - Email & WWW
 - Use, Operation and Maintenance of Chainsaws
- Annual Financial Reports.
- Auditors Reports.
- Annual Report.
- Register of Investments.
- Business Papers of Open Council and Committee Meetings.
- Minutes of Open Council and Committee Meetings.

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs which generally describes the structure and function of the Council, public access to Council and public participation in policy development was published in June 2002. Copies are available free of charge from the Council.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning Freedom of Information and access to policy documents should be directed to:

The Public Officer
Mulwaree Shire Council
PO Box 148
GOULBURN NSW 2580
Phone: 02 4823 7400
Fax: 02 4821 9668
Email: msc@mulwaree.nsw.gov.au
Office Hours: 8.00am to 4.30pm.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MURRAY SHIRE COUNCIL****(FOI Agency No. 2179)****SECTION 1 – POLICY DOCUMENTS**

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

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

- Council Code of Conduct
- Councils Code of Meeting Practice
- Contributions plans – s.64 & s.94 Murray Shire Contribution Plan
- Corporate Plan
- Delegations of Authority Register
- EEO Management Plan
- Financial Management Plan
- Murray Local Environmental Plan, 1989
- Management Plan
- Social and Community Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- Procedure Manuals
- Environmental planning instrument, development control plans and plans made under s.94AB of the Environmental Planning & Assessment Act 1979, applying to land within Council's area
- Council's Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- Auditors Report
- Land Register
- Development Approvals
- Return of Investments
- Return of the Interests of Councillors, Designated Persons and Delegates
- Town of Moama Development Control Plan
- Tourist Development Control Plan
- Murray Shire Disaster Management Plan
- Murray Shire Bush Fire Operations Plan

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

- Councils Annual Report
- Correspondence and Reports of open Council Meetings
- Minutes of Council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Statements of Affairs, Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989

SECTION 2 – STATEMENT OF AFFAIRS

Requests under the FOI Act for access to documents held by the Murray Shire Council must be made by written application; no fee is payable.

SECTION 3 – CONTACT ARRANGEMENTS

Applications should be addressed to:

Mr G Murdoch
The Freedom of Information Co-ordinator
PO Box 21
MATHOURA NSW 2710

Enquiries may be directed to the FOI Co-ordinator by telephoning 03 5884 3302 between the hours of 8.30am to 5.00pm, Monday to Friday (excluding public holidays).

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MUSWELLBROOK SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

The Council's Statement of Affairs contains a list of all Council publications including guidelines and other policy documents. Some additional policy documents are listed below:

Annual Report – Period ended 30 June, 2002

Annual Financial Reports – Period ended 30 June 2002

Auditors Report – Period ended 30 June, 2002

Bribes, Gifts and Benefits Policy and Register

Cemetery Register

Child Protection Policy

Codes: Hairdressing, Beauty and Skin

Swimming Pools

Food Premises and Food Vehicles

Keeping of Dogs and Erection of Kennels

Code of Conduct

Code of Meeting Practice

Community Plan

Councillors Expenses and Facilities Policy

Delegations of Authority Register

Development Control Plans

DCP 1 Off Street Parking Guidelines

DCP 2 Industrial Development Land Use

DCP 3 MBK Urban Housing Code

DCP 4 Eastern Land Bank

DCP 5 Muswellbrook Signage Code

DCP 6 Floodprone Land

DCP 7 Section 94 Contribution /Community Enhancement Plan

DCP 8 Guidelines for Subdivisions and Auspec

DCP 9 Erosion and Sediment Control

DCP 10 Re-zoning and DA's involving contaminated land

DCP 11 South Muswellbrook Strategic Study

DCP 12 Exempt and complying developments

DCP 13 Construction and Design Specifications

DCP 14 Trade Waste Approvals Policy

DCP 15 Muscle Creek Rural Residential Development

DCP 16 Sex Industry Policy

Disaster Plans (Local Emergency Management Plan)

EEO Management Plan

Fees and Charges Policy

Financial Management Plan

Freedom of Information Documents (Statement and Summary of Affairs)

Interests of Councillors and designated persons

Investments Register

Land (Council) Register

Leases and licences for public land

Local Environmental Plan

Making Muswellbrook Shire Strategic Plan

Management Plan – Period ending 30 June 2004
Minutes and agendas of Committee & Council Meetings
Plans of land proposed to be compulsorily acquired by Council
Plans of Management for Community Land
 Bowman Park
 Simpson Park
 Victoria Park
 Brennan Park
 Karoola Park
 Highbrook Park
 Hunter Park
 Muswellbrook Town Hall
 Senior Citizens and Community Centre -Muswellbrook
 Denman Memorial Hall
Operating Plans
 Olympic Park
 Weeraman Fields
Policy Register
Privacy Management Plan and Code of Practice
Private Use of Council Vehicle Policy
Protected Disclosure Act Internal Reporting System
Occupational Health and Safety Policy
Revenue Policy
Skin Penetration Register
State of the Environment Report – Period ending 30 June 2002
Urban Stormwater Management Plan
Water Cooling Systems Register

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Muswellbrook Shire Council is dated June 2003. The Statement provides the following information:

- Public Participation in Policy Development
- How Council's Functions Affect the Public
- Structure and Functions of the Department
- Kinds of Documents Held

Copies are available from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents can be obtained at the Administration Centre, 157 Maitland Street, Muswellbrook NSW 2333. Some documents are available on Council's website www.muswellbrook.nsw.gov.au

The Council's Public Officer is Mr Steve McDonald, telephone 6549 3710, fax 6549 3701 access hours 9.00 am to 4.30 pm Monday to Friday. Email: council@muswellbrook.nsw.gov.au

All applications shall be made to the General Manager or Public Officer in writing. The cost of F.O.I applications, all applications \$30.00, processing charge is \$30.00 per hour. Other details of fees can be obtained from the Public Officer

It is strongly recommended that members of the public contact the Public Officer before lodging FOI applications to ensure that documents are available or can be made available when required.

Council has adopted a Privacy Management Plan which sets out its policies and practices for dealing with privacy and personal information. The plan is accessible at Council's Administration Centre.

A person's rights of access under the Privacy legislation are quite separate from his or her rights under the Freedom of Information legislation, but are limited to "personal information" as defined in the Privacy legislation.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NARRANDERA SHIRE COUNCIL****(FOI Agency No. 2185)****SECTION 1 – POLICY DOCUMENTS**

Code of Conduct
Code of Meeting Practice
Equal Employment Opportunity (EEO) Manual
Management Plan 2003/2006
Protected Disclosures – Internal Reporting System
Safety Practice Policy
Bush Fire Management Plan
Local Area Disaster Plan
Aerodrome Management Plan
Confined Spaces Manual
Road Asset Management System
Water Asset Management System
Sewer Asset Management System
Local Environment Plan 1991
Nallabooma Park Rural Residential Subdivision Code
Narrandera Heritage Study
Industrial Development Control Plan
Corella Woods Residential Subdivision Covenant and Fencing Code
National Food Premises Code
Local Approvals Policy
Local Orders Policy
Section 94 Contribution plans – Pine Hill
 – North Narrandera
 – South West Narrandera
Code for Residential Flat Buildings
State of the Environment Report
Water Supply Headworks Contribution Policy – Pine Hill
Delegation of Authority
Councillors Expenses and Facilities Policy – Conference Expenses
 – Contribution to Dinners
 – Code of Conduct
 – Allowances
 – Mayoral Allowance and Benefits
Minutes of Meetings – Council and Committee
Policy Register
Building Control Policies
Bush Fire Control Policies
Community Facilities Policies
Employment and Safety Policies – Housing Assistance
 – Induction
 – Medical Examination
 – Special Leave
 – Family Leave
 – Sick Leave

- Protective Clothing
- References
- Training and Education
- Safety matters OH & S
- Complaints / Allegations
- Interview Expenses
- Removal Expenses
- Advertising
- Rehabilitation
- Telephone Allowances
- Uniform
- Private Use of Vehicles
- Time in Lieu

Finance and Rating Policies

Health and Environment Policies

Noxious Weeds Policy

Operational Policies

Advertising Structures And Signs

Bush Fire Control

Emergency Management

Fees And Charges

Finance

Garbage Service

Occupational Health and Safety

Parks Gardens and Reserves

Plant Hire and Private Works

Trees and Nature Strips

Subdivision – Urban

Planning Policies

Parks and Recreational Policies

Plant Policy

Tendering Policy

Roads and Public Works Policies

Tourism Promotional Policy

Records Management Policy

Sewerage Local Fund Policies

Water Supply Local Fund Policies

Annual Report

Auditors Report

Business Papers

Disclosures Register

Land Register

Investment Register

Building Certificate Records

Building Application/Approval Records

Development Application/Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs was published in December 2002. Copies can be obtained free of charge from the Freedom of Information Officer, at the address shown below.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and/or enquiries regarding Freedom of Information should be directed to:

Mr M. Hiscox
Freedom of Information Officer
Narrandera Shire Council
141 East Street
NARRANDERA NSW 2700
Telephone 02 6959 5510
Fax 02 6959 1884
Email martin.hiscox@narrandera.nsw.gov.au

Council's office is open between the hours of 8.15am to 4.30pm Monday to Friday, excluding Public holidays.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NARROMINE COUNCIL****(FOI Agency No. 2186)****SECTION 1 – POLICY DOCUMENTS**

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

1. Annual Report
2. Code of Conduct
3. Code of Meeting Practice
4. General Policy Register
5. Narromine Shire Council Development Control Plan
6. Narromine Shire Council LEP
7. Management Plan
8. Business Papers for Council and Committee Meetings
9. Minutes of Council and Committee Meetings
10. Register of Disclosure of Interests
11. State of Environment Report
12. Contribution Plan
13. Delegation of Authority Register
14. Disaster Plan
15. EEO Plan
16. Expenses and Facilities Policy (for Councillors)
17. Financial Management Plan
18. Internal Reporting Policy (for purposes of Protected Disclosure Act)
19. Plans of Management for Community Land
20. Section 94 Contribution Plan
21. Subdivision Code
22. Advertising Code (for structures and commercial signs)
23. Notification of adjoining owners policy
24. Building Line policy
25. Fees and Charges policy
26. Flood Prone Land Policy
27. Occupational Health and Safety Code
28. Private Use of Council Vehicles Policy
29. Smoke Free Work Environment Policy
30. Auditors Report
31. Land Register
32. Investment Register
33. Building Certificate Records
34. Building application/approval records
35. Development application/consent records

SECTION 2 – STATEMENT OF AFFAIRS

Narromine Council's Statement of Affairs is currently available for inspection at Narromine Council Chambers 124 Dandaloo Street Narromine and may be obtained by contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by Narromine Council and subject to the Freedom of Information Act 1989 should be accompanied by a \$30.00 application fee and directed in writing to:

The Public Officer
Narromine Council
PO Box 115
NARROMINE NSW 2821

Enquiries may be directed to:

The Public Officer
Mrs V. Roberts
Telephone: (02) 6889 1322
Hours: Monday to Friday between 8.30 am and 5.00 pm

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEWCASTLE CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

A Car Parking Policy for Newcastle (Draft – 2000)
Aboriginal Employment Strategy (2003)
Access to developments off lanes
Access Policy (2003)
Adopt a Road Agreement
Airshed Management Plan
Alcohol free zones policy
Annual Financial Statements 2001/2002
Annual Report 2001/2002
Approvals Facilitation Policy for Bed & Breakfast Establishments
Aquatic Facilities Opening Hours – 2003/2004
Archaeological Management Plan
Assessment of Boarding Houses Action Strategy
Auditor's report 2001/2002
Back Packer Tourism Strategy for the City of Newcastle (2001)
BBC Newcastle Housing Design Manual
Beaches patrol period (See Aquatic Facilities)
Beaumont Street urban design study (1991)
Beresfield Golf Course Plan of Management (2003)
Blue Gum Hills Integrated Local Area Plan (1996)
Broadmeadow Traffic and Parking Study – Final Report
Building certificates records (Corporate Counter)
Burning off in the open
Business papers and minutes of Council meetings and committee meetings
Carparking provision for subdivisions
Carrington Urban Design Guidelines – Honeysuckle (1993)
Cathedral Park: Mulimbah Cottage Heritage Study (1991)
CBD Urban Design and Heritage Study (1989)
City Hall Hire Agreement
Civic and Cultural Precinct Statements of Strategic Intent – 2003
Civic Theatre Hire Agreement (Civic Theatre Administration) As At 1/7/2000
Code of Conduct
Code of Interaction Between Councillors and Staff
Code of Meeting Practice
Code of Payment of expenses and provision of facilities to Lord Mayor and Councillors
Commitment by Newcastle City Council to the young people of the City 1997
Communication Strategy 1997
Community Development Policy
Community Facilities Review 1997
Community Profile Series 2 – 1996 Census
Community Report 2001
Community Safety Policy

Community Services Directory
Community Snapshot Profiles (1996)
Companion Animal Management Plan
Complying Development Guidelines
Constitution – S355 Committee for Management of Community Facilities
Consultation Policy and Guidelines 2000
Contaminated Land Planning Guidelines
Convict lumberyard, Stationmaster's residence and Paymaster's office – conservation policy (1992)
Cooks Hill study (1981)
Corporate Sponsorship of Council Activities
Council Sponsorship of Community Activities
Councillors and designated persons – Returns of Interest (Public Officer)
Crime Prevention Plan for City Centre and Inner City
Crime Prevention Plan No.2
Cultural Industry Policy
Customer Service Charter
Delegations Register
Development Application Guide ('DA GUIDE')
Development Control Plans:
DCP 5 Elernmore estate subdivision (1981)
DCP 6 Maryland subdivision (1982)
DCP 9 Old Caledonian railway corridor between St James Road and Newton Street New Lambton (1983)
DCP 10 Part of land bounded by Cardiff Road, Jubilee Road and the City of Lake Macquarie boundary Elernmore Vale (1983)
DCP 13 Warabrook estate (Area covered by LEP 30) (1984)
DCP 18 Interim policy on floodplain management for the Hunter River floodplain
DCP 19 Outdoor advertising code
DCP 20 Guidelines for industrial development
DCP 21 Ajax Avenue Maryland
DCP 22 New Lambton Gardens
DCP 23 Elernmore Vale Extension
DCP 24 Car parking code
DCP 25 Beaumont Street Hamilton commercial centre
DCP 26 Minmi conservation study
DCP 27 Hope Street locality Wallsend
DCP 28 Fletcher (Eastern precinct)
DCP 29 Single dwelling and dual occupancy code
DCP 31 Warabrook South
DCP 32 Darby Street Commercial Precinct
DCP 33 Landscape Design Principles & Guidelines
DCP 34 South Beresfield Industrial Estate Precinct
DCP 35 Harde Avenue Estate Maryland
DCP 37 Honeysuckle (Marina Precinct)
DCP 39 Hannell Street Wickham
DCP 40 City West
DCP 41 Kooragang Port and Industrial Areas
DCP 42 Fletcher (Western Precinct)
DCP 43 Contaminated Land
DCP 44 Conservation Area Guidelines
DCP 46 Code for Regulation of Brothels and Other Sex Industry Establishments
DCP 47 Mixed Use Compatability and Design Guide
DCP 48 Land Bounded by Tyrell, Wolfe, Church and Perkins Street, The Hill
DCP 49 Public Notification
DCP 50 Stormwater Management for Development Sites (Draft 2003)

DCP 51 Energy Smart Homes
DCP 52 Former Beaumont Park Site
DCP 55 Flood Management for Development Sites:

- Assessment Criteria (Draft 2003)
- Technical Manual (Draft 2003)

DCP 56 Waste Minimisation
DCP 57 City East Urban Design Guidelines
DCP 58 Hamilton South Conservation Area (Draft)
DCP 59 Exhibition Homes
Disability Action Plan 1988
Dispute Resolution Policy
Draft Newcastle Flood Policy 2003 Parts A & B
Driveways over public land
Dust Control Guidelines
Ecologically Sustainable Development Tendering Policy
Economic Development Strategy for the City of Newcastle (June 2000)
Employment Related Policies:

- Recruitment
- Reimbursement of Relocation Expenses

Environmental Education Plan
Equitable Pricing Policy
Ethnic Affairs Policy (1999)
Exempt Development Guidelines
Fees and Charges Register 2003/2004
Fernleigh Track Implementation Plan – February 1999
Flags flying – City Hall
Flood Policy Part A Principles (Draft 2003)
Flood Policy Part B Atlas (Draft 2003)
Floor Space and Employment Survey (2001)
Food vending machines – construction standard
Food hygiene for food handlers
Food Safe food handler training program
Footway dining areas in Newcastle
Foreshore Usage Policy 1996
GAIN Plan – Greenhouse Action in Newcastle 2001 – 2008
General Records Disposal Schedule
Glendore Child Care Centre (2003)
Grand piano use Newcastle City Hall function centre
Green Pages Directory
Greywater Reuse – Guidelines for
Guidelines and Constitution for Community Forums
Hairdresser shops, beauty salons and skin penetration premises standards
Hamilton planning study
Hamilton South-east conservation study (1986)
Homelessness Newcastle Study (1999)
Honeysuckle Social Impact Assessment and Social Infrastructure Strategy 1997
Human Services Policy
Hunter Street Mall Policy
Indicators of a Sustainable Community (Reports 1 and 2)
Inner Newcastle Housing Strategy (1993)
Installation maintenance air handling policy
Interaction Between Councillors and Staff – Policy on
Internal Reporting Policy – Protected Disclosures Act 1994
Investment of temporary surplus funds policy and strategy

Ironbark Creek Total Catchment Management Strategy (1996)
Junction Townscape Guidelines (1990)
Land register (Asset Management Unit City Strategy Group)
Landscape Structure Plan – 1990
Library Business Plan
Library Collection Development Policy
Library Service Delivery Model 2002
Loan Borrowing Policy
Local Approvals Policy
Lower Hunter River Flood Study (1994)
Lower Hunter Urban Housing Development Control Plan
Lower Hunter Valley : Floodplain Management Study
Management Plan and Budget – 2003/2004, Draft 2004/2005 – 2005/2006
Maryland Minmi structure plan (1994)
Mayfield Social Strategy
Mayfield Townscape Guidelines
Media statements
Multiple use of community buildings 1998
Naming of parks and reserves
Naming of streets
National Food Premises Code
Nature Watch Journal
Neighbourhood watch and safety house signs – public roads
Newcastle central area strategy (1992)
Newcastle central business district business plan
Newcastle City Centre Floor Space and Employment Survey 2001
Newcastle City community profiles for suburban areas – 1991 census of population
Newcastle City Council Environment Policy
Newcastle Civic Area Urban Design Study (1984)
Newcastle Coastline Hazard Definition Study (2000)
Newcastle Coastline Management Study and Plan (2003)
Newcastle East Heritage Tourism Plan
Newcastle Emergency Disaster Plan – Displan
Newcastle Environmental Management Plan II (Draft 2003)
Newcastle Green Spaces Strategy (2000)
Newcastle housing study
Newcastle inner areas conservation planning study
Newcastle – Lake Macquarie Bike Plan 1996
Newcastle and Lake Macquarie open space and recreation study 1987
Newcastle Recreation and Open Space Plan – Oct 1996
Newcastle Local Environmental Plan (1987)
Newcastle Local Environmental Plan (Draft 2003)
Newcastle Region Art Gallery Acquisitions Policy
Newcastle Regional Museum Collection Policy (on Internet)
Newcastle Regional Museum Collection Database (Electronic Record available at Museum and on Internet)
Newcastle Regional Museum Education Policy (on Internet)
Newcastle Regional Museum Mission Statement (on Internet)
Newcastle Stormwater Management Plan (2000)
Newcastle Tourism: Tourism Development Plan
Newcastle Urban Strategy and Background Report
Newcastle Westend Strategic Development Plan (1996)
Nuclear free zone
On Site Sewage Management Strategy
Park Bookings Policy – October 2002
Parking Permits – Conditions and Eligibility Criteria

Parking permits – residential
Parking Strategy for Newcastle Business Plan 1995
Parking Strategy for Newcastle Business Plan Update 1997
Pecuniary Interest Disclosure Register
Pedestrian Access Mobility Plan – May 2002
Plans of Management:
Adamstown Park/Myers Park July 1996
District Park (1991)
Bushlands – October 2000 – (incorporating Blackbutt Reserve Management Plan and Jesmond Bushland Management Plan)
General Community Use Land – October 2000
Heritage Places – Strategic Plan and Plan of Management (Dec 2000) (Amended 2002 and 2003)
Jesmond Park, Jesmond Bushland – May 1991
Neighbourhood Parks – December 2000 (Amended 2003)
Newcastle National Park – December 2000
Playgrounds (October 2000)
Sportslands (December 2000) (Amended 2003)
Tarro Recreation Area (1990)
Wallsend Brickworks Park (2001)
Policy and Background Statement on Newcastle Mainstreets (2001)
Pool Safety Awareness Kit
Position Statement on Public Space (2000)
Position Statement on Illicit Drugs (2000)
Practising professional structural engineers certification of design guidelines
Procurement Policy
Public Art and Placemaking Policy 2003
Public Land Re-Classification Policy – June 2000
Public Transport Discussion Paper (2000)
Public Voice Policy
Register of investments (Held electronically in Corporate Services Group)
Renewal Co-ordination Unit Report
Restricted Assets – Reserves Management Policy
Risk Control Program – Statement of Commitment
Road closures – temporary
Road openings
Road Reserve Maintenance Policy
Road Safety Strategic Plan 2002 – 2010
Road Safety Strategy for Newcastle – Jan 1995
Safety Practice Code
Section 94 Contributions:
Plan No. 1 – 2002
Senior Citizens Centres Policy
Shepherd's Hill cottage and surrounds conservation study (1984)
Shifting Sands at Stockton Beach Report (2002)
Shoptop housing kit
Signage Policy for Beaches, Pools, Parks and Reserves
Social Equity and Information Technology
Social Impact Assessment Policy
Social Plan – (2000)
Solid Waste Management Strategy – December 1995
Sports Policy (June 1998)
State of the Environment Report 1997/98 – 1998/99 – 1999/2000
Steel River Strategic Impact Assessment Study
Stockton Beach Tourist Park Business Plan 2000
Stockton Bight Environmental Study and Management Plans (Volumes A, B, C and D)

Stockton Foreshore – Land Use and Development Study
Subdivision Code
Summary of Affairs
Summerhill Land Use Strategy Study (1996)
Sustainable Urban Water Policy for Newcastle (Draft 2003)
Swimming Pool Information Brochure
Temporary Food Premises – Guidelines for
Termite Management in Urban Trees – Position Statement – May 2002
The Cultural Review 1995
The Linking Plan – Major directions for bringing together Newcastle Communities and Land 1996 – 2000
Throsby Creek – Landscape Master Plan 1993
Tighes Hill, Wickham, Islington, Maryville planning study (1986)
Traffic Studies:
Adamstown Traffic Study (1993)
Cooks Hill Traffic Management Scheme – Stage 2 Final Report (November 1995)
Cooks Hill Traffic Study (1988)
Hamilton Parking Study (1992)
Hamilton Traffic Study (1990)
Maryville Traffic Management Scheme (1989)
Mayfield Traffic Study (1989)
Merewether Traffic Study (1992)
Newcastle East Traffic Study (1994)
Newcastle Hill Traffic Study (1990)
New Lambton Major Traffic Routes Study (1992)
Tighes Hill, Wickham, Islington, Maryville Traffic Management Scheme Stage 2 (1993)
Tree Management Policy (Policy Paper No. 5 LAP)
Tree Management Order 1996
Urban Design Study for Newcastle’s Convict Lumber Yard Precinct (1992)
Urban Conservation Area Guidelines for Inner Newcastle (1996)
Valuation Registers (Rates Department) – Subject to Fee
Volunteer Protocol (2002)
Wallsend Cemetery Conservation Report
Wallsend Heritage Mainstreet Study
Waste containers on public roads policy
Wickham Urban Village – A Concept and Strategy Study (1995)
Wickham Urban Village – Streetscape & Traffic Movement Study

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs has been prepared and is available for inspection in accordance with the Summary of Affairs as at 30 June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

The documents may be inspected during normal business hours at:

City Administration Centre
282 King Street
NEWCASTLE NSW 2300
Telephone: (02) 4974 2000
Fax: (02) 4974 2222

Enquiries concerning the documents should be addressed to:

Public Officer
Newcastle City Council
PO Box 489
NEWCASTLE NSW 2300

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NORTH SYDNEY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

- Access to Council Documents
- Complaints
- Corporate Sponsorship
- Councillor Access to Staff
- Customer Service
- Freedom of Information
- Mayor and Councillor Facilities and Benefits
- Mediation
- Open Government
- Precincts
- Procurement Policy
- Use of Council Seal
- Code of Meeting Principles and Practices
- Code of Conduct for Councillors
- Code of Conduct for Staff and Service Providers
- Code of Conduct for Precinct Committees
- Flexitime
- Investment
- Personal Treatment Entitlement Card Holder
- Voluntary Rebates to Pensioners for Rates and Charges
- Collection & Recording of Information
- Signs as Remote Supervision
- Finance & Information Divisional Policy Statements
- Urban Design Panel
- Child Protection
- Community Centres, Cultural and Recreational Facilities
- Disability Discrimination
- Donations
- Library Collection Development
- North Sydney Arts Committee
- Community Information
- Community & Library Services Divisional Policy Statements
- Charitable Recycling Bins
- Filming Within Council Area
- Management of Council Land and Facilities
- Resident Parking Permit
- Use of the Footpath for Outdoor Dining or Displaying of Goods
- Circus
- Keeping of Roosters
- Overhanging Branches
- Public Bin Minimisation

SECTION 2 – STATEMENT OF AFFAIRS

North Sydney Council's Statement of Affairs is available to the public free of charge from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public seeking access to North Sydney Council's policy documents are invited to make initial contact with the Document Services Manager who can arrange for copies of documents to be made available at the office below. Alternatively, they may be viewed on the Council's website at www.northsydney.nsw.gov.au

The Document Services Manager is available during normal business hours of 9.00 am – 5.00 pm, Monday to Friday. Contact by phone should be made prior to a personal visit.

In Person:

Document Services Manager
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060
Telephone: 02 9936 8170
Facsimile: 02 9936 8177
email: council@northsydney.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
NORTH WEST WEEDS COUNTY COUNCIL
(FOI Agency No. 2269)

SECTION 1 – POLICY DOCUMENTS

The following documents held by the North West Weeds County Council are available:

- Annual reports of the Council
- Code of Conduct
- Annual Financial Reports
- Returns of the Interest of Councillors and Designated Persons
- Minutes of Council and Committee Meetings (excluding matters considered when a Meeting is closed to the public, other than the recommendations of that Meeting)
- Register of Local Policies, Codes and Delegations
- Management Plan
- Code of Meeting Practice
- Expenses and Facilities Policy (Councillors)

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the North West Weeds County Council (as required under the Freedom of Information Act) is dated June, 2003. It is available from the Freedom of Information Officer of the North West Weeds County Council.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the procedures for inspecting and/or purchasing the policy documents should be made between the hours 9.00 am and 4.30 pm Monday to Friday and directed to:

The Public Officer
North West Weeds County Council
Hope Street
WARIALDA NSW 2402
Telephone: (02) 67 291 016
Facsimile: (02) 67 291 400

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
NUNDLE SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

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

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Financial Reports
- Auditor's Reports
- Management Plan 2003/2004
- Revenue Policy as per Management Plan
- Child Protection Policy
- Privacy Management Plan
- Local Emergency Management Plan
- Equal Employment Opportunity Policy and Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's Land Register
- Returns of the interests of councillors, designated persons and delegates
- Codes referred to in the Local Government Act 1993
- Register of Delegations
- Local policies adopted by Council concerning approvals and orders
- Records of building certificates
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within Council's area
- Returns as to candidates' campaign donations
- Policy Register
- State of Environment Report
- Internal Reporting Policy

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

- Council's Annual Report
- Correspondence and Reports of open Council Meetings
- Business papers for Council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Statement of Affairs, Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989.

SECTION 2 – STATEMENT OF AFFAIRS

Copies of the Statement of Affairs can be obtained free of charge by contacting the Freedom of Information Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents held by the Nundle Shire Council must be made by written application; no fee is payable.

Applications should be addressed to:

Mr Rick Morris
Nundle Shire Council
PO Box 21
NUNDLE NSW 2340

Enquiries may be directed to the FOI Co-ordinator by telephoning (02) 67693205 between the hours of 8.00am and 4.00pm weekdays.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****OBERON COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Policy documents produced by The Oberon Council are as follows:

Management Plan including;

- Equal Employment Opportunity Policy
- Revenue Policy

Annual Report

Annual Financial Reports

Auditors Reports

Development Contributions Plan 2000 – Parts A, B, C and D

- Incorporating the Section 94, The Stormwater, and the S64 Water Supply Water Authorities Act 1987, Water Supply Headworks Contribution Plan and the Sewer Supply Headworks Contribution Plan.

Development Control Plan 2001 – A – Rural 1(a)

- B – Subdivision
- C – Residential
- D – Commercial and Industrial
- E – Advertising and Signage
- F – Car Parking
- G – Tourism
- H – Notification
- I – Rural
- J – Titania Park
- K – Riverdale and Llambada
- L – Cunynghame Park
- M – Complying Development
- N – Exempt Development

Oberon Local Environmental Plan 1998

State of the Environmental Report

Plan of Management for Community Land – Residential Rural Reserves

Waste Management Plan

Oberon Disaster Plan

Register of investments

Returns of the interests of councillors, designated persons and delegates

Business papers for council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)

Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)

Records of approvals granted and decisions made on appeals concerning approvals

Records of building certificates

Leases and licences for use of public land classified as community land

Policy on Code of Meeting Practice

Policy for Code of Conduct

Policy for Payment of Travelling Expenses to Councillors

Policy for Councillor Procedures for Dealing with Concerns Regarding Staff

Policy for Discussion of Employee Entitlements

Policy for Interpreting the Financial Statements

Policy for Negotiations between Parties
Policy for Tea and Coffee
Policy for Advertising in the Press
Policy on Appointment of Solicitors
Policy for Internal Reporting under the Protected Disclosures Act 1994
Policy on Staff Attendance at Training Courses
Policy on Payment for Staff Training Courses
Policy for Payment of Sick Leave Bonus
Policy for Long Service of Employees
Policy for Gratuity Payments to Staff on Termination of Employment
Policy for Corporate Uniforms
Policy for Rental Payment of Telephones installed in Homes of Staff Member
Policy for Private Leasing of Council Owned Vehicles
Policy for Occupational Health & Safety
Policy for Staff Engagements – Medical Fitness
Policy for Debt Recovery and Write-Off of Unrecoverable Debts
Policy for Determining Dominant Use of Residential/Business Properties for Rating Purposes
Policy for Pensioner Concessions in Respect of Previous Years
Policy for Donation of Non-Rateable Sewerage Charges
Policy for Water Meter Levy on Fire Services
Policy on the Provision of Water to the Golf Club
Policy on Stepped Tariff for Major Water Consumers
Policy for Tenders
Policy for Granting of Donations to Charitable Bodies
Policy for Donations to Staff Christmas Parties
Policy for Use of the Care Car
Policy on Equal Treatment of Developments
Policy on Oberon Local Approvals – Neighbour Notification
Policy on Agricultural Land Classification
Policy for Rural Subdivisions – Noxious Weed Control
Policy for Disposal of On-Site Waste Water
Policy on Sewage Management Exemptions
Policy for Absorption Trenches
Policy for Resiting of Buildings
Policy for Issue of Building Certificates
Policy for Release of Subdivision Certificates
Policy for Lapsing of Development Consents
Policy on Determination of Applications for Tourism Development
Policy for Street Furniture
Policy for Placement of Electricity Pits
Policy on Underground Electricity Distribution in the Village of Oberon
Policy for Energy Efficient Housing in Oberon
Policy for Energy Efficient Building Award
Policy for Development Application Fees for Sporting Clubs
Policy for Refund of Development Application Fees
Policy for Wind Monitors
Policy for Trainee Study Scholarship Mentoring Program
Policy on Food Establishment Inspections
Policy for the Operation of Street Vending Vehicles
Policy on People who spit in the Street
Policy for Calculation of S94 Contributions for Commercial Premises
Policy for Payment of S94 Contributions for Gravel Extraction
Policy for S94 Contributions Plan for Car Parking
Policy for Faulty Resin at Garbage Depot

Policy for Recycling Receipts
Policy for Issuing SEINS Fines under the Companion Animals Act & Impounding Act
Policy for Registration and Microchipping of Companion Animals
Policy for Stock Travelling within the Village of Oberon
Policy for Stock Impounding Outside of Oberon Area
Policy on Swimwear at Swimming Pool
Policy for Use of Swimming Pool by School Groups
Policy for Free Entry to the Swimming Pool on Australia Day
Policy for Land Acquisition for Roadworks
Policy for Road Standards for Subdivisions
Policy for Accesses to Rural Properties
Policy for Conditions Applying to the Erection of Public Gates & Grids
Policy on Construction of Kerb and Gutter
Policy for Federal Financial Assistance Grants Road Funding
Policy for B-Double Route in Industrial Subdivision
Policy for Roadside Trees and Shrubs
Policy for Removal of Trees from Council Road Reserves
Policy for Tree Management – Advance Energy
Policy for Street Lighting – Advance Energy
Policy for Advertising on Bus Shelters
Policy on Dirty Water Damages
Policy for Obtaining Easements
Policy for Sale of Surplus Equipment
Policy for the Offering of a Reward for Vandalism
Policy for Clean-Up Campaign
Policy for Council's Involvement in Land Development
Policy on Acceptance of Offers on Land
Policy for Conditions Applying to the Conduct of Car Rallies
Policy for Display of Tourism Brochures

SECTION 2 – STATEMENT OF AFFAIRS

The Oberon Council's most recent Statement of Affairs is for the year ending 30 June 2002.

SECTION 3 – CONTACT ARRANGEMENTS

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

Arrangements to inspect or purchase policy documents may be made by contacting the following officer between 8.30am and 4.30pm on week days:

The Public Officer
The Oberon Council
137-139 Oberon Street
PO Box 84
OBERON NSW 2787

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ORANGE CITY COUNCIL****(FOI Agency No. 2192)****SECTION 1 – POLICY DOCUMENTS**

The following documents are available for public inspection:

- Access for People with Disabilities
- Accrued Leave
- Acquisitions – Regional Gallery
- Aged and Disabled Funding
- Ageing and Disabilities Services – Development and Provision
- Ageing and Disability Services, HACC Service Standards Policies and Procedures Manual
- Alcohol & Drug Free Workplace
- Annual Leave
- Banners in Summer Street
- Best Practice – Gathering Information
- Bin Exchange Policy
- Botanic Gardens – Exclusive Use
- Building over and/or adjacent to sewers
- Cabonne Shire Residents – Water Supply
- Carers Leave
- Carers Leave – Birth of a Child
- Casual Employment
- Certificates of Service and References
- Chemical Safety
- Childrens Services
- Christmas Parties – Neighbourhood Street
- Civic Emergencies Leave
- Clothing Recycling Bins in Public Places
- Code of Conduct
- Community Consultation
- Community Communication Strategies for Development Proposals
- Community Services – Planning and Development
- Competitive Neutrality Complaints
- Concrete Footpath Charges
- Construction Sites – Time of Work
- Construction Zones
- Contaminated Lands
- Contaminated Material – Agreement for Testing, Treatment and Disposal
- Council Investments
- Council's Pricing Policy
- Councillors – Payment of Expenses and Provision of Facilities
- Customer Service Guarantee
- Decisions – Regional Traffic Committee
- Delegations/Sub-Delegations to Mayor and General Manager
- Development Activity – Public Notice
- Development Control Plan and Codes within the Development and Technical Services Divisions
- Directional Signs Policy to Include Churches

- Disciplinary Policy
- Driveways – Alterations and Maintenance
- Email Policy
- Equal Employment Opportunity
- Exhibitions – Regional Gallery
- Eye Protection
- Family Day Care
- Family Day Care Caregivers
- Family Leave
- Fixed Term Employment
- Food Premises – National Code for the Construction and Fitout of
- Footpath Maintenance
- Gallery – Acquisitions
- Gallery – Art Rental Scheme
- Gallery – Charging for Exhibitions
- Gallery – Exhibitions
- Gallery – Usage for Commercial Project Ventures
- Grievance Procedure
- Hand-Held Computer and PDA (Personal Digital Assistant)
- Hearing Protection Policy
- HIV/AIDS in the Workplace
- Internet Policy
- Internet Public Use Policy
- Itinerant Retailers
- Job Sharing
- Kerb and Gutter Charges to Adjoining Owners
- Land Sales
- Leave for Civic Emergencies
- Leave Without Pay
- Local Approvals Policy
- Long Service Leave
- Lost Property
- Lucknow and Spring Hill – Connections to Sewerage System from Outside Village Boundary
- Manual Handling
- Medical Services
- Meeting Practice Code
- Microcomputer Usage
- Military Leave
- Noise Control
- Non-English Speaking Services
- Notebook Policy
- Noxious Weeds
- Olympic Pool – Admission Charges
- Paid Work Outside Council
- Parental Leave
- Parking – Off Street Provisions
- Parks, Recreational Areas and Sportsgrounds – Signs as Remote Supervision
- Part-Time Employment
- Payment of Employees
- Personnel File
- Pricing Policy (Council's)
- Private Work Orders
- Private Works on Roadways
- Protected Disclosures Act 1994

- Public Notice – Development Activity
- Rates – Scout and Girl Guide Association
- Rates and Charges – Recovery Action
- Reflectorised Street Numbering
- Rehabilitation
- Remuneration
- Removable Storage Device Access
- Residential Services
- Roads and Traffic Authority Drives Database Access
- Rural Connections – Water Supply
- Safety
- Safety Helmet
- Salary System
- Sale of Council Property and Carparking
- Sediment and Erosion Control
- Shopping Trolleys and Articles Abandoned
- Sick Leave
- Smoking – Prohibition in Workplace and Hired Venues
- Sponsorships with Economic Development Justification
- Street Furniture
- Temporary Employment
- Theatre and Function Centre – Free Use of
- Theatre Objectives
- Theatre Technical Services – Provision of Estimates
- Training, Education and Development
- Tree Planting in Rural Areas
- Trees – Park Planting
- Trees – Street Planting
- UV Policy for Outdoor Workers
- Volunteer Worker Policy
- Water Service and Charging Policy
 - Cabonne Shire Water Users
 - Fire Services
 - Kidney Dialysis
 - Multiple Dwelling Developments
 - Multiple Meter Properties
 - Private Water Schemes
 - Reduction in Account Due to Leakage
 - Sale of Water
 - Single Residential Dwellings
 - Testing of Meters
 - Water Meter Boxes – Ownership and Responsibility
 - Water Service Downsizing
 - Water Services
 - Debt Collection – User Pays Water
- Water Supply – Rural Connections
- Whistle Blowers Act (Protected Disclosures Act 1994)
- Whiteway Lighting
- Work Experience
- Workplace Display Material
- Workplace Grievance

OTHER DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

- Orange Local Environmental Plan 2000
- DCP (Development Control Plan) No. 3 – Rural Residential Development

- DCP No. 5 – Medium Density Housing
- DCP No. 6 – R12 Release Area
- DCP No. 7 – Professional Consulting Rooms
- DCP No. 9 – North Orange
- DCP No. 10 – Phillip Street/Hill Street, North Orange
- DCP No. 11 – Off Street Car Park Code
- DCP No. 12 – Industrial Code
- DCP No. 13 – Exhibition Homes
- DCP No. 14 – Dual Occupancy Development
- DCP No. 15 – Bed and Breakfast Accommodation
- DCP No. 16 – Sale of Wine and Associated Products
- Eastern Gateway Development Control Plan
- Development Contribution Plan 1999
- Orange Urban Release Strategy
- Business Centres Development Strategy
- Local Disaster Plan
- State of the Environment Report
- Airport Emergency Plan
- Bushfire Operation Plan
- Recruitment Selection Procedures and Grievance Procedures
- Management Plan 2003/2006
- Waste Management Plan
- Local Order Policy – for the Keeping of Domestic Animals
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Management for Community Land

Formally Adopted

- Spring Street Children's Centre
- Yarrawong Children's Centre
- Courallie Park (incorporating the Children's Centre)
- Orange Function Centre
- Glenroi Oval
- Bloomfield Park
- Sir Jack Brabham Park
- Lake Canobolas Kiosk
- Parks and sportsgrounds in the suburb of Glenroi
- Parks and reserves in the suburb of Glenroi
- Playgrounds in the suburb of Glenroi
- Small parks in the suburb of Calare
- Parks and playgrounds in the suburb of Calare
- Parks in the suburb of Bletchington
- Parks and sportsgrounds in the suburb of Bowen
- Small parks and playgrounds in the suburb of Warrendine
- Car parks in the central business district of Orange
- Gosling Creek Reservoir
- Spring Creek Dam
- Parks, playground and sportsgrounds in the suburb of Bletchington
- Lake Canobolas Park (incorporating the Canobolas Scout Camp)
- Parks and reserves in the Rosewood Estate
- Ploughmans Creek
- Sportsgrounds and playgrounds in the Bel-Air Estate in the suburb of Calare
- Parks and reserves in the suburbs of Warrendine and Calare
- Reserves in the Bel-Air Estate in the suburb of Calare
- Playgrounds and reserves in the suburb of Warrendine

- Parks and reserve in the suburb of Bowen
- Local and Neighbourhood Parks

Additional Documents

- Annual Report
- Auditors Report
- Community Plan
- Social Plan
- Disclosures Register
- Safety Plan
- Land Register
- Investments Register
- Building Certificate Records
- Building Application/Approvals Records
- Development Application/Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for Orange City Council is dated 1 June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

General Manager
Mr Allen Dwyer

OR

Public Officer
Miss Michelle Clifford
Orange City Council
PO Box 35
ORANGE NSW 2800
Telephone: (02) 6393 8000
Facsimile: (02) 6393 8199

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
PARKES SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following documents are available for inspection and are listed and maintained in Council's Policy Register:

Abandonments
Advertising Signs
Amusement Devices – Control Of
Appeals And Donations
Baths – General
Baths – Parkes
Building – Applications
Building – Certificates Of Compliance
Building – Regulations
Spicer Park Caravan Park
Cemeteries – Parkes
Closing And Demolition Orders
Community Neighbourhood Centres
Complaints Handling Policy
Complaints Policy & Procedure
Conference Representation – Shires Association
Conferences – General
Councillor Access To Information & Interaction With Staff
Council Committees
Council Members – General
Council Property – Miscellaneous
Council Property – Administration Centre
Council Property – Leasing And Licensing
Information Services Usage Policies
Fees And Charges
Fences – (Dividing Fences)
Firewood Collection From Roadsides
Garbage Service
Garbage And Rubbish Depots
Health – General
Food Act
Hospitals
Impounding
Industrial Estate
Industrial Estate – Goobang Junction
Insurance – General
Kerb And Guttering – Parkes
Littering
Liquor Act And Regulations
Noise Control
Notices (Seins)
Review Of Passenger Vehicle Replacement Procedure

Policy And Delegations
 Protected Disclosures Act
 Rateability Of Lands
 Ratepayers' Associations
 Rates
 Reports – Finance & General Purpose Committee
 Recreation Areas – Parkes – Unnamed
 Recreation Areas – Parkes – Bookings For Use Of Parks
 Recreation Areas – Parkes – General
 Road Maintenance Priority Policy
 Roads And Streets – Naming And Numbering
 Roads And Streets – Street And Traffic Signs
 Roads And Streets – Trees
 Roads – State Highway – Sh17
 Road Safety Matters
 Rural Fire Service – District Assistance Plan
 Rural Fire Service – Service
 Staff Matters – Awards (Salaries & Wages)
 Staff Matters – General
 Staff Matters – Staff Training – Lgitc
 Staff Matters – Corporate Wardrobe
 Staff Matters – Occupational Health & Safety
 Street Lighting
 Street Stalls – Applications And Allocations
 Street Trading – Street Busking
 Subdivision Standards
 Sun Protection Policy
 Telephone Usage Policy & Procedures
 Temporary Grazing Permits
 Development Applications & Consents
 Town Planning – Policy
 Travelling Stock Reserves
 Water Supply – Consumer Connections
 Standpipe Water Sales
 Water Supply – Excess Water Accounts
 Water Supply – Villages
 Water Supply – Villages – Consumer Connections
 Water Supply – Villages – Standpipe Supplies

DOCUMENTS AVAILABLE BUT NOT SPECIFICALLY ASSIGNED IN POLICY REGISTER

- Aerodrome Manual For Parkes Aerodrome
- Annual Financial Reports
- Annual Report
- Annual Reports Of Bodies Exercising Delegated Council Functions (Sec. 355)
- Auditor's Report
- Aus-Spec # 1 – Development Specification Series
- Bushfire Operations Plans
- Bushfire Risk Management Plans
- Business Papers For Council And Committee Meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Code Of Conduct
- Code Of Meeting Practices
- Contributions Plan (Section 94 C Plan Oct'92)-Dcp Parkes Urban Area
- Development Control Plans
- Disaster Plans, Sub Plans And Supporting Plans

- Eeo Management Plan
- Environmental Planning Instruments (Parkes Local Environment Plan, 1990)
- Family Day Care Centre Policy (Health, Safety, Fees)
- Information Relating To The Conduct Of Councillors And Staff
- Internal Reporting Policy (Whistleblowers Act)
- Land Register
- Local Environmental Planning Instruments
- Local Policies Adopted By Council Concerning Approvals & Orders
- Management Plan
- Minutes Of Council & Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Motor Vehicle Policy
- Naming Of Parks & Reserves
- Naming Of Streets, Roads & Bridges Policy
- National Competition Competitive Neutrality – Complaints Policy & Procedure
- Parkes Shire Local Approvals Policy 1998
- Parkes Shire Cultural Plan
- Parkes Shire Social Plan
- Parking Code
- Plans Of Management For Community Land
- Plans Of Management For Community Land (Adopted 1996)
- Pricing Policy (part of revenue policy)
- Procedures Manual (for internal use)
- Protection Of The Environment Operations Act 1997 – Parkes Shire Council’s Public Register
- Record Of Building Certificates
- Records Of Approvals Granted & Decisions Made On Appeals Concerning Approvals
- Records Policy (Local Government Disposal of Records Policy/Handbook)
- Register Of Development Consents And Construction Certificates
- Register Of Investments (Residential Flat Building Code)
- Returns As To Candidates Campaign Donations
- Returns Of Interests Of Councillors, Designated Persons & Delegates
- Risk Management Policy (In accordance with Risk Management Manual supplied by Group Fund Manager)
 - Rural Development,
 - Rural Small Holding Zones
- Sewerage Services Strategic Business Plan
- State Of The Environment Report
- Stormwater Disposal Policy/Code (adopted Institute of Engineers Aust Rainfall & Run-off standards/ RTA and Dept. of Housing requirements)
- Subdivision Code (Subdivision Development Standards)
- Swimming Pool Fencing Policy
- Tendering Policy (Local Government Tendering Regulations 1993)
- Vehicle Leasing Policy
- Water Supply Strategic Business Plan
- Work On Private Property (revenue policy/management plan)

SECTION 2 – STATEMENT OF AFFAIRS

Council’s most recently published Statement of Affairs dated 30 June, 2003 is available for inspection by contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Any Freedom of Information inquiries concerning the Council's activities or the procedure for arranging inspection of the Policy Documents should be directed to:

Mr B. Matthews
Public Officer
Parkes Shire Council
PO Box 337
PARKES NSW 2870
Telephone: (02) 6861 2333
Facsimile: (02) 6862 3946
Hours: 8.30 am to 5.00pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PARRAMATTA CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

- The Council's Code of Conduct.
- The Council's Code of Meeting Practice
- Annual Reports.
- Annual Financial Reports.
- Auditor's Report
- Equal Employment Opportunity Management Plan.
- The Council's Policy concerning the payment of expenses incurred by the provision of facilities to Councillors.
- The Council's Land Register.
- Register of Investments.
- Return of interest of councillors, designated persons and delegates.
- Business papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting was closed to the public).
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public, other than the recommendation of that meeting).
- Register of Delegations.
- Local Policies adopted by the Council concerning approvals and orders.
- Records of approvals granted and decisions made on appeals concerning the approvals.
- Record of Building Certificates.
- Plans of land proposed to be compulsorily acquired by the Council.
- Leases and Licences for use of public land classified as community land.
- Plans of Management for community land.
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94 AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council area.
- All future statements of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989.
- Council's Policy Register
- Council's Management Plan.
- Departmental representative's reports presented at a meeting of the Council in accordance with Section 433.

Copies of these documents may be supplied at appropriate costs and in the case of Building Certificates, only with the owner's written approval.

Policy Documents

- Abandoned Shopping Trolleys
- Abandoned Vehicles – supply to Fire Brigade
- Access to Council Records
- Access by Public to Building and Development Applications
- Accounting Procedures for Park Committees
- Acquisition of Properties Pursuant to Planning Scheme or I.D.O.
- Advertising Signs – Town Hall
- Advertised Development Application to be Displayed – Libraries etc
- Advertisements – Flat or Home Unit Development

- Advertising Structures and Signs – Under – Awning Structures within the CBD
- Advertising of Development Applications – Toongabbie Ward Commercial areas.
- Advertising and Notification of Building Applications
- Advertising Development applications
- Advertising Awning Blinds
- Advisory Committee – Community Performing Arts
- Advisory Committees – Community Representation
- Advisory Committee – Economic Development for the Parramatta Commercial Area
- Advisory Committee – Parramatta Heritage
- Advisory Committee – Library
- Advisory Committee – Physical Access
- Advisory Committee – Recommendations
- Aged Services & Resources Directory
- Agistment of Animals on Public Reserves
- Air Conditioners
- Amusement Centres
- Amusement Centres – Development Consents for Retail Uses – Conditions – Re: Amusement Machines
- Amusement Centres – Criteria for Establishment
- Amusement Centres – Inspection
- Applications for Licensed Premises
- Asbestos – Development Approvals
- Attendance of Councillors and Staff at Conferences and Seminars
- Auditor’s Report – Attendance of Auditors at finance Committee Meetings
- Authorisation of Council Officers Under Environment Protection Legislation
- Battle-Axe Subdivisions – Letters of Non-Objections
- Building and Development applications -Perusal of by Public
- Building Regulations for Approvals Abutting Bushland.
- Building Development Application Reports
- Buildings – Complete Structural Certification
- Buildings – Slab on Ground Construction
- Bus Routes in Parramatta
- Business Activities as Defined by Competitive Neutrality Guidelines
- Business Papers – to be supplied to the Media.
- Car Parking Code
- Car Parking Contributions City Centre Area
- Car Parking Contributions – Payment by Instalments
- Car Parking Requirements for Automotive Related Uses – Developments
- Car Washing Machines in Service Stations
- Carnivals in Parks
- Cat Collection Service
- CBD Amusement Centres – Development Approval
- CBD Enhancement Committee
- Children’s services and Resources Directory
- Church, Fennall and Villiers Streets Car Park
- Church Street Mall – Busking
- Church Street Mall – Control and Regulation
- Church street Mall – Extension Task Force
- Church Street Mall – Promotions and Exhibitions
- Church Street Mall – Proposed Extension
- Circus Policy
- Civic Office Expenses and Facilities
- Clothing Bins in Central Business District
- Coastal Protection Act – Certificates
- Code of Conduct – Caretakers & Ordinance Inspectors

- Code of Conduct – Members and Staff
- Code of Meeting Practice
- Collection at Traffic Lights
- Comments to the Media by Council's Staff
- Committee Meetings – Attendance of Councillors as Observers
- Community Advisory and Retrofitting Energy Service (C.A.R.E.S.)
- Community Awards
- Community Bushcare Programme Guidelines
- Community Equipment
- Community Leasing Policy
- Complaints by Councillors
- Complaints – Handling Policy and Procedure
- Completion of Employment Declarations by Members
- Conciliation Conferences or Hearings – Councillors to be Notified
- Conferences & Seminars – Attendance by Members & Staff
- Confidentiality of Complaints
- Consent and approvals Given by the Land and Environment Court
- Conservation Plan
- Construction of Nuclear Reactor
- Construction of Walls and Fences
- Constructional Standard for Food Premises
- Contracts – Security Deposits/Retention/Defects/Liability
- Corner Alignments for Buildings
- Corporate Style Uniform
- Corrupt Conduct – Reporting Thereof
- Council Achievements – Lord Mayoral Minute
- Council and Committee Meetings – Public Access
- Council's Child Care Centre – Policies and Procedures Manual
- Council's Crest – Use of
- Council Flag – Design and Colour
- Council's Halls
- Council's Halls – Hire Not to Include Use of Footpath Curtilage
- Council's Halls – Multiple Hiring Charges
- Council's Halls – Refund of Hiring Fees
- Council Meeting – Structure
- Council's Overdraft Requirements
- Council's Parks and Reserves – Conditions and Rules Applying to engagement of
- Council's Pools – Delegated Authority to direct – Community Services
- Council Trucks – Use and Storage
- Council Warrant
- Councillors – Promotional Activities
- Councillors – Reduction in Number
- Credit Card Facilities
- Damage Deposits in Respect of Building Applications
- Delegations of Authority Under New Local Government Act
- Demolition Applications to Buildings Identified by the Heritage Study
- Demolition Applications – Referral to Heritage Council of NSW
- Development Applications for Uncompleted Buildings
- Development applications for Massage Clinics, Amusement Centres and Tattoo Parlours
- Development Application – Family Day Care Services
- Development Applications – Reports
- Development Applications – Dual Occupancy
- Development Applications – Possible Damage
- Development Within Central Business District

- Development Applications – Involving Brick Paving
- ‘Development Adjoining St John’s Cemetery
- Development Involving Drainage Lines Through Public Reserves
- Development on Local Reserves and Parks
- Development of a New Reserve – Consideration of Recurrent and Capital Costs
- Direct Banking of Employees Wages / Salaries
- Disclosure of Information
- Display of Goods – Public Footpath
- Display of Property Numbers
- Disposal of Records
- Disposal of Worn Out and Obsolete Library Books
- Distribution of Council Cuff Links Monogrammed Ties, Tie Bars, Presentation Pen and Pencil Sets, Scarves and souvenir Coasters
- Distribution of Council Publications
- Dog Act Penalty Notices
- Door Knocks & Street Appeals
- Dual Occupancy – Code ‘ Second Dwellings ‘
- Dual Occupancy Development application – Car Parking
- Dual Occupancy – Development
- Dual Occupancy – Provision of On-Site Detention
- Dual Occupancy of Residential Premises
- Ecologically Sustainable Developments
- Educational Assistance Policy
- Election of Lord Mayor
- Emergency Clean Up of Pollution
- Engineering Works Associated with Development Consents
- Equal Employment Opportunity General Policy statement
- Erby Place Car Park – Regulation of Use
- Erection of Stables
- Estuary Management Committee
- Excavation – residential Flat Development – Toongabbie Ward
- Extension of Council ‘s Central Enquiry Counter Office Hours
- Family Day Care Centres
- Filling / Excavating Constitutes a Development
- Filming applications – Use of Council ‘s Area
- Financial Contributions to the Community
- Fire Safety Inspections
- Fire Separation of attached Dual Occupancy Dwellings
- Fixing of Fees – Lord Mayor and Councillors
- Flag Pole – Refund of Development application Fee
- Floral Emblem of the City
- Food Premises Inspection Procedures and Implementation of Food Handling
- Education Program
- Food Stalls and Vehicles – Construction Standards
- Footings – Residential Buildings
- Footpath Paving – Granville and Merrylands Commercial areas
- Free Trees Program
- Freedom of Information applications
- Galarangi Botanic Parkland Trust – Formation
- Garbage Rooms – Requirements
- Garbage Service Levy – Exemption
- Granville Pioneer Hall – Entertainment Area Authorisation Fee Payable by Granville
- Pioneer Hall Association – Pensioners Recreation Centre
- Granville Swimming Pool – Heated

- Guidelines for Home & Centre Based Child Care (All Wards)
- Guidelines for Outdoor Eateries
- Guidelines – Provision of Footpaths, Kerb and Gutters and Road Shoulders Adjacent to New Developments of Subdivisions
- Guidelines for Public Forum at Council Meetings
- Guidelines – WSAAS Funded Community Access Mini-Bus
- HACC Context Plan
- Half Court Tennis Courts
- Hall Cleaning Bonds – Refund
- Hardship Provisions – Guidelines
- Hazardous Chemical Pollution
- Hiring of Council ‘s Display Screens
- Hiring of Plant
- Historic Buildings – Development Applications
- Homeless Youth Welfare Policy
- Honorariums to Park Committee Members
- Honorary Park Rangers – Induction and Education Prgramme
- House Numbering Policy
- House Numbering Schemes
- Impact Extraction on Excavations
- Improved Street Lighting
- Inclusion of Councillors ‘ Names in Correspondence Submitted to Them
- Incorporation of all funds Available for Expenditure on Public Works Into a Single Works Programme
- Infectious Diseases Policy
- Insertion of Advertising Leaflets with Council’s Rate Notices
- Installation of Solar Hot water System
- Insurance – Park Committee
- Internal Auditors ‘s Reports – Advisory Procedures
- Investment Policy
- Issue of Council Souvenir Glasses
- Issuing Copies of Building Plans
- Job Support Programme
- Landscape Assistance to Schools
- Learn to Swim Classes – Admission Fee
- Legal Services – Advice
- Library Service to be Free
- Library – Special Section for Council ‘s Activities
- Licencing of Hot Dog Stands
- Licencing of Used Clothing Collection Bins
- Liquor Administration Board – Entertainment area Authorisation
- Loan Borrowing Policy
- Local Environmental Plans to be Advertised
- Local Ethnic affairs Policy Statement
- Loss or Damage of Private Property Owned by Staff
- Luncheon / Refreshments for Visiting Dignitaries
- Mailing of and Use of Envelopes to Councillors
- Maintenance of Goal Posts
- Major/Sensitive Development Applications
- Management Committee – 2 Carlton Street, Granville
- Management and Hire Conditions for Council’s Minibuses
- Melita Stadium – Subletting of Kiosk
- Minor Recreation Grants Prgoram
- Mobile Food Vendors
- Moving of Houses

- National Food Premises Code and National Code for Food Vending Vehicles and Temporary Food Premises
- Official Colours of the City
- On-Site Car Parking Requirements
- On-Site Meetings.
- On-Site Stormwater Detention Policy
- Organisation Structure, General Manager and Senior Staff
- Outdoor Concerts
- 'Outstanding Contribution to Works Account
- Over and Under Expenditure – Construction Works
- Overtime Report
- Paging Device – After Hours Telephone Answering
- Park Committee – Establishment of New
- Park Committee – Identification Badges
- Parks and Reserves – Cleaning by Fine Defaulters
- Parking Code – Churches and Religious Meeting Places
- Parking of Councillors Vehicles
- Parramatta City Council Draft Community Archives Policies
- Parramatta City Council Strategic Plan – 'Parramatta 2000 and Beyond'
- Parramatta Energy Efficient Housing Policy
- Parramatta Promotional and Tourist Centre
- Parramatta Promotional and Tourist Centre – Operation
- Parramatta Signage Strategy and Works
- Parramatta Swimming Centre – Operation of Water Slide
- Parramatta Traffic Committee – Business Paper
- Parramatta Traffic Committee
- Paved Footpath Construction in Respect of Development and Subdivision Applications
- Payment of Annual Grants to Park Committees
- Payment of Funeral Expenses – Deceased Employees
- Payment of Moneys Due – Estate of Deceased Employees
- Payment of Untaken Sick Leave
- Pedestrian Malls
- Pensioner Rebate
- Performance and Development Review
- Period of Library Loan – Special Books
- Places of Assembly
- Playgrounds in Council's Areas
- Playing Fields
- Point of Exit Interviews
- Policy for Development and Building on Flood Prone Land
- Policy for Provision of Fleet Vehicles
- Policy/Procedures Regarding Legal Proceedings
- Policies Providing Benefits to Employees
- Policy on Telstra and AGL Performing Permanent Restoration in Council's Area
- Policy – Tenders
- Policy for Termination on Medical Grounds for Work Related Injuries
- Pools – Homeless Youth – Use of Swimming Centres
- Pools – Opening Hours
- Pools – Opening and Closing A Swimming Centre
- Portability of Long service Leave from Electricity Distributors
- Power Supply – Redevelopment
- Presentations to Council Members at Conclusion of their Term
- Procedures for Street Trees Affected by Road Construction Works

- Process of Requests/Question by Councillors
- Property Acquisition
- Property Development Activity – Guidelines, Procedures and Funding Policy
- Provision of Driveway
- Provision of Parking Space to Council’s Tenant – Horwood Place Car Parking Station
- Provision of Rate and Debt Recovery Services
- Public Liability Insurance Cover by Users of Council Properties
- Public Halls – Condition of Hire Policy
- Public Utility Services Crossing Reserves
- Purchase of Articles by Council for Other Organisations (Sales Tax Exemption) Recommendations
- Purchasing Australian Products
- Ranger – Issue of Notebooks
- Rating Categories – Policy on Determining Dominant Use of a Property
- Real Estate Agents – Engagement
- Rebate of tipping Charges – Garbage Strikes
- Records – Disposal of
- Records – Fees For The Production of Documents For Subpoenas
- Recurrent Grants Program 1998 – 2002
- Recognition of Services
- Records Management Association – Information Systems
- Redundancy Agreement
- Reflective House Numbering
- Refund of Garbage Charges
- Refund of Rentals for Town Halls and Community Centres
- Regulation of Traffic on Local Roads
- Reimbursement of Travel Costs Incurred by Lady Mayoress / Lord Mayor’s Consort
- Removal of Advertisements or Advertising Structures
- Renewal of Insurance Policies
- Reports – to Council
- Reports – Outstanding Listing
- Reports – Signing
- Residential Flat Buildings – Toongabbie Ward – Driveway Levels
- Residential Flat Code
- Restricted Premises Code
- Retail Uses – Conditions of Approval re Advertising signs
- Retention Basins – conditions of DA Consent
- Role and Structure of the Strategy Group
- Sales and Exhibitions at Parramatta town Hall
- Satellite Communication Dishes
- Schedule of Fees and Charges for Parramatta and Granville Swimming Pools 1998/99
- Section 94 Contribution Plans
- Section 94 Levy for Community Facilities
- Section 94 Contributions – Library Improvement Fund
- Signage Policy
- Signing Policy
- Signing of Maintenance Agreements / Contracts
- Skate Boards
- Solar Protection
- Special Leave – Citizens’ Defence Forces
- Staff – Disclosure of Interest by Senior Staff
- Staff – Identification Badges fro Members, Members’ spouses and Senior Staff
- Staff – Pecuniary Interest – Employees
- Staff Retrenchments
- Staff Uniforms – Standardisation

- Stall Holders
- State Emergency Service – Payment of Expenditure
- Strata Plan – Aggregation for Rates
- Strategic Objectives of Council
- Subdivision Applications – Notification of Adjoining Owners
- Subdivisions – Bonding of Works
- Subdivisions – Bonding of Works
- Subdivisions – Delegation to Approve
- Sydney Olympics 2000 – Project Team
- Tender Board – Membership Operation
- Tender for the commercial Operation of Council’s Multi-Storey Carpark in Wentworth Street, Parramatta
- Tenders to be made Public
- Time for Completion of Works
- Trail Bikes – Illegal Activities
- Travel Bookings for councillors and Staff Travelling on Council Business
- Tree Planting Matters – Photographs to be Submitted
- Tree Preservation – City Centre
- Tree Preservation Order – Definition of Tree
- Trees – Lopping Overhanging Branches
- Unauthorised Advertising – Bill Posters
- Unlicensed Trading of Motor Vehicles on Land Adjacent to Major road
- Upper Parramatta River Catchment Trust
- Use of Council’s Seal and Signing of Documents
- Use of Council’s Seal – Positive Covenants
- Use of Lord Mayor’s and Councillors’ Room
- Valuation Books – Information Form
- Variation to Contracts
- Variations to Plans
- Voluntary Council Pensioner Rate Rebate
- Volunteers Policy for the Heritage Resource Centre
- Westmead Traffic Problems – Joint Committee with Holroyd City Council
- Woodville Gold Course – Local Rules
- Woodville Golf Centre – Hours of Play
- Woodville Golf Course – Concession Rates
- Woodville Golf Course – Telephone Bookings
- Woodville Golf Course – General Bookings
- Woodville Golf Course – Use by Pensioners
- Work Experience Practical Training for University Students
- Written Representations

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the procedures for inspecting the documents referred to in Section 1 can be made by contacting the following:

Dennis O'Sullivan
Team Leader – Corporate Services
Parramatta City Council
PO Box 32
PARRAMATTA NSW 2124
30 Darcy Street
PARRAMATTA 2150
Telephone: 9806 5313
Facsimile: 9806 5908
Hours: 8.30 am – 4.30 pm, Monday to Friday.

CLIFF HAYNES
Acting General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PARRY SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

The following documents are available for inspection and purchasing (where relevant):

- 1.1 General Policy Register
This register containing some forty one (41) individual policies and provides information on a wide range of policies which control a proportion of Council's decision making.
- 1.2 Three (3) Year Management Plan inclusive of Revenue and Pricing Policies.
- 1.3 Investments Register
- 1.4 Annual Report
- 1.5 Auditors Report
- 1.6 Annual Financial Reports
- 1.7 Returns of the interests of Councillors, designated persons and delegates.
- 1.8 Minutes of Council and committee meetings (excluding minutes of a meeting or part of a meeting that is closed to the public).
- 1.9 Register of delegations
- 1.10 Record of Approvals granted and decisions made on appeals concerning approvals.
- 1.11 Record of Building Certificates
- 1.12 Parry Local Environmental Plan 1987 (including Amendment No. 1)
- 1.13 Development Control Plan – Rural Residential Development
- 1.13 Development Control Plan – Notification and Advertising
- 1.14 Development Control Plan – Heritage Estate
- 1.15 Development Control Plan – Poultry Development
- 1.16 Development Control Plan – Rural Adjustment Allotments
- 1.17 Development Control Plan – Landscaping Guidelines
- 1.18 Development Control Plan No. 4 – Village of Kootingal
- 1.19 Section 94 Contributions Plan No. 1 – Rural Roadworks
- 1.20 Section 94 Contributions Plan No. 2 – Bushfire Brigade Services
- 1.21 Section 94 Contributions Plan No. 3 – Mines & Extractive Industries
- 1.22 Section 94 Contributions Plan No. 4 – Rural Based Industry Traffic Generating Developments
- 1.23 Local Government Code of Accounting Practice and Financial Reporting Manual
- 1.24 Local Government Assets Management Manual
- 1.25 The General Records Disposal Schedule for Local Government
- 1.26 Annual State of the Environment Reports
- 1.27 Assets Portfolio
- 1.28 Training Plan
- 1.29 Periodic Review of Implementation of Three (3) Year Management Plan
- 1.30 Parry Council Community Newsletters
- 1.31 Community Plan
- 1.32 On-Site Sewage Management Strategy
- 1.33 Management Plans for Parks, Playgrounds, Halls and Rural Reserves.

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs is available for inspection upon request at Council's Offices at 468-472 Peel Street, Tamworth.

SECTION 3 – CONTACT ARRANGEMENTS

The Principal Officer of the Council under the Freedom of Information Act 1989 is:

Mr Glenn Inglis
General Manager
Parry Shire Council
468-472 PEEL STREET
PO Box 441
TAMWORTH NSW 2340
Phone: (02) 6766 2908
Fax: (02) 6766 8514
E-mail: parry@parry.nsw.gov.au

Access to documents is available during normal business hours (9.30 am to 4.00 pm).

Glenn Inglis
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PENRITH CITY COUNCIL****(FOI Agency No. 2196)****SECTION 1 – POLICY DOCUMENTS**

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

Returns of Interest of Councillors and Designated Persons and Delegates
Security Deposits
Sporting Field Allocations
Sporting Organisations General
Statement of Affairs under the Freedom of Information Act 1989
State of the Environment Report
Summary of Affairs under the Freedom of Information Act 1989
Valuation Fees on Properties Acquired by Council

PLANNING INSTRUMENTS

Development Control Plans

Advertising Signs
Baby Care Rooms
Blue Mountains Eastern Escarpment DCP Siting Design and Management
Cambridge Park DCP CP-003 Proposed Road Closure vicinity Richmond and Lewis Roads
Cambridge Park DCP CP-004 Road Pattern Cambridge Gardens
Cambridge Park DCP CP-007 Road Pattern vicinity Carlyle Crescent
Cranebrook DCP C-001
Cranebrook DCP C-012 Cranebrook Release
Cranebrook DCP C-013 Road Pattern vicinity Nepean Street
Cranebrook DCP C-015 Road Pattern vicinity Boundary Road
Cranebrook DCP C-016 Road Pattern vicinity Terrace Drive
Cranebrook DCP C-018 Community Land / Group Neighbourhood Centre
Cranebrook DCP C-019 Rural Residential
Cranebrook DCP C-020 Road Pattern vicinity Sherringham Road
Cranebrook DCP C-021 Amendments to C-019 Rural Residential
Cranebrook DCP C-023 Amendments to C-012
Cranebrook DCP C027 Land Uses vicinity Sherringham Road and Ironbark Drive
Controls for the Management and Minimisation of Waste
Emu Plains DCP EP-012 Road Pattern vicinity Grey and Bedford Streets
Emu Plains DCP EP-017 Road Pattern vicinity Brougham Street
Emu Plains DCP EP-020 Commercial Area
Emu Plains DCP EP-012 Road Pattern vicinity Grey Street
Emu Plains DCP EP-012 Road pattern vicinity Troy and Emerald Streets
Engineering Works
Erskine Park Employment Area DCP
Erskine Park DCP EPA-002 Road Pattern Erskine Park
Erskine Park DCP EPA-005 Road Pattern vicinity Chatres Street
Erskine Park DCP EPA-006 Road Pattern vicinity Chatsworth Road
Erskine Park DCP EPA-008 Road Pattern vicinity Shepherd Street
Erskine Park DCP EPA-013 General DCP vicinity Shepherd Street
Erosion and Sediment Control
Exempt and Complying Development
Glenmore Park DCP Central Hamlets
Glenmore Park DCP Community Plan
Glenmore Park DCP Eastern Hamlets
Glenmore Park DCP Glenmore Parkway
Glenmore Park DCP Major Landuse
Glenmore Park DCP Management
Glenmore Park DCP Northern Hamlets
Glenmore Park DCP Open Space
Glenmore Park DCP Town Centre
Glenmore Park DCP Western Hamlets
Child Care
Health Care Consulting Rooms

Heritage Management
Industrial Land DCP 1996
Kingswood DCP K-005 Road Pattern vicinity Stock Ave
Kingswood DCP K-006 Road Pattern vicinity Edward Ave
Kingswood DCP K-008 Design and Siting of Non residential Development Great Western Highway and Morley Ave
Landscape
Londonderry DCP LO-009 Road Pattern vicinity Hughes Street
Luddenham DCP LU-005 Equestrian Estate
Mt Vernon DCP (Adopted but not yet in force)
Mt Vernon DCP MV-002 Land vicinity Horsley Road, Mt Vernon Road and Kemps Creek
North Penrith Urban Investigation Area
North St Marys DCP SMN-006 Development Guidelines IDO 81
North St Marys DCP SMN-007 Subdivision vicinity Boronia Ave
North St Marys DCP SMN-009 Medium Density Development Site vicinity Adelaide Street
North St Marys DCP SMN-016 Oxley Park Drainage Scheme
Notification and Advertising
Orchard Hills DCP Development Control Code No. 2
Orchard Hills DCP OH-007 Subzone C
Orchard Hills DCP OH-008 Lot 5 Wentworth Road
Orchard Hills DCP Development Control Code No. 1
Outdoor Trading and Eating Areas
Penrith City Rural Development
Penrith DCP P-020 Open Space and Inter-Residential Walkways vicinity Lemongrove
Penrith DCP P-024 Walkways vicinity Derby and Lethbridge Streets
Penrith DCP P-035 Shopping Centre The Crescent
Penrith DCP P-042 proposed Walkway King Street
Penrith DCP 1998 Lakes Environs
Penrith DCP FSR Controls Penrith City Centre
Register of Significant trees and Gardens
Residential Construction Works
Rural Sheds
South Penrith DCP SP-001 Road Pattern South Penrith
South Penrith DCP SP-019 Road Pattern vicinity Mosely Ave
South Penrith DCP SP-022 Villa Unit Site vicinity Hatchinson Crescent
South Penrith DCP SP-025 School, Shops and Community Land
South Penrith DCP SP-027 Open Space and Service Road vicinity Blaikie Ave and Mulgoa Road
South Penrith DCP SP-030 Road Pattern vicinity Glenbrook Road and Wilfred Place
South Penrith DCP SP-039 DP844394 Lot 1 Glenbrook Street, Mulgoa Road and Cameron Street
South Penrith DCP SP-033 Medium Density Housing vicinity McNaughton Street and Mulgoa Road
South Penrith DCP SP-038 Road Pattern vicinity Maxwell Street and Mosley Ave
South St Marys DCP SMS-001 Road Pattern vicinity Marsden Road
DCP 1994 St Marys Town Centre Improvements (adopted but not yet in force)
St Clair DCP SC-002 Road Pattern St Clair
St Clair DCP SC-010 Road Pattern vicinity Lukes Lane
St Clair DCP SC-011 North Eastern Corner Banks Drive & Mamre Road
St Clair DCP SC-015 Residential Land Banks Drive
St Clair DCP SC-019 Road Pattern vicinity Chatsworth Road
St Clair DCP SC-020 South West St Clair Community Centre
St Clair DCP SC-021 Road Pattern vicinity Melville Road
Subdivision in Residential Zones
Tree Preservation Order (Draft)
Werrington DCP WE-005 Road Pattern Werrington Downs
Werrington DCP WE-009 Road Pattern Werrington County

Werrington DCP WE-015 Roads and Landscaping vicinity Dunheved Road and Henry Lawson Ave
Werrington DCP WE-019 Road Pattern Armstein Crescent and Danny Street
Werrington DCP WE-021 Road Pattern Claremont Meadows
Werrington DCP WE-025 Road Pattern Claremont Meadows
Werrington Signals Mixed – Use Area (DRAFT)
Contaminated Lands
DCP 2000 Residential Land

Local Planning Instruments

Penrith Planning Scheme (as amended)
IDO 2 (as amended) Emu Plains
IDO 9 Kingswood Shopping Centre Great Western Highway Kingswood
IDO 11 (as amended) General Business Zone Great Western Highway St Marys
IDO 13 Industrial 4 (a) uses Cranebrook Road and McCarthys Lane Cranebrook
IDO 17 School Trahlee and Muscharry Roads Londonderry
IDO 21 (as amended) Business 3(a) uses Station and Phillip Streets St Marys
IDO 22 (as amended) Business 3(a) uses Queen Street St Marys
IDO 25 (as amended) Residential and Open Space Zones Mulgoa Road Penrith
IDO 26 (as amended) Cambridge Gardens
IDO 27 (as amended) Werrington County
IDO 28 (as amended) South Penrith and South St Marys
IDO 32 Business 3 (a) uses Great Western Highway St Marys
IDO 33 (as amended) Business 3(c) uses Hewitt and Jensen Streets St Marys
IDO 34 Business 3(c) uses Day Street St Marys
IDO 35 Business 3(c) uses plus TAB Smith Street Penrith
IDO 36 (as amended) Business 3(c) uses plus TAB Oxford Street Cambridge Park
IDO 39 (as amended) Aged Person Units Great Western Highway St Marys
IDO 47 (as amended) Dwelling Houses Cranebrook Road Cranebrook
IDO 56 (as amended) Open Space 6(a) uses Spinks Road Llandilo
IDO 57 (as amended) Business uses Great Western Highway Penrith
IDO 62 (as amended) Business 3(c) uses The Crescent Penrith
IDO 63 (as amended) Shops, Commercial Premises, Carparking Bringelly Road and Rodgers Street Kingswood
IDO 64 Business 3(c) uses plus TAB Victoria Street Werrington
IDO 68 Business 3(c) uses plus TAB Parklawn Place St Marys
IDO 69 (as amended) Business 3(b) uses King and Chapel Streets St Marys
IDO 71 Business uses Sainsbury Street St Marys
IDO 81 (as amended) North St Marys
IDO 82 Business 3(c) uses plus Laundrette Bringelly Road Kingswood
IDO 83 (as amended) Mt Pleasant
IDO 85 Squash Courts Smith Street Sydney
IDO 87 (as amended) Village Shopping Centre Charles Hackett Drive St Marys
IDO 91 Business 3(c) uses Caloola Ave Kingswood
IDO 93 (as amended) Rural Lands
IDO 98 Business 3(c) uses plus Hairdressing Salon Monfarville Street St Marys
LEP 43 (as amended) Nepean Centre and Panthers
LEP 52 (as amended) South West St Clair
LEP 85 (as amended) Erskine Park
LEP 96 (as amended) Claremont Meadows
LEP 150 (as amended) Commercial various
LEP 188 (as amended) Glenmore Park
LEP 201 (Rural Lands) (as amended)
LEP 226 (as amended) Blue Mountains Eastern Escarpment
LEP 255 Exempt and Complying Development (as amended)
LEP 258 Consent for Dwelling Houses and other Development

LEP 1991 (Environmental Heritage Conservation) (as amended)
LEP 1994 (Erskine Park Employment Area) (as amended)
LEP 1996 Industrial Land (as amended)
LEP 1996 – Classification of Public Land (as amended)
LEP 1997 (Penrith City Centre) (as amended)
LEP 1998 Urban Land (as amended)
LEP 1998 (Lakes Environs) (as amended)
LEP 2002 (Villages of Mulgoa and Wallacia)

Regional Environmental Plans

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

Section 94 Plans

Claremont Meadows Release Area
Erskine Park Residential Release Area
Footpath Construction in Established Residential Areas
Glenmore Park Release Area
Kingswood Neighbourhood Centre
Library Facilities
Mt Vernon Estate
North Cranebrook Release Area
Open Space in Existing Residential Areas
Penrith City Centre Amendment 1
St Marys Town Centre
Cultural Facilities
Erskine Park Employment Area

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs for the period 1 July 2002 to 30 June 2003 is available by contacting Council's Corporate Records Co-ordinator. Contact details are in Section 4.

SECTION 3 – CONTACT ARRANGEMENTS

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

Jackie Shephard
Freedom of Information Officer
PO Box 60
PENRITH NSW 2751
DX 8017 Penrith
Telephone: (02) 4732 7732
Facsimile: (02) 4732 7958
E-mail: pencit@penrithcity.nsw.gov.au
Hours: 8.30am to 4.00pm

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PORT STEPHENS COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Port Stephens Council's Policy Register is reproduced below. Policy documents are available to interested persons. Some are free of charge while others incur a fee, depending on the nature of the document. Council's Accessing Information policy was amended in May 1998 to ensure that all members of the public receive consistent access to information on request. The policy clarifies the documentation available to the general public without the need for a Freedom of Information application and how to apply for documentation that requires a Freedom of Information application.

30 Year Plan
Accessing Information
Administration Centre & Council Chambers
Advertising Signs
Aircraft Noise Exposure
Alcohol in Parks and Reserves
Alicetown Reserve Management Plan
Approved students
Areas Affected by Flooding and/or Inundation
Assessment and Maintenance of Footpath & Cycleways
Attendance at Conferences & Seminars
Award restructuring
Beach Vehicle
Best Value
Budget Control & Authorisation
Building Access & Security
Bus Shelters
Bush Fire Services Policy & Code of Practice
Business Development Funding
Busking on Footways
Casual Street Stalls
Cemeteries
Central Business Districts
Child Protection
Code of Conduct
Code of Meeting Practice
Communication Consultation Strategy
Community & Recreation Clubs Loans
Community Access
Community and Cultural Markets
Community and Recreation Loans
Community Awards
Community information and communication
Community Services Policy
Companion Animal Management Plan
Competitive Neutrality
Complaints/Requests Handling
Contaminated Land Policy

Contribution to works for Kerb and Gutter construction
Control of Open Burning Policy
Corporate Sponsorship
Council Committee & Training Rooms
Current/Erosion & Sediment Control Policy
Deadline for submission of correspondence and notices of motion
Debt Recovery Policy
Defence Force reserve
Development within the Explosive Safe Zone
Disbursements of Profits
Disposal of Council records
Disability Access
Dog Exercise areas
Dog Noise Strategy
Drainage Construction
Electricity payment for Sporting Reserves
Electronic Mail
Employment of Apprentices/Trainees
Enforcement of Restricted Parking Areas Regulation at Newcastle Airport
Entertainment Licence Annual fee
Equal Employment Opportunity
Erosion & Sediment Control
Farm land rating
Footway Dining Areas in Port Stephens
Foreshore Dinghy Storage
Freeman
Gathering Information
Grievance procedure
Hairdressing, Beauty and Skin penetration Premises – Guidelines for operation and construction.
Hardship Policy
Hunter Water standpipes
Identifies
Interest on overdue rates
Investment Policy
LD 1 Development Guidelines – Raymond Terrace Heritage Precinct
LD10 Development Guidelines – George Street, Karuah Residential Subdivision
LD11 Development Guidelines – Wallalong Rural Residential Subdivision
LD12 Development Guidelines – Cross Street Seaham Rural Residential Subdivision
LD13 (DCP50) Development Guidelines – Fern Bay Residential Subdivision
LD14 Development Guidelines – Koala Bay Estate, Tanilba Bay
LD4 Development Guidelines – Nelson Bay Commercial Area
LD5 Development Guidelines – Heatherbrae Industrial Area
LD6 Development Guidelines – Taylors Beach Industrial Area
LD7 Development Guidelines – Richardson Road, Raymond Terrace Residential Subdivision
LD8 Development Guidelines – Medowie Rural Residential Subdivision
LD9 Development Guidelines – Medowie Central Residential Subdivision
Leave without pay
Local Approvals Policy for the Conversion of Septic Tanks for Rainwater Storage
Local Orders Policy Decommissioning of Septic Tanks
Maternity leave
Media Liaison Policy
Mediation
Minimum Retention Period for Council Vehicles
Multicultural Affairs

National Code for (A) Food Vending Vehicles and (B) Temporary Food Premises
National Food Premises Code
Newcastle Airport Strategic Policy
Pecuniary Interest Policy & Procedures
Pensioner interest charges
Pensioner rate rebates
Petition Policy
Petty Cash in Caravan Parks
Planning Matters to be reported to Council
Plant and Machinery
Port Stephens Local Environmental Plan 2000
Port Stephens Youth Council Code of Meeting practice
Privacy Management Plan
Private use of Council vehicles
Private Use of Vehicles – Lease Back
Private works
Prosecutions
Protected Disclosures – Internal Reporting
Protective clothing and footwear
PS1 Urban Housing and Dual Occupancy Guidelines
PS10 Building Standards and Notification Procedures for Development Applications
PS11 Controls for Site Waste Management and Minimisation
PS2 Parking and Traffic Guidelines
PS3 Subdivision Guidelines
PS4 Commercial & Industrial Development Guidelines
PS5 Home Employment Guidelines
PS6 Bed and Breakfast Establishments
PS7 Keeping of Dogs for Commercial Purposes
PS8 Guidelines for Exempt and Complying Development
PS9 Energy Smart Homes
Current/Roadside Tributes – 280103
Public Access to Records after 30 years
Public liability
Purchasing policy and procedures
References
References under seal
Rehabilitation
Reimbursement Policy for Councillors
Requests for Assistance – Legal Costs
Requests for Financial Assistance
Requisition of funds by Councillors
Road Assessment & Maintenance
Road naming guidelines
Restricted Funds
Salary Administration
Sale of Council owned property
Section 94 Plan – Karuah/Swan Bay
Section 94 Plan – Medowie
Section 94 Plan – Raymond Terrace
Section 94 Plan – Rural East
Section 94 Plan – Tilligerry Peninsula
Section 94 Plan – Tomaree Peninsula
Section 94 Plan – Fern Bay
Section 94 Plan – Western Area

Senior Citizens Clubs
Current/Social Policy – Adopted Jan 2003
Smoke free zone
Smoking in Community Facilities
Street Openings
Street Trading by Organisations
Subdivision Code – Engineering Practices
Supply of property information
Telecommunications
Temporary Structures on Footways
Tenancy Policy
Tenancy Policy for PS Community Buildings/Facilities
Tenders
Tourist directional signposting
Training & Development
Use of Organochlorides
Vehicle Lease Back
Volunteers
Waiving of interest charges
Waste reduction and procurement

SECTION 2 – STATEMENT OF AFFAIRS

The Council's current Statement of Affairs was produced as part of Council's Annual Report and is dated 30 November 2002. Council's Annual Report 2001/2002 and Draft Management Plan 2003-2006 are available free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

Arrangements to obtain access to or copies of any of the Council's policy documents and Statement of Affairs or requests for access to other documents under Freedom of Information can be made by contacting:

Mr Rod Stanton
Public Communications Manager & Freedom of Information Co-ordinator
Port Stephens Council
116 Adelaide Street (old Pacific Highway)
PO Box 42
RAYMOND TERRACE NSW 2324
DX21406 RAYMOND TERRACE
Tel: (02) 4980 0255
Fax: (02) 4987 3612
E-mail: council@portstephens.nsw.gov.au
Hours: 8.30am to 5.00pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****QUEANBEYAN CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

A complete copy of the Policy Register and Index to Policies is available at the Council's Office at 253 Crawford Street, Queanbeyan.

SECTION 2 – STATEMENT OF AFFAIRS

The Queanbeyan City Council's most recent Statement of Affairs was published in its Annual Report 2002.

SECTION 3 – CONTACT ARRANGEMENTS

Details of the procedures for inspecting and purchasing the Council's policy documents are available from the Public Officer at 253 Crawford Street, Queanbeyan, telephone (02) 6298 0247.

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****QUIRINDI SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

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

Section A – Governance and Corporate Policies

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

Section B – Infrastructure and Technical Policies

- Banner Advertising
- Cemeteries – Quirindi and Villages

Section C – Environment and Community Services Policies

- Village Development Program
- Structures on Footpaths and Council Land
- Water Supply – Rural Dwellings
- Electricity Supply to Rural Subdivisions
- Dwelling Relocation
- Library Internet use
- Temporary Occupation
- Advertising Code

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

- Contract Staff – Private Use of Vehicle
- Non-contract Staff – Private Use of Vehicle
- Private Use of Vehicle
- Notification of Adjoining Landowners Policy
- Occupational Health & Safety Code
- Property Leasing Policy
- Risk management Policy
- Section 94 Contributions
- Small Feedlots Policy
- Smoking in the workplace Policy
- Staff Information Handbook
- Stock on Public Roads & Public Places Policy
- Swimming Pool Fencing Policy
- Tree Preservation Order
- Work on Private Property Policy

Council's Management Plan consisting of:

- Corporate Objectives
- Principal Activities and Services
- Statement of Business Activities
- Statement of Human Resource Activities
- Statement of Equal Employment Opportunity
- State of Activities to Protect Environmental Sensitive Areas
- Annual statement of Revenue Policy
- Fees and Charges

SECTION 2 – STATEMENT OF AFFAIRS

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

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer

PO Box 152

QUIRINDI NSW 2343

Phone: (02) 6746 1755

Fax: (02) 6746 3255

Email: qsc@quirindisc.nsw.gov.au

Hours: Monday to Friday 9.00 a.m. to 4.00 p.m.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****RANDWICK CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS****PART 1****1.0 COUNCIL MATTERS, MAYOR, COUNCILLORS AND STAFF.****1.01 COUNCIL MATTERS**

- 1.01.01 Procedure for Making New Policies.
- 1.01.01A Procedure for Review of Policies.
- 1.01.02 Council and Committee Meetings – Standing Orders and Arrangements. (Code of Meeting Practice)
- 1.01.03 Legal Matters – Solicitors.
- 1.01.04 Community Service Awards.
- 1.01.05 Nuclear Free Zone – City Of Randwick.
- 1.01.06 Botany Bay – Dredging.
- 1.01.07 Kingsford-Smith Airport & Second Sydney Airport Site.
- 1.01.08 Eastern Suburbs Railway – Extension.
- 1.01.11 Council in Recess – Procedure.
- 1.01.12 Delegation of Authority – Health, Building and Planning Committee.
- 1.01.13 Common Seal – Procedure for Affixing.
- 1.01.15A Delegation of Authority – Works Committee.
- 1.01.17 Delegation of Authority – Community Services Committee.
- 1.01.18 Delegation of Authority – Civic Affairs Committee (Recipients of community & civic awards only).
- 1.01.19 Delegation of Authority – Administration & Finance Committee.

1.02 MAYOR

- 1.02.01A Delegation of Authority – Mayor.
- 1.02.02 Delegation of Authority – Mayor and General Manager Jointly.
- 1.02.03 Public Statements to the Press – Council Spokesman.
- 1.02.04 Sister Cities – Distribution of Funds to Mayor and Councillors during Visits.

1.03 COUNCILLORS

- 1.03.01 Electoral Roll – Provision to Councillors.
- 1.03.04 Annual Estimates – Submission of Draft Estimates to Councillors.
- 1.03.05 Information Required by Council Member.
- 1.03.06 Newspaper Publications by Councillors.
- 1.03.10 Councillors' Expenses and Provision of Facilities.
- 1.03.11 Code of Conduct – Councillors

1.04 MAYOR, COUNCILLORS AND STAFF

- 1.04.01 Code of Conduct Guidelines.
- 1.04.03 Code of Councillor Practice.
- 1.04.04 Internal Reporting System.
- 1.04.05 Provision of Information to and Interaction Between Councillors & Staff.

PART 2**2.0 GENERAL MANAGER'S OFFICE**

- 2.01.02 Response – Written Enquires/Request from Public.
- 2.01.04 Delegation of Authority – General Manager & Staff.
- 2.01.06 Council and Committee Meetings – Authority to vary dates and times.

PART 3**3.0 GOVERNANCE, MANAGEMENT & INFORMATION SERVICES****3.01 GENERAL ADMINISTRATION**

- 3.01.01 Public Collections/Appeals.
- 3.01.02 Staff Social Club.
- 3.01.03 Records Disposal Schedule.
- 3.01.05 Proclamation As A City and Restructuring of Departments – Administrative Arrangements.
- 3.01.07 Local Ethnic Affairs Policy Statement.
- 3.01.08 Document and Correspondence Administration.
- 3.01.09 Local Government Act 1993 – Administrative Arrangements.
- 3.01.10 Acknowledgement of Incoming Correspondence.
- 3.01.11 Guidelines for the Engagement and use of Consultants.
- 3.01.12 Open Access to Objection and Support Letters – Local Approval Applications and Development Applications.
- 3.01.13 Purchasing
- 3.01.14 Tendering

3.02 FINANCE

- 3.02.01 Equipment Acquisition.
- 3.02.02 Donations and Expenditure under Section 504; Subsidies under Sections 298(2), 358 and 364.
- 3.02.03 Council Contracts with Companies.
- 3.02.04 Reserve – Employees Leave Entitlements.
- 3.02.05 Petty Cash Limit.
- 3.02.06 Rates – Pensioners Accruing Rates and Charges.
- 3.02.07 Investments – Surplus Cash
- 3.02.08 Bank Guarantees
- 3.02.09 Sponsorship Principles.
- 3.02.10 Funding Source – Non-Budgeted Expenditure

3.03 PROPERTY

- 3.03.01 Randwick Town Hall – Hire.
- 3.03.02 Council Buildings – Solar Energy.
- 3.03.03 Use of Council Chamber and Meeting Rooms, etc.

3.04 PERSONNEL

- 3.04.01 Provision of Vehicles for Senior Officers.
- 3.04.02 Private Use of Council Vehicles.
- 3.04.05 Flexible Working Hours Scheme.
- 3.04.24 Corporate Credit Cards – Non-issue of.
- 3.04.25 Letters of Commendation to staff after 15 Years' Service.
- 3.04.26 Attendance of Staff at Conferences & Seminars.
- 3.04.27 Staff Code of Conduct.

3.05 COMMUNITY SERVICES

- 3.05.01 Accessible Environment for Disabled People.
- 3.05.03 Ethnic Policy and Migrant Services.
- 3.05.04 Group Use of Library and Community Services Bus.

PART 4**4.0 ASSET & INFRASTRUCTURE SERVICES****4.02 PLANT AND VEHICLES**

- 4.02.01 Motor Vehicle Fleet – Replacement.

4.03 PERSONNEL

- 4.03.01 Safety Boots.
- 4.03.02 Protective Clothing, Headwear and Sunscreens.

4.04 PUBLIC RESERVES AND PLACES.

- 4.04.01 Encroachments – Public Places and Reserves.
- 4.04.02 Bonfires and Fireworks – Council Land.

- 4.04.03 Use for Circuses.
- 4.04.04 Control of Recreational Vehicles.
- 4.04.05 Bus Seats at Bus Stops
- 4.04.06 Clothing Bins and Other Non-Council Collection Services on Public Land Under Council's Control.
- 4.04.07 Smoking in the Public Place
- 4.05 PUBLIC BEACHES
 - 4.05.01 Closure of Beaches.
 - 4.05.02 Vending on Beaches.
- 4.07 WORKS
 - 4.07.01 Construction of Crossings and Re-instatements.
 - 4.07.02 Crossings and Entrances – Contributions.
 - 4.07.03 Kerbing and Guttering – Replacement of Stone Constructions.
 - 4.07.04 Street Lights – Shading.
 - 4.07.05 Tree Preservation Order and Protection of Trees.
 - 4.07.06 Tree Policy.
 - 4.07.07 Sewerage/Stormwater Drain Blockage Policy
 - 4.07.08 Tree Shrouding Policy
- 4.08 DEVELOPMENT APPROVALS
 - 4.08.01 Private Stormwater Code.
 - 4.08.02 Development Application Conditions.

PART 5

5.0 ENVIRONMENTAL SERVICES

5.01 GENERAL MATTERS

- 5.01.04 Street Address Numbering and Re-Numbering

5.02 HEALTH MATTERS

- 5.02.01 Food Premises Code.
- 5.02.03 Collection of Trade Waste from Community Service Organisations.
- 5.02.04 Garbage Collection – Not in Approved Containers.
- 5.02.06 Code for Keeping of Pigeons.

5.03 BUILDING MATTERS

- 5.03.16 Code for Construction and Use of Food Vending Vehicles.
- 5.03.17 Code for Construction and Use of Temporary Food Premises.
- 5.03.22 Local Approvals Policy.

PART 6

6.0 PLANNING AND ENVIRONMENT

- 6.01.02 Development Consents – General Conditions of Approval.
- 6.01.03A Multi-unit Housing – Interim Arrangements – Assessment of Applications.
- 6.01.04 Amusement Centres.
- 6.01.10 Balcony Enclosures on Residential Flat Buildings.
- 6.01.11 Conservation in Struggletown.
- 6.01.12 Development Control Plan No. 20 – Restaurants on Public Road Footpaths, Airspace above Roads and Public Land.
- 6.01.15 Development Control Plan No. 6 – Frenchman's Road, Kemmis Street & Clovelly Road Shopping Centre.
- 6.01.17 Development Control Plan No. 8 – Military Road and Bunnerong Roads, Matraville (Oil Refinery Site).
- 6.01.20 Development Control Plan No. 11 – 3-21 Wolseley Road, Coogee.
- 6.01.21 Plan of Management No. 1 – Glebe Gully.
- 6.01.22 Subdivision Code
- 6.01.23 Heritage Development.
- 6.01.24 Development Consents – Time Limit.
- 6.01.25 Development Assessment Committee.
- 6.01.26 City Council Housing Policy.
- 6.01.27 Development Control Plan – Parking.

- 6.01.28 Development Control Plan – Randwick Junction Business Centre.
- 6.01.29 Contaminated Land.
- 6.01.30 Development Control Plan – Eastern Suburbs Memorial Park.
- 6.01.31 Development Control Plan – Maroubra Beach Commercial Precinct.
- 6.01.32 Development Control Plan – Multi Unit Housing.
- 6.01.33 Development Control Plan – Dwelling Houses & Attached Dual Occupancies.
- 6.01.34 Environmental
- 6.01.35 Development Control Plan – Exempt & Complying Development.
- 6.01.36 Development Control Plan – Backpacker Accommodation.

PART 7**7.0 LIBRARY SERVICES**

- 7.01.02 Membership.
- 7.01.03 Opening Hours.
- 7.01.04 Loans.
- 7.01.05 Fees and Charges.
- 7.01.06 Literacy and the Library.
- 7.01.07 Reservations/Inter Library Loans.
- 7.01.08 Randwick Branch Library – Hire of Meeting Room.
- 7.01.09 Bowen Library – Hire of Vonnie Young Auditorium.
- 7.01.10 Facsimile Transmissions – Access To.
- 7.01.11 Microcomputers – Public Use.
- 7.01.12 Photocopiers – Public Use.
- 7.01.13 Typewriter – Public Use.
- 7.01.14 Photographs – Reproduction.
- 7.01.15 Library Internet Access

ADMINISTRATIVE REGISTERS AND DOCUMENTATION

- State of the Environment Report.
- Financial Statements.
- Management Plan (incl. Pricing Policy, Revenue Policy).
- Minutes of Committee Meetings and Business Papers.
- Minutes of Council Meetings and Business Papers.
- Policy Register.
- Local Government Records General Disposal Authority 4.
- Local Government Records General Disposal Authority 10.
- Complaints Management Policy.
- Annual Report.
- Auditors' Report.
- Rolls of Electors.
- Disclosures Register (Councillors & Staff).
- Investments Register.
- Social Plan.
- Privacy Management Plan

ASSET AND INFRASTRUCTURE SERVICES DOCUMENTS

- Coastal Walkway Brochure.
- Kingsford Commercial Centre Townscape Masterplan.
- Randwick Local Disaster Plan (DISPLAN).
- Private Stormwater Code.
- Civil Design and Development Code.
- Randwick Street Tree Master Plan 2002
- Landscape Furniture and Finishes Manual.
- Tree Preservation Order 1999.
- Noxious Weeds Guide.
- Landscape Code (draft – not yet adopted – will be a DCP).

- Coogee Beach and Foreshore Draft Plan of Management 1997.
- Gordons Bay Plan of Management 1994.
- Malabar Beach and Foreshore Plan of Management 1995.
- Malabar Headland Draft Plan of Management 1990.
- Maroubra Beach Plan of Management Overview 1996.
- Clovelly Bay Draft Plan of Management 2001.
- Heffron Park Plan of Management & Masterplan.
- Pioneers Park Plan of Management 1992.
- South Coogee Coastal Reserves Plan of Management 1987.
- Latham Park Plan of Management 1985.
- Glebe Gully Plan of Management 1985.
- City Open Space and Recreation Plans of Management (COSRPOM) 1996. Incorporating Strategic Plan and 8 Generic Plans of Management, Regional Parks, District Parks, Neighbourhood Parks, Pocket Parks, Civic Parks, Beach and Coastal Reserves, Remnant Bushland and Road Side Reserves.
- La Perouse Historic Plan of Management.
- Gordon's Bay and Clovelly Bay Stormwater Management Plan 1996.
- Investigation of Water Pollution Treatment Works at Coogee, Maroubra and Malabar Beaches 1996.
- Randwick City Council Recreation Facility Management and Development Plan 1998:
- Heffron Park Swimming Centre
- Heffron Park Tennis Complex
- Clovelly Seabreeze Kiosk Heritage Significance Assessment 1998.
- Urban Design Study of Randwick & The Spot Shopping Centres 1994.
- Randwick City Council Bicycle Plan 1998.
- Maroubra Beach & Environs Master Plan 1998.
- Frenchmans Bay Draft Plan of Management 2002.
- Malabar Beach & Foreshore Landfill Remediation & Rehabilitation – Environmental Site Characterisation Final 2002.

PLANNING AND ENVIRONMENT DOCUMENTS

(a) Development Control Plans

- DCP No. 6 Land bounded by Kemmis St, Frenchmans Rd & Clovelly Rd, Randwick.
- DCP No. 8 Military Road & Bunnerong Road, Matraville.
- DCP No.11 3-21 Wolseley Road.
- DCP No.13 Bunnerong Power Station, Matraville.
- DCP No.15 Maroubra Junction Commercial Centre.
- DCP No.16 Kingsford Commercial Centre.
- DCP No.18 Randwick Bus Depot, Cnr King & Dangar Streets, Randwick.
- DCP No.19 Matraville Town Centre.
- DCP No.20 Restaurants on Public Road Footways, Airspace Above Roads & Public Land.
- DCP No.21 Amusement Centres.
- DCP No.22 The Spot & Surrounds.
- DCP Outdoor Advertising.
- DCP Backpacker Accommodation.
- DCP Dwelling Houses & Attached Dual Occupancies.
- DCP Eastern Suburbs Memorial Park.
- DCP Kensington Town Centre 2002.
- DCP Exempt and Complying Development.
- DCP Maroubra Beach Commercial Precinct.
- DCP Multi-Unit Housing.
- DCP Parking.
- DCP Randwick Junction.
- DCP Defence Site Bundock & Avoca Streets Randwick.
- DCP Public Notification of Development Proposals & Council Plans.
- Draft DCP West Kensington Heritage Conservation Area.
- Draft DCP North Randwick Heritage Conservation Area.
- Draft DCP Maroubra Town Junction Centre.

- Draft DCP Prince Henry Hospital Site.
- (b) Local Environmental Plans
 - Randwick LEP 1998 (and Amendments).
- (c) Other Planning & Building Documents
 - Building Certification Information Sheet.
 - Building Certificate Register.
 - Building Application/Approval Register.
 - Construction Certificate Register.
 - Construction Certificate & Principal Certifying Authority Information Sheets.
 - Randwick Development Application Guide.
 - Principal Certifying Authority Agreement.
 - Fire Safety Information Sheets.
 - Housing Strategy.
 - Integrated Development Information Sheet.
 - Local Approvals Information Sheet.
 - Maroubra Beach Urban Design Planning Strategy.
 - Randwick City Council Section 94 Contributions Plan (1999).
 - Randwick Housing Affordability & Access Study.
 - Register of Development Applications.
 - Register of Subdivision Certificates.
 - Register of Strata Subdivision Applications.
 - Sediment & Erosion Control Information Sheet.
 - Bill Posters Information Sheet.
 - Rezoning Land Information Sheet.
 - Interim Design Review Panel Information Sheet.

COMMUNITY & LIBRARY DOCUMENTS

- Children's' Services Pamphlet
- Demographic Profile.
- List of Halls for Hire.
- Social Plan
- Vacation Care Program
- Guides to Library Services (Various Categories).
- Resource Lists (Various Categories).
- Ephemera (Various Categories).
- Multicultural Advisory Committee Brochure.
- Home Maintenance & Modification Service Brochure.
- Home & Community Care Services Brochure.

SECTION 2 – STATEMENT OF AFFAIRS

The most recent annual Statement of Affairs of the Randwick City Council was published effective 30 June 2003, and is available at a cost of \$5.00. Copies of the Statement of Affairs are available for perusal at all Council Libraries listed at the bottom of this page and also at:

Government Publications Librarian
The State Library of N.S.W
Macquarie Street
Sydney NSW 2000

Serial Processing Unit
National Library of Australia
Canberra ACT 2600

Premier's Department Library
Level 15
Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000

The Librarian
Parliament of NSW
Macquarie Street
Sydney NSW 2000

SECTION 3 – CONTACT ARRANGEMENTS

Many of the documents listed in this Statement of Affairs are readily available at the Council's Office and Libraries as detailed below. However, should the particular item being sought not be available through these avenues, members of the public are invited to contact the Freedom of Information Officer who will arrange for them to be supplied.

The Freedom of Information Officer is available during normal business hours of 8.30 a.m. to 5.00 p.m. and, to avoid any inconvenience, contact should first be made by telephone prior to a personal visit.

Administrative Centre (FOI Officer)
30 Frances Street
RANDWICK NSW 2031
Telephone: 9399.0999
Facsimile: 9319.1510

Randwick Branch Library
Royal Randwick Shopping Centre
Belmore Road (Cnr Short Street)
RANDWICK NSW 2031
Telephone: 9399.6966
Facsimile: 9399.7358

Bowen Library
669-673 Anzac Parade
MAROUBRA NSW 2035
Telephone: 9314.4888
Facsimile: 9314.4780

Matrville Branch Library
1203 Anzac Parade
MALABAR NSW 2036
Telephone: 9661 6192
Facsimile: 9661 6863

G. Messiter
General Manager.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
RICHMOND VALLEY COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available in Council's office for inspection (free of charge) or purchase as indicated:

- Annual Report
- Auditor's Report
- Business papers (not including matters closed to the public)
- Construction Certificate Records
- Code of Conduct
- Code of Meeting Practice
- Corporate Plan
- Development Control Plans
- EEO Management Plan
- Environmental Planning Instruments
- Expenses and Facilities Policy
- Fees and Charges (see Management Plan)
- Internal Reporting Policy (for the purpose of Protected Disclosures Act)
- Investments Register
- Local Approvals Policy
- Local Environmental Planning Instruments
- Local Orders Policy
- Management Plan
- Minutes of Committee Meetings (not including matters closed to the public)
- Minutes of Council Meeting (not including matters closed to the public)
- Occupational Health and Safety Policy
- Plans of Management for Community Land (including leases/licences of public land)
- Policy Register
- Pricing Policy
- Return of Interests (Councillors, designated persons and delegates)
- Revenue Policy (see Management Plan)
- Section 94 Contributions Plan
- State of the Environment Report
- Statement of Affairs
- Summary of Affairs
- Subdivision Code
- Tendering Policy

Copies of these documents may be purchased at a cost of \$0.55 per page (minimum charge \$2.00).

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Council is that for June 2001. Copies may be purchased from Council at a cost of \$0.55 per page (minimum charge \$2.00).

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr W. S. Halcrow
Public Officer
Richmond Valley Council
98 Walker Street
Locked Bag 10
CASINO NSW 2470
Telephone: (02) 6660 0312
Facsimile: (02) 6662 5198
Hours: 8.00 am to 4.30 pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
RIVERINA WATER COUNTY COUNCIL

SECTION 1 – POLICY DOCUMENTS

- Code of Conduct
- Code of Meeting Practice
- Consultative Committee
- Delegations of Authority
- Equal Employment Opportunity Management Plan
- Expenses and Facilities
- General Policy Register
- Management Plan
- Minutes of Council Meetings
- Occupational Health & Safety Policy
- Occupational Health and Safety Rehabilitation Policy
- Organisational Structure
- Privacy Management Plan
- Register of Investments
- Returns of the Interest of Councillors and Designated Persons
- Strategic Business Plan
- Water Pricing

OTHER DOCUMENTATION:

- Annual Financial Reports
- Annual Report
- Auditor's Report
- Business Papers

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statements of Affairs can be inspected at Council's office during normal office hours – 8.30 am to 4.00 pm.

SECTION 3 – CONTACT ARRANGEMENTS

Any enquiries concerning Council's activities should be directed to:

Mr Gerald Pieper
General Manager
Riverina Water County Council
91 Hammond Avenue
PO Box 456
WAGGA WAGGA NSW 2650
Telephone: (02) 6922 0608
Fax: (02) 6921 2241
Email: admin@rwcc.com.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ROCKDALE CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Subject to the Freedom of Information Act 1989 Council holds Policy Documents and Codes for the following issues which may be accessed:

- Access to Council Records Policy
- Advertising signs codes
- Annual Report
- Building Application/ Approval Records
- Building Certificate Records
- Business Papers
- Code of Conduct
- Code of Meeting Practice
- Conflict of Interest Policy
- Dealing With Council Information Policy
- Delegations Policies
- Demolition Code
- Development Application/Construction Certificate Consent Records
- Development Control Plans
 - Industrial Code (15)
 - Urban Consolidation (16)
 - Brighton Town Centre (18)
 - Residential Flat Buildings (20)
 - Dual Occupancy (21)
 - Requirements for Access (28)
 - Outdoor Advertising (29)
 - Requirements for Child Care Centres (31)
 - Villa & Townhouse Development (34)
 - Residential Flat Building (35)
 - Brothel Development (36)
 - Dual Occupancy & Granny Flat Development (39)
 - Housing for Elderly with Disability (40)
 - Boarding Houses, Hostels & Group Homes (42)
 - Bexley Infants School (44)
 - Amusement Centres (46)
 - Community Consultation in Development Decisions (50)
 - Goods and Signs on Public Places (52)
 - Construction site Waste Management & Minimisation (53)
 - Single Unit Dwelling Code (56)
 - Exempt & Complying Development (57)
 - Arncliffe & Banksia Town Centres (58)
 - Amendments to Residential Controls (Ventilation requirements to DCP 34, 35 & 39) (60)
 - Amendments to Residential Controls (61)
 - Crime Prevention Through Environmental Design (67)
- Development Control Plans – Site specific Nos 1 – 6, 8 – 14, 17, 19, 22, 24, 27, 30, 32, 33, 37, 38, 41, 43, 45, 47 – 49, 54 – 55, 59, 63, & 65
- Disaster Plans
 - Fire
 - Toxic

- Fence Code
- Financial Management Plan
- Fraud Awareness Policy
- Local Approvals Policies
 - Local Approvals Policy No 1 – Demolition and Erection of Buildings
 - Local Approvals Policy No 2 – Installation of Domestic Solid Fuel
 - Local Approvals Policy No 3 – For the Placement of Building Waste Containers
- Local Environment Plan 2000
- Local Orders Policies
 - Local Orders Policy No 1 – Administrative Provisions
 - Local Orders Policy No 2 – Keeping of Animals
 - Local Orders Policy No 3 – Food Hygiene
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Payment of Expenses and Provision of Facilities for Councillors Policy
- Plans of Management for Community Classified Land
 - Beach Street Precinct Kogarah
 - Small Parks and Playgrounds
 - Slade Road Reserve
 - Bexley Park
 - Stan Moses Field and Scott Park
 - Gardiner Park
 - Arncliffe Park
 - Plan of Management for Community Land
 - Bardwell Valley
 - Rockdale Wetlands and Recreation Management Strategy
 - Cook Park
 - Brighton Memorial Playing Fields
 - The Strand
 - Gilchrist Park
 - Westbourne Street Reserve
 - Amendments to Community Land Plan of Management
 - Kyeemagh Boat Ramp Reserve
 - Ray Oxford Reserve
 - Lusty Street Neighbourhood Park
- Policy and Procedures Register (all other policies)
- Pool & Spa Code
- Privacy Management Plan
- Protected Disclosures Policy
- Purchasing Practices and Procedures
- Residential Sub Division Code
- Rockdale Planning Scheme Ordinance
- Schedule of Fees & Charges
- Section 94 Contribution Policies
- State of the Environment Report
- Statement of Waste Minimisation and Recycling
- Tree Preservation Orders

SECTION 2 – STATEMENT OF AFFAIRS

Persons wishing to inspect or obtain Council's "Statement of Affairs" should contact or attend Council's offices referred in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public seeking access to Rockdale Council Policy Documents and Codes are invited to make initial contact with John Logue, Council's Director – Corporate Development who can arrange for copies of documents to be made available at the office below. Please note, some Policies and Codes are available for viewing online at Council's website www.rockdale.nsw.gov.au

Inquiries can be made during normal business hours 8.30 a.m. to 4.00 p.m. Contact by telephone should be made prior to a personal visit.

John Logue
Rockdale City Council
Administration Building
2 Bryant Street
ROCKDALE NSW 2216
Telephone: (02) 9562 1666
Facsimile: (02) 9562 1777
Email jlogue@rockdale.nsw.gov.au

or mail to:

John Logue
Rockdale City Council
PO Box 21
ROCKDALE NSW 2216

It should be noted that Application Forms for requests for access under the Freedom of Information Act (1989) to other documents held by Rockdale City Council are available from the Customer Service Centre or on Council's website www.rockdale.nsw.gov.au Please submit applications to the above address, accompanied by the applicable fee of \$30.00.

Chris Watson
Acting General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****THE CITY OF RYDE****(FOI Agency No. 2203)****SECTION 1 – POLICY DOCUMENTS****CIVIC SERVICES**

Access Policy
Business Papers/Minutes of Committee & Council Meetings
Code of Conduct
Community Grants Program – Guidelines & Application Form
Community Arts Policy
Community Buildings Strategy
Community Services Customer Complaints Policy
Competitive Neutrality Complaints Policy
Confidential Information Protocol for Councillors and Staff
Delegations Register
Disclosures Register for Councillors & Senior Staff
Guidelines for the Management of Ryde Library Services resources on loan to Home Library Service Institutional Members
Local Ethnic Affairs Policy Statement
Management Plan 2001/02 – 2003/2004
Media Policy
Multi-Purpose Use of Council Meeting Facilities Policy
Policy on Payment of Expenses & Provision of Facilities for Mayor & other Councillors
Protected Disclosures Information Booklet
Register of Pecuniary Interests
Ryde/Hunters Hill Home Modification and Maintenance Service – Policy and Practice Manual
Ryde Library Services Membership Conditions
Ryde Library Services Toys at North Ryde Branch Library
Social Plan 2000
Sponsorship Policy
Vacation Care Program – Staff Information and Procedures Manual
Volunteers Policy

CORPORATE SERVICES

Accounting Procedures Manual
Annual Report 2001/2002
Audited Financial Statements of Account for the year ended 30 June 2002
Conditions of Employment Policies
Employee Relations Policies
Equity & Diversity Policies
Induction Policies
Information Technology Policies
Investment Register
Land Register
Occupational Health, Safety & Rehabilitation Policies
Organisational Development Policies
Resourcing Policies
Remuneration & Benefits Policies

ENVIRONMENTAL PLANNING

A New Development Approvals System for Everyone
Bed & Breakfasts – Establishment Guidelines
Building Application/Approval Records – only upon request
Building Certificate Records
Contaminated Land: Planning Guidelines for Contaminated Land
Development Application/Approval Records – only upon request
Development Control Plan Register
Development Control Plans
Development Criteria: Section 1 – Driveways
Section 3 – Title Encumbrances
Section 4 – Public Civil Works
Food Stalls: Requirements for One Day Temporary Food Stalls
Footpath Activity Policy
Garbage & Recycling: Standard Requirements for the Construction of Garbage & Recycling Cart Storage Areas for Residential Buildings
Having Your Say – What happens to your comments on LDA's
Having Your Say – Having Your Say at the Committee
Integrated Development
Legionnaires' Disease: NSW Code of Practice for the Control of Legionnaires Disease
Local Environmental Plans Register
Local Environmental Plans
National Code for the Construction and Fitout of Food Premises
National Code for Food Vending Vehicles and Temporary Food Stalls
North Ryde Industrial Area
Pre-lodgement – Information Package
Residential Development Strategy 1996 – Improving Housing Choice & Housing Opportunities
Ryde Planning Scheme Ordinance
Development Contribution Plan
State of the Environment Report
Telecommunications Facilities – Draft Policy
Waste Containers: Conditions for Temporary Placement of Waste Container or Skip on Footpath

PUBLIC WORKS & SERVICES

Conditions of Use of Grounds & Amenities
Conditions for Road Closures/Street Parties
Guidelines for the Submission of a Tree Preservation Application
Information on Gutter and Footway Crossings for Vehicular Access to Normal Single Residences
Information Relating to Special Purpose Signs
Recycling & Waste Guide
Register of Plans of Management for Parks
Ryde Local Disaster Plan
Subdivisional Road Requirements
Temporary Access through Public Reserves & Parks
Tree Preservation Order & Tree Management Policy
Waste Services Booklet

SECTION 2 – STATEMENT OF AFFAIRS

The City of Ryde's most recent Statement of Affairs is dated June 2002.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to and copies of policy documents should be directed to the Customer Service Centre at the Civic Centre, 1 Devlin Street, Ryde between the hours of 8.30am and 4.30pm weekdays (telephone: 9952 8222, fax: 9952 8070, e-mail: cityofryde@ryde.nsw.gov.au, web-site: www.ryde.nsw.gov.au). Requests for access to other documents under the Freedom of Information Act should be directed to: The Freedom of Information Officer, The City of Ryde, 1st Floor, Ryde Civic Centre, 1 Devlin Street, Ryde 2112 between the hours of 8.30am and 4.30pm weekdays (telephone: 9952 8222, fax: 9952 8070 and e-mail: cityofryde@ryde.nsw.gov.au).

NOTE: Access to these documents is also provided subject to the provisions of the Privacy and Personal Information Protection Act 1998.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SCONE SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS****POLICY & PROCEDURES MANUAL INDEX FOR 2003**

01 COMMERCIAL ACTIVITIES

02 COMMUNITY RELATIONS

02.24 Sponsorships

02.24.01 Approval Basis

03 COMMUNITY SERVICES

04 CORPORATE MANAGEMENT

04.15 Procedures

04.15.01 Signing Forms and Correspondence

04.15.02 Delegations of Authority

04.15.03 Communication Devices

04.15.04 Acceptable Use of Internet and Email

COUNCIL

Administration

Family Day Care joint Partnership

Hunter McLoughlin Memorial Citizenship Award

Making of Public Announcements

Payment of Councillors Fees

Delegations of Authority Register

Complaints

Customer Service – Register of Complaints

Customer Service – Works Request

Competitive Neutrality Complaints

Conduct

Declaration of Interest

Investigation of Complaints by ICAC, DLG, ACCC, Ombudsman

Incidental Use of Council Equipment

Meetings

Business Paper Presentation

Closed Meetings

Questions Without Notice

COUNCIL MANAGED ASSETS/PROPERTIES

Aerodrome

Landing Fees

Charges and Fees – Exemptions

Permanency of Scone Aerodrome

Plant

Replacement Programme

Motor Vehicle Private Use

Use of Motor Vehicles

Utilisation of Corporate Cards

Roads

Bridges – Weight Limits

Public Gates and Grids
Resumptions
Obstruction to Footpath & Roads
Dust Seal Criteria

Sporting Grounds and Parks

Responsibility for Payment of Fees
Casual Use Charge
Jefferson Park St Andrews Street Reserve
Booking of Sporting Facilities Casual Use
Passive Recreation Parks Restrictions to Use

Water Supply

Connection to Rural Properties
Taking of Private Water Supply Samples
Single Service Connection
Housing
Housing
Installation of Equipment
Distribution of Responsibility

05 COUNCIL PROPERTIES

06 CUSTOMER SERVICE

07 DEVELOPMENT & BUILDING CONTROLS

08 ECONOMIC DEVELOPMENT

09 EMERGENCY SERVICES

10 ENERGY SUPPLY & TELECOMMUNICATIONS

11 ENVIRONMENTAL MANAGEMENT

12 FINANCIAL MANAGEMENT

12.17 Procedures

12.17.01 Hire of Community Halls & Meeting Rooms

12.22 Sponsorships

12.22.01 Donations

Cash Receipting

Access to Council Money/Keys
Cashiers Shortages/Overs
Receipt Book Register

Creditors

Payment of Goods & Services
Warrant

Debtors

Billing Complaints
Deferred Payments
Debt Recovery – Outstanding Rates, Water & Sundry Debtor Charges
Kerb & Gutter Accounts
Recognition of Income Grant

Investments

Investments

Petty Cash

Imprest Cash Handling

Rates

Signing Section 603 Certificates

13 GOVERNANCE

13.06 Councillors

13.06.01 Benefits

- 13.06.01.01 Payment of Expenses & Provision of Facilities
- 13.06.02 Code of Conduct
- 14 GOVERNMENT RELATIONS
- 15 GRANTS & SUBSIDIES
- 16 INFORMATION MANAGEMENT
 - 16.12 Procedures
 - 16.12.01 Email Mailbox Storage
 - Records Management
 - Freedom of Information
 - Anonymous Letters
 - Legal Documents
 - Handling Correspondence
 - Personnel Records
 - Inwards Mail
- 17 INFORMATION TECHNOLOGY
 - Information Services Use as a Strategic Resource
- 18 LAND USE & PLANNING
- 19 LAWS & ENFORCEMENT
 - 19.12 Policy
 - 19.12.06 Fundraising in Kelly Street and Environs
- 20 LEGAL SERVICES
 - Appointment of Solicitors
 - Joint Transactions
- 21 PARKS & RESERVES
- 22 PERSONNEL

Leave

- Australian Defence Force
- Retirement
- Civil Emergencies Leave

Loans/Financial Assistance

- Corporate Uniforms – Office Staff
- Internet Access

Pay

- Clearance Final Pay
- Expenses
- Payment of Bonus
- Payroll Payments
- Removal Expenses
- Rental Subsidy & Council Residences
- Salary Review
- Tax File Number Security
- Use of Skills – Remuneration

Performance

- Development & Performance Review

Recruitment/Appointment

- Description Guidelines
- Pre Employment Medical
- Appointment on Merit
- Type of Employment Contract
- Computers for Senior Staff
- Staffing Request and Recommendation for Appointment
- Appointment Resources
- Alcohol and Other Drugs
- Equal Employment Opportunity (EEO)

Casual Staff

Training/Conferences

Training Courses – Reporting

Training & Development

Travel & Accommodation Expenses

22.07 Employment Conditions

22.07.01 Allowances

22.07.01.04 Interest free loan for Information Technology Equipment

22.07.01.05 Issue of Materials to Employee

22.07.01.06 Motor Vehicle Private Use

22.07.01.07 Sole Staff and Interrupted Meal Breaks

22.07.03 Code of Conduct

22.07.03.01 Secondary Employment

22.07.08 Hours of Work

22.07.08.01 Rostered Days Off (RDO) Roster

22.07.08.02 Rostered Days Off RDO

22.07.08.03 Time in Lieu

22.07.14 Competency

22.07.14 Competency Assessment

22.13 Leave

22.13.01 Annual and Long Service Leave

22.13.07 Leave without Pay

22.19 Performance Appraisal

22.19.01 Development and Performance Review

22.23 Recruitment

22.23.07 Process Chart

23 PLANT EQUIPMENT & STORES

24 PUBLIC HEALTH

PURCHASING

Tender System Control

Stock Discrepancies

Sales Tax Exemption

Requisition, Ordering, Receipt, Issue & Return of all Goods & Services

Procedure: Requisition, Ordering, Receipt, Issue, Return and Payment of all Goods & Services

Materials Acquisition and Control Obsolete Slow Moving or Scrap Material

Competitive Tendering for Council Services

Buy Local

25 RATES & VALUATIONS

26 RECREATION & CULTURAL SERVICES

REGULATIONS

Regulations

Abandoned Shopping Trolleys

Animal Control

Circus & Captive Animals

Animals where Tethered

Establishment of Pound

Reimbursement Fees & Charges

Keeping of Animals

Limit Number of Dogs

Building Control

Erection of Fences, Screen Walls & Courtyard Walls

Fire Safety in Existing Buildings

Disposal Methods Asbestos Waste

Adjoining Owners Notification

Application to Erect Building

Alignments
Builders Hoardings
Building over Sewer Mains
Maintenance Fire Safety in Buildings
Occupation/Use of Moveable Dwellings
Resited Dwellings
Sanitary Services
Approvals
Advertising Signs – A Frame
Relocated Dwellings

Development

Flood Control – Interim Policy
Restrictions as to user Aberdeen Valley View Estate
Erection of Hay Sheds
Code for Development of Land in Industrial Area
Code for the Erection of Residential Flat Buildings
Code for the Provision of Off Street Parking
Development Control Plan – Kelly St
One Off Functions
Refund Fees
Attached Dwellings
Fees for Dwelling Houses
Land Filling of
Cut & Fill Guidelines
Site Inspections & Deputations to Environmental Services Committee
Easement/Right of Way Access
Code for Display of Advertising Structures
Conduct of Bed & Breakfast Establishments
Access Policy
Development Control Satur IV Residential Subdivision

Health

Food Recall
Code for Construction & Operation Hair Dressing, Beauty & Skin Penetration Premises
Alcohol Free Zone

Licences

Street Entertainment Approvals
Night Time Open Air Entertainment

Swimming Pools

Private Pool Inspections

27 RISK MANAGEMENT

27.03 Policy
27.03.01 Gathering Information
27.07 Risk Assessment
27.07.02 Corruption Prevention
27.07.02.01 Corruption, Maladministration, Serious & Substantial Waste
27.07.02.02 Bribes, Gifts and Benefits
27.07.06 Public Liability
27.07.06.01 Paths roads Signs maintenance and Inspection

SAFETY

Armed Hold Up
Bomb Threat Procedure
Incident Report
Emergency Evacuation Office Premises
OH&S
Rehabilitation Policy

Smoke Free Areas
Smoking
28 ROADS
29 SEWERAGE & DRAINAGE
30 TRAFFIC & TRANSPORT
31 WASTE MANAGEMENT
32 WATER SUPPLY

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's Statement of Affairs prepared in December 2002 is available for inspection.

SECTION 3 – CONTACT ARRANGEMENTS

Documents may be inspected at Council's Administration Office during the hours of 8.30am to 4.30pm each day, excluding Public Holidays.

The public may be able to access documents by mail, telephone or in person, subject to the requirements relating to personal information contained in the PPIPA, Council's Privacy Management Plan and the relevant Privacy Codes of Practice.

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

Written requests should be addressed to:

Mr Daryl Dutton
General Manager
Scone Shire Council
PO Box 208
SCONE NSW 2337
Facsimile: (02) 6545 2671
Email council@scone.nsw.gov.au

Council has a pre-printed application form to assist applicants in this process. Before applications are considered, the appropriate fee must be paid.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SHELLHARBOUR CITY COUNCIL****(FOI Agency No 2207)****SECTION 1 – POLICY DOCUMENTS**

Aerodrome Policy
Alcohol Consumption – Public Halls
Alcohol Consumption – Public Reserves
Amusement Devices
Animals – Residential Areas
Annual Report (produced annually)
Appointment of Senior Staff
Asbestos Code
Backyard Burning
Beaches and Pools
Blackbutt Youth Centre – Strategic Plan
Builders' Obligations
Building Control
Building Sites – Sediment Control
Camping Areas
Car Parking Policy
Cemeteries Policies
Child Care centres and pre-schools
Code of Conduct – Councillors and Staff
Code of Conduct – Swimming Pools
Code of Meeting Practice
Commercial Home Catering
Council Chambers – Albion Park
Council Land Sales
Cultural Diversity Policy
Delegations – Mayor, Councillors and Staff
Disabled Access Policy
Dogs – General
Donations Policy
Drainage Easements and Open Drains
Earthquake Code
Elections and Election Material
Employee Induction Guide
Environment – Protection of Lake Illawarra and Coastal Policy
Environment – Koala Habitat Protection Policy
Environmental Policy
Equal Employment Opportunity Management Plan
Extension of Credit & Debt Recovery
Fee Reduction Policy
Food Strategy
Investment
Legionnaires Disease
Library – Lending Policy

Library – Reciprocal Membership Policy
Management Plan – Councils Activities (5 year) and Revenue Policy (1 year)
Management of Council Property by Community Organisations
Minutes of Council Meetings and Committee Meetings – SEPARATE REGISTER
Museum – Collection Conservation
Offences by Minors
Parking for Disabled – Infringement Notices
Payment of Expenses & Provision of Facilities to Councillors
Personal Water Craft (PWC)
Plastic Garbage Bags
Playground Equipment – Safety Check List
Privacy Management Plan
Protective Disclosures Act – Internal Reporting
Provision of Council Motor Vehicles
Public Halls
Public Reserves/Sportsfields/Parks – Naming, Wet Weather, Circuses
Purchase of Goods, Plant and Materials
Rates Policy
Recycled Products – Unbleached Stationary
Register of Disclosures of Interest of Councillors
and Designated Officers – SEPARATE REGISTER
Returns as to Candidates' Campaign Donations
(produced every 4 years) -SEPARATE REGISTER
Risk Management
Roads – Miscellaneous
Shellharbour City Centre Car Parking
Shellharbour City Council – Use of Name
Shellharbour City Stadium Strategic Plan
Social Impact Assessment Policy
Social Plan
Sponsorship
Sportsfields – Leasing & Licensing
Spraying of Blackberries
Subdivisions – Miscellaneous
Temporary Accommodation for Aged Persons
Trees – Miscellaneous
Use of Vehicles on Beaches within the Shellharbour LGA
Waste Management Strategy (2002)
Occupational Health & Safety Policy
Rehabilitation Policy and return to Work Program
Alcohol & Drug Policy
Sun Protection Policy
No Smoking Policy

Corporate Health & Safety

Occupational Health & Safety Policy
Rehabilitation Policy and Return to Work Program
Alcohol & Drug Policy
Sun Protection Policy
No Smoking Policy

Local Environmental Plan No. 2000

This plan covers the Shellharbour City Council Local Government Area. It provides opportunities for residential, commercial and industrial development, and open space, rural and environmental protection areas.

Development Control Plans

Advertising Structures & Advertisements
Albion Park – Aerodrome – Buffer Area
Albion Park Commercial Centre
Albion Park Public School Site (Formerly)
Albion Park Rural Residential
Ash Avenue – Albion park – Residential
Blackbutt – Rural/Residential
Commercial Development
Complying Development
Dunmore Lakes Estate
Dunmore Wetlands
Energy Smart
Exempt Development
Flinders Lakeview Estate Development
Industrial Development
Lake Entrance Rd, Blackbutt
Lakeview Estate Site 7200
Landscape Guidelines
Macquarie Rivulet Delta
Medium Density
Motor Showrooms
Notifications Policy
On-Site Waste Water Management for Single Residences
Residential DCP No 99/4
Residential Infill Development
Section 94 Works-in-Kind Policy
Residential Subdivision
Service Stations
Shell Cove Stages 1-5 & 7a & b
Shell Cove Road – House No's 4-44
Shellharbour City Centre
Shellharbour Road School Site (Tawarra)
Shellharbour Township Commercial
Sidewalk Eating Areas
Telecommunications Facilities
Tullimbah Village
Warilla Beach
Waste Minimisation & Management

Plans of Management for Community Land

Management plans set out the overall aim, objectives and performance targets, statement of means, performance assessments and, if applicable, lease/licence details etc. Council welcomes any enquiries on its Management Plans and plans are available for viewing by the public. The major management plans include:

Albion Oval
Albion Park Showground
Albion Park Swimming Pool and adjacent areas
Alex Hoffman Park
Barrack Heights Sportsfield
Bardsley Park
Bass Point
Blackbutt Reserve
Con O'Keefe Oval
Croome Regional Sporting Complex

Darcy Dunster Reserve
Geoff Shaw Oval
Hooker Park (Ces Glenholmes Oval)
Howard Fowles Oval
Jack Brown Oval
Keith Bond Oval
Keith Grey Oval
Keith Hockey Oval
King Memorial Park
King Mickey Park
L. R. Mood Park
McDonald Park
Morley Park
Oak Flats Swimming Pool and adjacent areas
Oakleigh Park
Panorama Oval
Pelican View Reserve
Reddall Reserve
Ron Costello Oval
Rotary Park
Shellharbour Reserve includes Shellharbour Swimming Pool
Skiway Park
War Memorial Park includes Warilla Swimming Pool

Section 94 Contributions Management Plans

Original Document, First Review, Second Review, Third Review, Fourth Review and Fifth Review. The above includes support documents: Open Space Plan; Blackbutt/Flinders Recreation Facilities Study, and Albion Park Recreation Facilities Study.

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs 2003 under this Section is available free of charge by contacting the Public Officer. The Statement of Affairs includes Council's Charter, Councillors information, the role of Mayor/Councillors and General Manager, the Council's Organisational Structure, its Principal Activities and Services and its policy on public participation at Council Meetings. Inspection of the Statement of Affairs can be made at Council's Libraries and Administration Building (Lamerton House) during normal operating hours.

Documents are available for inspection free of charge. Council's photocopying charge for Policy Documents is 70c for the first page then 30c for each additional page.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and enquiries relating to the Policy Documents and any other records can be made to the Public Officer Level 2 Lamerton House, Shellharbour Square, Blackbutt (02) 4221 6111 between the hours of 8.45 am and 4.30 pm Monday to Friday (Public Holidays excepted). Applications for access to information held by Shellharbour City Council, which is subject to the Freedom of Information Act 1989, must be made using Council's FOI application form or in writing. The applicant must supply all the details required under the Freedom Of Information Act. The current fee for an application is \$30.00.

Public Officer
Shellharbour City Council
PO Box 155
Shellharbour Square
SHELLHARBOUR CITY CENTRE NSW 2529

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SHOALHAVEN CITY COUNCIL****(FOI Agency No. 2208)****SECTION 1 – POLICY DOCUMENTS**

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

ABORIGINAL LAND CLAIMS**ABSEILING and ROCKCLIMBING****ACCEPTANCE of TENDERS**

- Reports to Council

ACCESSIBLE LIVING

- Checklist of Development Requirements
- Design Guidelines

ADVERTISING – OUTDOOR

- Guidelines Berry Town Centre – Footpath Cafe and Display Requirements (Amendments to – Development Control Plan No. 49)

ADVERTISING SIGNS

- Policy
- Real Estate – Signs/Structures in the City – Control and Approval

ADVERTISING SIGNS

- Sporting Fields and Public Reserves

ADVERTISING

- Annual Newspaper Supplements
- Local Newspapers

AGED PERSONS

- Accommodation – Establishment

ANIMAL CONTROL

- Dogs – Council Caravan Parks/Public Beaches
- Dogs – Prohibition Specific Beaches and Areas
- Dogs – Prosecutions

ANZAC DAY SERVICES

- Wreath Laying Ceremonies

BEACHES

- Motor Vehicle Access

BOUNDARY FENCE and COURTYARD WALL CODE

- Single Dwellings

BUILDING CODE

- Minimum Building Requirements

BUILDING HEIGHT and AMENITY

- Residential Areas – Policy to Control

BUILDING LINE

- Penguin Head Road, Culburra

BUILDINGS

- Fire Prone Areas
- Flinders Estate – Zincalume Roofs
- Floor Heights
- Garages on Vacant Allotments of Land

- Setbacks – Tasman Park Estate
- Storm Water Drainage Control – ‘Slab on Ground’ Construction
- Use of Reflective Building Materials – Coastal and Rural Areas
- Water Supply – Use of Water Tanks

BURIAL GROUNDS

- Private

BUS SHELTER SHEDS

- Sites

BUSH FIRE

- Equipment
- Hazard Reduction Council Land
- Sheds
- Volunteers – Council

BUSINESS PAPERS

- Draft Estimates – Availability to Press

CAMPING AREAS – COUNCIL

- Dog Control Council Caravan Parks and Beaches
- Dog Control – Caravan Parks and Camping Areas

CAR PARK

- Construction

CEMETERIES, CREMATORIUM and MEMORIAL GARDEN

- Policy

CEMETERIES

- Purchase of Sites

CIVIC FUNCTIONS

- Special Presentations

CODE OF CONDUCT

- Councillors and Staff

COMMUNITY CONSULTATION

- for Subdivision, Development and Building Applications and the Formulation of Development – Guidelines and Policies

COMMUNITY CONSULTATIVE BODY

- Recognition of Community Committees
- Recognition of Progress Associations

COMPLAINTS MANAGEMENT

- Protected Disclosures Act 1995

CONSULTANTS

- Employment of

COUNCIL COMMITTEES

- Deputations – Policy and Planning Committee
- Election of Chairman

COUNCIL DECISIONS

- Advice Procedure

COUNCIL MEETINGS

- Addendum Reports
- Code of Meeting Practice
- Pecuniary Interest Staff – Preparation of Reports

COUNCIL MEMBERS

- Declaration of Pecuniary Interest
- Mayoral Vehicle
- Payment of Expenses and Provision of Facilities
- Recognition of Service
- Request for Information

COUNCIL OWNED PREMISES

- Rental Review

CROSS CONNECTION and BACKFLOW PREVENTION

CULBURRA BEACH

- Development Control Plan No. 48 (Amendment No. 1)

CYCLISTS

- Provision for

DELEGATION of AUTHORITY

- Urgent Matters – Mayor, Chairman of Standing Committees and General Manager

DEVELOPMENT and BUILDING APPLICATIONS

- Fees – Waiving of – Community and Charitable
- Organisations

DEVELOPMENT APPLICATIONS

- Carparking Contribution – Corner Blocks
- Determination – Draft Development Control Plans and Draft Policies
- Dog Kennels – Calynea Street Nowra
- Dwellings on Flood Plains
- Erection of Two-Storey Buildings – Lake Conjola
- Funeral Parlours and Crematories
- Industrial Premises – Retailing Space
- Retail Activity Emerys Road
- Trial Waiving of Fees – Section 102 of the EP & A Act

DEVELOPMENT CONTROL PLANS

- Integral Energy
- Land Owners Advice

DEVELOPMENT

- Built Environment
- Coastal Areas
- Energy – Efficient Use of
- Floodways and Flood Liable Land (Rural)
- Floodways and Flood Liable Land (Urban)
- Guidelines for Dealing with Unauthorised Uses
- Hazardous Industries
- Highways and Arterial Roads
- Housing Residential Zones
- Land Retention – Canada Street, Cunjurong Point
- Main Centre Strategy
- Natural Hazards – other than Flooding or Bushfire
- New Development Areas
- Non-Urban Main Road Development
- Nowra CBD Strategy and Future Car Parking Requirements
- Nuclear Industries and Activities
- Public Utilities – Electricity
- Public Utilities – Water and Sewerage
- Section 94 Contributions – Water and Sewerage Headwork Charges
- Tourism
- Tourist Accommodation Design – Permanent Occupation
- Urban Expansion Cambewarra Village
- Urban Expansion Culburra – Sewage Buffer Zone
- Villages

DONATIONS

- Charitable Organisations
- Cultural
- Hire Fees – Council-Owned Facilities

- Illawarra Academy of Sport
- Sporting Persons
- Under Section 356 of the Local Government Act 1993

DRAINAGE EASEMENTS

- Maintenance of Watercourses

DRIVEWAY ACCESS

- Private Properties

EFFLUENT REMOVAL

- Pump out Services

ENVIRONMENTAL PROTECTION

- Construction Sites

FAIR TRADING – CONSIDERATION OF

- Involving the Dedication of Land for Major Infrastructure Projects

FENCES

- Erection – Private Swimming Pools and Spas

FESTIVALS

- Council Support

FILM AND VIDEO PRODUCTION**FINANCIAL INFORMATION**

- Request for by Council Members

FIRE HYDRANTS

- Provision – Rural Areas

FLAG PROTOCOL

- Australian Aboriginal Flag

FLOOD POLICY

- Flood Levels
- Interim – Caravan Parks on Flood Prone Land
- Interim – General Conditions for the Whole City and Specific Areas

FOOD PREMISES

- General Standards for Construction and Alteration and Requirements in Connection with Installation of Equipment and Appliances
- Mobile Stalls Vehicles and Temporary Premises

FORESHORE AREAS

- Residential Development – Development Control Plan No. 62

GARAGE SALES**HACC CENTRES**

- Future Direction (Community Welfare)

HALLS

- Use and Hire of Halls and Facilities for – Commercial Sale of Goods

HERITAGE – ENVIRONMENTAL

- Conservation Incentives

HERITAGE – STUDY

- Kangaroo Valley

HOME CATERING

- Commercial

INDUSTRIAL DEVELOPMENT

- Public Relation Courtesies

KERB and GUTTERING

- Charges Applicable
- Cycleway Footpath – Charges Applicable

LAKES, RIVERS and OTHER WATERWAYS

- Water Quality

LAND ACQUISITION

- Advice to Owners

LIQUOR LICENCE POLICY

- Application re Extension of Hours

MANAGEMENT COMMITTEES

- Delegation of Powers
- Playing Fields Subsidies

MARKETS

- Operation of

NOXIOUS WEED

- Control and Eradication
- Control in Lakes and Ponds within Parks

OCCUPATIONAL HEALTH and SAFETY

- Policy

OFFICIAL OPENINGS

- Invitations to Members of Parliament

PAPER

- Unbleached and Recycled

PLANNING INSTRUMENTS and POLICIES

- Social and Community Considerations

PLANT and EQUIPMENT

- Minor, Lost Items
- Worn out Loose Tools and Appliances – Distribution

PLANT HIRE

- Truck Hire

PLANT REPLACEMENT

- Plant Replacement Reserve

POLLUTION

- Contaminated Land – Prescribed Former Land – Use (Potentially Contaminate Land)

PROSECUTIONS

- Advance Publicity

PUBLIC ADDRESS SYSTEM

- Council Chambers

PUBLIC AMENITIES

- Construction Standard

PUBLIC RESERVES

- Hire of Pleasurecraft – Assignment of Lease
- Hire of Pleasurecraft
- Improvements by Adjacent Owners
- Waiving of Fees (Fund Raising Purposes)
- Waiving of Fees (No Profit Expected from Event)

PURCHASING

- Locally

RATEPAYER FINANCING

- Kerb, Gutter and Footpath Construction

RATES and OTHER MONIES

- Delegation of Authority to Write Off

RATES

- Overdue Interest Rate
- Pensioner Interest Charges
- Water Rates – Rural Properties

RECREATION FACILITIES

- Playground Equipment – Construction and Replacement

REGIONAL SERVICES CORRIDOR

- North Nowra – Bomaderry

REHABILITATION

- Policy and Procedures

RESERVE NAMING

- Procedure

REZONING

- Bomaderry
- Procedures for Requests

ROAD and STREET NAMING

- Bomaderry Area
- Naming City of Shoalhaven
- Crown Roads and Private Roads

ROAD CLOSURES

- Temporary

ROAD SEALING

- Contributions

ROADS

- Unmade in Town or Village Areas
- Design Standards

RURAL WATER SUPPLY

- Policy

SECONDHAND DWELLINGS

- Relocation of

SECTION 64 HEADWORKS CHARGES

- Deferment Policy

SECTION 94 CONTRIBUTIONS

- Allocation of Funds
- Contribution Rates – Passive Open Space
- Water and Sewerage Headwork Charges

SECURITY GRILLS and GRATES

- Arcades and Shopfronts – Nowra CBD

SEPP No. 1 APPLICATIONS

- Woollamia Road, Woollamia

SEPTIC TANK CLEAN-OUT CHARGES

- Prepayment

SERVICES

- Public Utility – Provision within Footpaths

SEWERAGE

- Connection of Properties to Council's System
- Effluent Reuse on Sporting Fields
- Extensions
- Schemes – Energy Conservation

SEWERS

- Building Over

SHOALHAVEN TOURISM BOARD

- Guidelines

SIGNS

- Illuminated Street Names – Identilites
- Industrial Estates
- Monolith – Guidelines
- Reserves – Policy Direction
- Standard Street and Suburb
- Tourism – Highway and Fingerboard

SMOKING

- City Administrative Building and Ulladulla Branch Office
- Holiday Haven Caravan Parks, Council Reception Areas and Amenities Buildings

SPORTING FACILITIES

- Sports Tourism – Upgrading

SPORTS FIELDS

- Usage

STAFF

- Gratuities upon Retirement
- Leave – Special Military
- Private Practice

STAFF UNIFORMS

- Council Employees
- Customer Service Unit

STANDPIPES

- Water Usage – Fees

STREETSCAPE

- Guidelines – Berry

SUBDIVISION APPLICATIONS

- Consultation with FCO
- Schedule Report to Development Committee

SUBDIVISIONS

- Bugong Fire Trail Area
- Concessional Allotments – ANEF Zones
- Concessional Allotments – Parish Bugong and Illaroo
- Controls in Scenic Areas
- Development and Conservation Principles – Termeil Draft LEP LP 123
- Electricity Supply
- Public Reserve Contributions
- Rural Development – Leebold Hill Road, Parish of Cambewarra
- Rural Development – Nebraska Estate (DP 9699), St Georges Basin
- Rural Land
- Rural Zone – Small Lot – Heritage Estate Jervis Bay
- Sewerage and Water Reticulation
- Sewerage Works Contribution
- Tasman Park Estate – Provision of Services
- Tasman Park
- Uncompleted Works and Services
- Urban Expansion Culburra – Environmental Supervision
- Water Supply – Payment for Water Services
- Workers Dwellings – Use of SEPP No. 1

SWIMMING POOLS

- Unsupervised

TEMPORARY MOVABLE DWELLINGS

- Stds/Residential Areas/Aged or Disabled Persons

TERMITE PROTECTION

- Policy

TOMERONG BYPASS

- Access to

TRADE WASTE

- Liquid – Discharge to Council's Sewer

TREE PLANTING

- School Grounds

TREE PRESERVATION

WASTE DISPOSAL CHARGES

- 'No Charge' Day

WATER ACCOUNTS RECOVERY

- Installation of Flow Restrictors

WATER CHARGES

- Writing Off

WATER SUPPLY by AGREEMENT

- Levels of Services

WATER SUPPLY

- Pipes and Fittings – New Buildings

WEIGHT and LENGTH RESTRICTIONS

- Kangaroo Valley Road

WHARVES and JETTIES**SECTION 2 – STATEMENT OF AFFAIRS**

The Freedom of Information Act 1989 requires the production of a Statement of Affairs by 30 June of each year. Copies are available free of charge from the Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Access to Shoalhaven City Council's policy documents can be arranged through the Information Officer during office hours. Contact by telephone should be made prior to making a personal visit.

For further information contact:

Information Officer
City Administrative Centre
Bridge Road
NOWRA NSW 2541
Telephone: (02) 4429 3366

Correspondence should be addressed to:

The General Manager
Shoalhaven City Council
PO Box 42
NOWRA NSW 2541

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SINGLETON SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Advertising
Appointment of External Auditor
Award Consultative Committee
Bankers
Bush Fire
Child Protection
Code of Meeting Practice
Communication – Mobile Phones
Competitive Neutrality Complaints
Council Meetings
Debts Written Off
Development & Environmental Services
Disclosure of Interest
Economic Development
Emergency Management
Expenses Reimbursement
Finance – Budget Objectives
Fire Hazard Reduction
Flooding
Freedom of Information
Garbage Service
Halls
Industrial Allowance
Internal Reporting
Jerry's Plains Village Study
Land Sales
Library
Mayoral Allowance
Meeting Notification Policy
Occupational Health & Safety
Planning
Provision of Information to & Interaction between Councillors and Staff
Rating
Roads
Sales Tax
Sanitary Depot
Sick & Carers Leave
Singleton Sports Council
Social Infrastructure Funds
Statutory / Non Statutory Notifications
Subdivision (Sewer)
Swimming Pool (50M)
Townhouses and Flats
Water Supply Services

Works Activities Commercialisation
Animals
Australia Day
Award Restructuring
Buildings
Caravans
Code of Conduct
Commercialisation
Community Facilities
Corporate Structure
Councillors
Delegations of Authority
Disaster Plan
Dog Policy
Electricity Supply to Rural Subdivisions
Environmental Penalty Notices
Fences
Financial Management
Fire Zone
Footpaths
Fringe Benefits Tax
Glennies Creek (Lake St Clair)
Harassment Free Workplace
Insurance
Investment of Council Funds
Job Sharing
Legal Services
Long Service Leave
Meeting Dates
Notification Requirements
Parks
Plant
Public Officer
River – Extraction of Materials
Rural Lands Study
Saleyards
Sewers/Sewerage
Singleton Amateur Swimming Club
Smoke Free Policies
Staff Matters
Street Ticket Selling Approvals
Swim and Fitness Centre
Tenders
Town Planning
Works Policy (Union)

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Margaret Wyatt
Corporate Records Manager

or

Allen Black
Executive Officer
Singleton Shire Council
PO Box 314
SINGLETON NSW 2330
Telephone: 02 6578 7224 or 02 6578 7221
Facsimile: 02 6572 4197

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
STRATHFIELD MUNICIPAL COUNCIL

SECTION 1 – POLICY DOCUMENTS

Aboriginal Protocols for Public Meetings and Events
Access to Council Records
Access and Equity
Access Policy
Advertisements
Aged Services
Aged or Disabled Persons Housing
Backyard Burning
Bushland in Urban Areas
Community Land, Access for Non-Recreational Users of
Conduct, Code of
Councillors

- Attendance at Committee Meetings
- Hosting of Delegations and VIP's
- Invitations to Council Functions or Events
- Letterhead
- Organisation Protocols
- Payment of Expenses and Provision of Facilities

Culturally Diverse Society, Charter of Principles for
Customer Service and Complaints
Drugs – Safe Injecting Rooms
Employment, Major – Generating Industrial Development
Events Policy for Community Land
Helicopters, Landing of
Land Use, Public
Leases/Licences, Operational Land
Meeting Practice, Code of
Occupational Health & Safety
Plans of Management

- Airey Park
- Community Facilities
- Coks Creek Environmental Area
- Dual Purpose
- Mason & Bressington Park
- Mason Park Wetland
- Strathfield Park

Privacy Management Plan
Protected Disclosures Act 1994
Recreation in Strathfield – Open Space System and Policy for Council
Sponsorship
Travel, Intrastate Interstate and Overseas
Undergrounding of Electricity
Urban Consolidation
Vandalism – Park Development
Video Safety Cameras, Code for the Use of Overt

SECTION 2 – STATEMENT OF AFFAIRS

The Strathfield Municipal Council Statement of Affairs June 2003 is available free of charge from Council (refer to Section 3 for details).

SECTION 3 – CONTACT ARRANGEMENTS

Strathfield Municipal Council's policy documents can be inspected at Council's Offices, 65 Homebush Road Strathfield. Access can be arranged by contacting:

Mr Neale Redman
Manager Governance
PO Box 120
STRATHFIELD NSW 2135
Tel: 9748 9976

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COUNCIL OF SUTHERLAND SHIRE****(FOI Agency No 2212)****SECTION 1 – POLICY DOCUMENTS**

The council has available for inspection and purchasing (where relevant) the following current policy and other organisational documents:

STRATEGIC AND STATUTORY PLANNING**Local Environmental Plans (LEPs)**

Sutherland Shire LEP 2000, and amending, adopted and draft LEPs to Sutherland Shire LEP 2000

Sutherland Shire Local Environmental Plan No. 26

Sutherland Shire LEP 2000 (Amendment No. 27)

Sutherland Shire LEP – Menai Town Centre 1992, and amending, adopted and draft LEPs to Sutherland Shire LEP – Menai Town Centre 1992

Sutherland Shire LEP – 2 to 8 Preston Avenue & 35 to 91 Railway Parade 1993

Sutherland Shire LEP 2000 (Amendment No.15) for 50 Pacific Crescent, Maianbar

Sydney Regional Environmental Plan No.17 – Kurnell Peninsula 1989, and amending, adopted and draft LEPs and REPs to Sydney Regional Environmental Plan No.17 – Kurnell Peninsula 1989

Sutherland Shire LEP 2000 – Woronora Emergency Access Road

Development Control Plans (DCPs)

Planning Areas, Precincts and Centre Plans

Bundeena – Maianbar

Engadine

Kirrawee

Taren Point

Caringbah

Heathcote

Menai

Grays Point

Cronulla

GyMEA

Miranda

Waterfront Development

Como

Illawong

Sutherland

Woronora

Jannali

Barden Ridge

Sylvania

Woronora Heights

Generic Development Control Plans and Codes

Overall

Duration of Development Consents

Notification of Development Applications

Complying Development Conditions

Residential Development

- Residential Subdivision
- Dwelling Houses in 2(e) Residential Zones & Kurnell
- Cluster Housing
- Dual Occupancy Housing
- Townhouses and Villa Houses in 2(a1) & 2(a2) Residential Zones
- Medium Density
- Townhouses and Villa Houses in 2(b) & 2(c) Residential Zones
- Housing for Older People or People with a Disability
- Residential Flat Buildings in the 2(c) & 9(a) Zones
- Dwelling Houses in 2(a1), 2(a2) & 2(b) Residential Zones

Development Ancillary to Residential

- Keeping of Horses
- Residential Fencing
- Private Tennis Courts
- Waterfront Development Code
- Bed and Breakfast
- Building Lines to Streets
- Swimming Pools

Other Development

- Industrial Development
- Caravan Park
- Bush Fire
- Amusement Centre
- Advertising Structures and Signs
- Car Parking
- Identilites
- Dunningham Park
- Child Care Centres
- Bus Shelters and Seats
- Landscape
- Brothels
- Outdoor Eating Areas
- “A” Frame Advertising Boards & Shopfront Display
- Environmental Site Management

Menai

- Housing in the Residential B Area
- Shopping Centre and Part Services Area
- Part of Services Area
- Menai Park
- Menai Building Guidelines
- Menai Business B

Contribution Plans (Section 94)

- Engadine and Menai Centres – 1993
- Community Facilities – Menai District and Woronora Heights – 1993
- Community Facilities in the Established Area of the Shire (Part A & Part B) – 1996-2001
- Open Space – 2000 Part 1 – Rates/Admin.
- Part 2 – Support Document
- Contribution Plans prepared in accordance with a development control plan

Best Practice Guidelines

- How to Calculate Landscaped Area
- Amalgamation Requirements
- How to Calculate ‘Open Space Contributions’

How to Calculate 'Community Facility Contributions'
Matters to be Considered when Assessing a 'SEPP1 Objection to a Development Standard

Environmental Health Codes

Food Vending Vehicles
Commercial Home Catering
Food Premises
Temporary Food Premises

PLANS OF MANAGEMENT

- Lucas Heights 1
- General Community Use Areas (adopted 11/10/99)
- Seymour Shaw Park, Miranda – No.1 Soccer Field (adopted 21/02/94)
- Menai Community Facilities – Allison Crescent, Menai (adopted 17/07/95)
- Menai Park, Menai (adopted 12/09/94)
- Dunningham Park, Cronulla (adopted 07/11/94)
- Deepwater Estate, Woronora (adopted 07/11/94)
- "Hazelhurst Retreat" Cnr Talara Road and Kingsway, Gymea (adopted 04/09/95)
- General Community Use Areas (adopted 04/02/02)
- Generic Parks and Playgrounds (adopted 14/11/96)
- Generic Community Use Areas Plan of Management (13/11/95)
- Generic Sportsgrounds Plan of Management (adopted 26/02/96)
- Generic Natural Areas Plan of Management (adopted 03/06/96)
- Cronulla Foreshore and Wanda Reserve (adopted 14/10/96)
- Natural Areas within the North West Arm Catchment Area (adopted 29/04/02)
- Oyster Creek
- Sportsgrounds
- Surf Life Saving Clubs being Cronulla, North Cronulla, Elouera and Wanda (adopted 27/07/01)
- Wanda Surf Lifesaving Club (amended 21/10/02)
- Lot 232 in DP 614417 – 8/24 Jacaranda Road, Caringbah (adopted 24/2/03)
- Natural Areas, Oyster Bay Catchment (adopted 24/2/03)

POLICIES

Approvals

Consideration of Development Applications submitted by Council
Civil Works carried out in conjunction with Subdivision and Developments
Dealing with incomplete or non-compliant applications
Development Application Decision Techniques & Mediation Policy
Drainage Easement Information
Enforcement of non-compliance with Orders 21 & 22 issues under S124 LGA 1993
Local Approvals Policy
Local Approval Policies: Neighbourhood Notification; Demolition of Buildings; Satellite Dishes
Rezoning Applications in Prohibited Areas
Amusement Centre Policy
Private Certification

- Breach of Practice by Private Certifiers
- Private Certification of Development Applications – a Policy for Enforcement of Conditions of Consent

Bush Fire

Bush Fire – Constitution of Bush Fire Services

Children

Child Protection Policy & Procedures
Voluntary Code of Practice for Out of School Hours Service

Civil Works

Reconstruction and Maintenance of Private Roads or Rights-of-way

Specification for Civil Works – Carried out in Conjunction with Subdivisions & Developments
Stormwater Management – Model Policies and Guidelines
Use of Roads for Community Events (Festivals/ Fairs or like activities)
Vehicular Footpath Crossings

Communication and Information

Media & Public Comment

Media and Public Comment Policy
Newsletter (Our Shire) Editorial Policy
Mayor's Message Guidelines

Communication and Customer Service

Community Consultation
Customer Response
Clean-Up Notice to Shire Residents
Invitations or Requests for Aboriginal involvement in Council arranged Events
Non-Disclosure of Name of Complainants
Privacy Management Plan – SSC

Libraries

Community Information through Council's Libraries
Library Acquisition
Material for Public Display in Council's Libraries

Community Access

Access

Community Grants

Funding of Charities and Community Based Organisations
Heritage Grants – Local Public Guidelines
Annual Grants
Annual Community Services Grants Program
Community Services – up to \$4,000
Community services – minimum of \$5,000
Miscellaneous Grant Applications under Section 356
Precinct Resident's Association Grants

Community Land Management

Native Title Strategy – Wik Amendments
Open Space Land Acquisition Policy

Community Participation

Aboriginal Reconciliation Statement
Community Consultation
Precinct Residents' Associations Policy
Volunteers Policy
Volunteers Bush Care Policy
Leases to Community Groups

Community Safety

Crime Prevention Plan

Council Property Management

Community Land

Release and Relocation of Drainage Easements
Native Title Strategy – Wik Amendments

Public Facilities

Naming of Public Facilities
Public Liability Insurance Cover for Hirers of Council's Community Halls, Parks and Reserves
Lucas Heights Facility Future Management Charter

Cronulla Plaza

Casual Lease

- Agreement
- Guidelines
- OH & S Guidelines

Contractor OH & S Guidelines

Cronulla Classic Car Show

Food & Wine Festival

- Restaurant terms & conditions
- Winery terms & conditions
- Non food & wine stall holder terms & conditions

Guidelines for Outdoor Seating Concessions & Display Areas Bicentennial Plaza, Cronulla
Spring Festival Conditions**Cultural**

Community Arts

Exhibition Policy for the Hazelhurst Regional Gallery & Arts Centre

Environmental

Integrated Transport Policy

Issuing 149 Certificates

Environment Fund – Policy for Operation and Investment

Local Air Quality

On-Site Stormwater Detention – Policy and Technical Specification

Lucas Heights

- Issuing of Section 149 Certificates-Advice on Properties within 4.8 km of Lucas Heights
- Properties Within 4.8 km of Lucas Heights Atomic Reactor Site

Open Space Acquisition Policy

Rainwater Tank

Restriction on the development of land because of the likelihood of flooding as the land is classified as flood liable under the NSW State Government Flood Prone Land Policy and notification

Sutherland Shire Local Waste Management Plan

Syringe Disposal

Finance & Resources

Advances by Council

Allocation of Priorities

Allocation of Resources

Debt Reduction Policy

Interest Payable on Security Bonds

Investment for Cash Balances

Loans to Community Groups

Monitoring of Major Projects

Ongoing Management of Purchases

Purchasing Policy & Procedures

Rate Recovery

Tender Reports to Council

Treatment of Incomplete Works and other Committed

Voluntary Pensioner Rebate

Governance*Council, Committee and Sub-Committee Meetings*

Management:

- Allowing Residents Right to Speak at Committee Meetings
- Arranging Site Inspections or Meetings for Councillors
- Provision of Child Care at Sub-Committees
- Community Presentations to Committees of Council

- Special Committee and Council Meetings
- Code of Meeting Practice
- Review of Council Sub-Committee and Working Parties that require Resources & Funds

Reporting:

- Local Government Association Annual Conference
- Lot & DP numbers in Reports to Council

Conduct

Codes of Conduct for:

- Councillors, staff and delegates of Council
- Precinct Residents' Associations
- Community Representatives

Conflicts of Interest Policy and Guidelines

Council Seal

Gifts, Benefits & Hospitality

Internal Ombudsman Guidelines

Internal Reporting System (Protective Disclosures Act)

Lodgment of Disclosure of Interest Returns

Sponsorship

Expenses & Facilities

Payment of Expenses and provision of facilities to Councillors

Payment of Expenses and provision of facilities to Councillors at Conferences

Interstate and Overseas Travel

Travel and Conference by Councillors, General Manager and Directors

Housing

Housing of Older People and People with Disabilities

Legal Services

Consideration of Development Applications submitted by Council

Legal Actions and Assistance

- Legal Actions Initiated against Council by Community Groups
- Legal Assistance – Councillors & Staff

Licensing

A Frame Advertising Boards

Outdoor Seating Areas in Cronulla Plaza and Peryman Place

Outdoor Seating Areas, excluding Cronulla Plaza and Peryman Place

Miranda Park Circuses

Local Government Association of NSW

Local Government Association of NSW Annual Conference

Parks & Trees

Replacement of Playground Equipment

Tree and Bushland Vegetation Preservation Order

Urban Tree

Tree Preservation Order

Roadways

Construction and Maintenance of any carriageway in a road reserve

Prevent Rubbish Skips and Dumpsters on Roads

Use of Roads for Community Events

Sport & Recreation

Active Playing Field Service Plan

Night Competition Games Upon Active Open Space

Staff and Contractors*Employment*

Contract Employment

Counselling & Discipline

Working From Home Policy and Procedures

Training & Study

Study Assistance Program

Training

Workplace

Child Protection – Policies and Procedures

Corporate Uniform

Equal Employment Opportunity – Management Plan for 2001/2005 and Grievance Procedure

Language Aide

Occupational Health, Safety and Rehabilitation Management System

Parental Leave

Workers Compensation

Workplace Bullying

Information Technology & Telecommunication

Internet Usage

Information Security

Microsoft Access Development Query Use

On-line Service Strategy

Procedures for mobile phones

Strategic

Competition Policy – The Next Steps in Reform

Strategic Management Cycle

Transport

Integrated Transport for Sutherland Shire

Telecommunications

Telecommunication Code of Practice

Siting of Microwave Towers in the Sutherland Shire

Waste Services

Additional Garbage Capacity Policy

Bin Contamination Policy

Bin Service Requirements Policy

Operational Files

Acquisition

Financial Management

Property Management

Administration

Fees and Charges

Rating

Advertising

Environmental Development Control

Recycling

Bays, Rivers and Estuaries

Industrial Relations

Recreational Facilities

Beaches

Insurance

Risk Management

Building Contracts

Legal
Roads
Bushfire Control & Management
Parks & Reserves
Shire Boundaries
Child Care
Personnel
Subdivision
Council Elections
Policies & Procedures
Tenders
Waste Management Associations

General Documents

Active Playing Fields Service Plan
“An Impossible Dream” – an examination of transport issues in the Sutherland Shire
Annual Financial Report
Annual Report
Auditor’s Report
Bushfire Management Plan
Business Papers and Minutes of Council, Standing Committee and Sub-Committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting), including:

- Environment & Health Standing Committee and following Sub-Committees:
 - Architectural Review Advisory Board
 - Assessment Improvement Working Party
 - Bushcare Forum
 - Caringbah Centre Working Party
 - Combined Centres Working Party
 - Cronulla Centre Working Party
 - Engadine Community Centre Redevelopment Task Group
 - Engadine Centre Working Party
 - Engadine Leisure Centre Redevelopment Working Party
 - Gandangara Lands Advisory Sub-Committee
 - Gymea Village Centre Working Party
 - Heathcote Hall Estate Working Party
 - Independent Hearing & Assessment Panel
 - Integrated Environmental Management Committee
 - Integrated Public Transport Committee
 - Jannali Centre Working Party
 - Kirrawee Centre Working Party
 - Kurnell Campaign Committee
 - Kurnell Working Party
 - Miranda Centre Steering
 - Nuclear Reactor Taskforce
 - Oyster Bay Working Party
 - Oyster Creek Flood Plain Risk Management Committee
 - People’s LEP Advisory Committee
 - Pets and the Shire Committee
 - Port Hacking Management Panel
 - Sutherland Centre Working Party
 - Tree Preservation Order Review Working Party
 - Yowie Bay Estuary Management Committee
 - Woronora River Estuary Management Committee

- Community Services Standing Committee and following Sub-Committees:
 - Aboriginal Advisory Sub-Committee
 - Access Committee of Sutherland Shire
 - Aged Care Task Force
 - Ages Services
 - Australia Day Committee
 - CCTV Implementation Task Force
 - Children's Services Sub-Committee
 - Cultural Planning and Events Sub-Committee
 - Community Consultation Working Party
 - Community Crime Prevention & Safety Committee
 - Community Drug & Alcohol Team
 - Community Facilities Advisory Committee
 - Hazelhurst Retreat Board
 - Heritage Sub-Committee
 - Heritage Festival Sub-Committee
 - Immunisation Working Party
 - Older Persons Sub-Committee
 - Youth Issues Sub-Committee
- Finance, Resources & Management Standing Committee and following Sub-Committees:
 - Cronulla Community Facilities Working Party
 - Economic Development Committee
 - EEO Advisory Committee
 - Four-year Financial Plan Working Party
 - Joint Consultative Committee
 - Surf Museum Committee
 - Sutherland Shire Economic Development Committee
 - Sutherland Shire EDC research & Marketing Sub Committee
 - Sutherland Shire Economic Development Committee Tourism Sub-Committee
- Works and Emergency Services Standing Committee and following Sub-Committees:
 - Bate Bay Coastal Management Committee
 - Bush Fire Policy and Procedures Advisory
 - Captain Cook Memorial Drive Upgrade Sub-Committee
 - Community Management Committee – Tennis Courts
 - E G Waterhouse National Camellia Garden Management Committee
 - Georges River Floodplan
 - Lucas Heights Advisory Working Party
 - Sporting Advisory
 - Sutherland Shire Bushfire Trust
 - Sutherland Shire Bushfire and SES Equipment Fund
 - Sutherland Shire Bush Fire Management
 - Sutherland Traffic Committee
 - Companion Animal Management Plan
 - Council's Property Register
 - Environment and Health Committee Codes
 - Local Emergency Management Plan
 - Management Plan 2001 – 2004
 - Management Strategies
 - Record of Approvals granted and decisions made on Appeals concerning Approvals
 - Records of Building Certificates
 - Register of Delegations
 - Register of Disclosures of Interest
 - Register of Disclosures by Members at Council and Committee Meetings
 - Register of Gifts & Benefits

Register of Investments
Returns of the interests of Councillors, designated persons and delegates
State of the Environment Report
Social Plans
Strategic Planning Unit Publications, including research reports
Sutherland Shire Demographic Plan.

SECTION 2 – STATEMENT OF AFFAIRS

The Council of Sutherland Shire has produced a Statement of Affairs, as at the 30 June 2003. The Statement is available at Council's Administration Centre. The Statement of Affairs covers:

- Council and Committee Structure and Functions
- Legislation under which Council Operates
- Impact of Council's functions on members of the Community
- Public participation in the exercise of Council's functions and duties
- Documents and records held by Council
- How to apply for access to documents under the Freedom of Information, Privacy and Personal Information and Local Government Acts, and
- The last Summary of Affairs documents as at 30 June 2002.

SECTION 3 – CONTACT ARRANGEMENTS

Application for access to documents under the Freedom of information Act should be made in accordance with the requirements of the Act. The Application Form, and requisite application fee, are to be submitted to:

The Manager Administration & Governance
Sutherland Shire Council
Administration Centre
Eton Street
PO Box 17
SUTHERLAND NSW 1499
Telephone: 9710 0367
Fax: 9710 0671

Requests for access to documents under the Section 12 of the Local Government Act should be made in accordance with the requirements of the Act. Enquiries for access under the Local Government Act and access to documents and records generally should be made by completing the appropriate application form and directing the form to:

The Manager Administration & Governance
Sutherland Shire Council
Administration Centre
Eton Street
PO Box 17
SUTHERLAND NSW 1499
Telephone: 9710 0367
Fax: 9710 0671

Requests for access to documents under the Privacy and Personal Information Protection Act and Council's Privacy Management Plan should be made in accordance with the requirements of the Act and Plan. Enquiries for access of information should be made by completing the appropriate application form and directing the form to:

The Manager Administration & Governance
Sutherland Shire Council
Administration Centre
Eton Street
PO Box 17
SUTHERLAND NSW 1499
Telephone: 9710 0367
Fax: 9710 0671

Public Access to Other Information***Customer Service Centre***

Certain Building Application and Development Application files can be viewed without appointment by visiting the Customer Service Centre at the Administration Centre, Eton Street, Sutherland. These relate to:

- enquiries by owners/applicants on current developments
- enquiries by neighbours notified as part of the development assessment process.

Central Library and other Libraries

Visitors to the Central Library can access the following Council information:

- current & past Council and Standing Committee Agenda, Minutes and Reports
- various Policies, Codes and Plans
- www.suthlib.nsw.gov.au is the Library's own web site and contains an online catalogue and community directory.

Internet

Certain information is freely available through the Internet at www.sutherland.nsw.gov.au This information covers:

- a-z services
- about council,
- enquiry counter
- news & events and hot topics
- Council and Standing Committee Reports and Minutes of meetings

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CITY OF SYDNEY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

The City of Sydney Council has the following policy documents available for inspection or purchase. Policies marked by an asterisk * are joint policies of Council and the Central Sydney Planning Committee. Central Sydney Planning Committee policies only are marked [CSPC].

Access & Equity Policy

Access Policy 1992*

Access to Archival Records

Accessible City. An Integrated Transport Strategy for Central Sydney

Accounts Receivable (Debtors)

Action Plan for People with Disabilities

Advertising of Tobacco and Alcohol Products on Council Premises

Aggregation of land with a car/storage space

Alcohol Free Zones

Alfred Street Redevelopment

Annual Report

Application for Approvals and Construction Certificate Consents

Archaeological Zoning Plan *

Auditor's Report

Awnings Policy & Guidelines *

Banking of Collections

Banner Policy – Town Hall

Building Applications – Structural Certification Policy

Building Sites Noise Code *

Busking Policy

Categorisation of Land into Residential or Business

Central Sydney Contributions Plan 1997

Central Sydney Development Control Plan 1996

Central Sydney Heritage Local Environmental Plan 2000

Central Sydney Local Environment Plan 1996 *

Central Sydney Paving Design Policy 1996 *

Central Sydney Planning Controls

Central Sydney Safety Strategy (Safe City Strategy)

Central Sydney Section 61 Contributions Plan

Central Sydney Tourist & Visitor Accommodation Policy

Child Care Facilities in the CBD *

City Banners Policy

City of Sydney Commitment to Indigenous Australians

City of Sydney Demographic and Social Profile 1996

City of Sydney Leisure & Support Services: Current Business Activities

City of Sydney Leisure & Support Services 2000 and Beyond: Critical Issues & Challenges

Civic Office Expenses & Facilities Policy

Classification of Public Land

Cleansing Equipment – Noise Standard

Code for the Control and Regulation of Noise *

Code for waste handling in buildings *

Code of Competitive Tendering
Code of Conduct
Code of Meeting Practice
Code of Practice for City of Sydney's Street Safety Camera Program
Colonnade Policy
Commercial Monitor
Competitive Tender Statement
Conditions of Hire – Sydney Town Hall Venues
Construction Hours & Noise Control Code
Contracts Policy
Cook & Phillip Parks – Draft Plan of Management
Corporate Plan
Corporate Risk Management Policy
Curatorial Policy – Sydney Town Hall Collection
Delegations Register
Design of Construction Hoardings 1997
Development Application Consents
Development Applications – Advertising & Notification (Ultimo/Pyrmont)
Development Applications – Periods of Consent
Development Consents – Standard Conditions
Disability Access Policy
Dishonoured Cheques
DISPLAN – Sydney/South Sydney Local Disaster Plan
Draft Bike Plan
Draft Central Sydney Local Environmental Plan 2002
Emerging Practice in Local Government Leisure & Support Services
Encroachment over Public Ways
Entertainment Program
Entrance Canopies – Guidelines [CSPC]
Establishment of Fees & Charges
Exemption of Pensioners from Rates and Domestic Waste Management Charges
Generic Plan of Management for Parks & Playgrounds on Public Land
Goulburn Street Parking Station Pricing Policy
Guidelines for Alterations & Additions to Terraces *
Guidelines for Temporary Structures (Hoardings, Scaffolding, Shoring & Façade Retention)
Handbill Distribution
Haymarket Redevelopment
Hoardings Policy
Home & Community Care (HACC) Program – National Service Standards
Hyde Park – Plan of Management & Masterplan
Inspections of Existing Buildings for compliance with development consent & the B.C.A
Inspections to issue Certificates of Occupation for New Buildings (under Existing Laws)
Internal Reporting Procedure – Protected Disclosures Act
Internet and E-mail Policy
Land Register
Laneways in Central Sydney – Management
Lang Park Redevelopment
Laser Advertising [CSPC]
Legionnaires' Disease
Living City
Living City Business Sponsorship Initiative
Local Approvals Policy for Commercial Waste Placed in a Public Place for Collection
Local Community Grants Program – Guidelines 2003
Look of the City. Strategy for a Co-Ordinated Scheme of Street Furniture

Macquarie Place – Plan of Management
Management of Warehouse/Courtyard Complexes in Central Sydney *
Martin Place Redevelopment
Mediation of Appeals – Land & Environment Court
Mobile Food Vendors – Restriction from Unsuitable Roads
National Code for the Construction and Fit-Out of Food Premises [Produced by the Australian Institute of Environmental Health, this document has been formally adopted by Council]
Institute of Neighbourhood & Locality Boundaries
Noise Control Regulation 1995 – Adoption of Criteria
Observatory Hill – Draft Plan of Management 1997
Occupational Health and Safety
On-Street Parking Policy
Organisation Structure
Overdue Accounts Receivable
Outdoor Café Policy *
Parking for People with Disabilities in Public Car Parks
Park Street Redevelopment
Paving Design Policy
Pedestrian Signage Policy 1993
Perception & Expectations of Leisure and Support Services in the City of Sydney
Pitt Street Mall Access Management Policy
Plain English Building Contract *
Plans of Land Proposed to be Compulsorily Acquired by Council
Plant & Assets – Replacement
Policy for Management of Laneways *
Policy for the Provision of Tourist & Visitor Accommodation in Central Sydney
Policy on Certification & Inspections Regarding Certificates of Occupation of New Buildings
Policy on Inspections of Existing Buildings in Relation to Compliance with Development Consent
Policy on Trading Hours for New & Existing Premises
Precinct Committees – Rules and Procedures
Prince Alfred Park – Plan of Management
Priority Design Program
Private Work on Public Land
Procedures for the Engagement of Consultants and Contractors
Program Funding Sources for Leisure and Support Services
Property Acquisition in Town Hall Precinct
Property Matters (sub-policy of Committees of Council Policy)
Public Art Policy
Recreation Facilities Policy & Aquatic Facilities Strategy
Rectification of Landscape – Uncompleted Development *
Redevelopment of Damaged Heritage Buildings [CSPC]
REP No. 26 City West *
Residential Conversion Manual *
Residential Monitor
Residential Strategy
Retail Strategy 2003-2006
Returns of Interests of Councillors, Designated Persons and Delegates
Sale of Electoral Information
Signs on Buildings with Colonnades
Sister City Policy
Small Hotel Rates
Social Plan (Draft)
Spanish Quarter (Liverpool Street) Redevelopment
Splays in Strata – Inclusion in Total Site Area

Sponsorships Provided by the City of Sydney – Guidelines
 State of the Environment Report
 Strategy for the Management & Communication of Major Construction Projects
 Stratum Leases
 Stratum under Martin Place – Martin Place Shopping Circle
 Street Furniture Vending Policy
 Street Nameplates – Provision on Builders Hoardings
 Street Parades, Marches, Rallies and Other Public Assemblies within Parks, Squares & Other Council
 Controlled Public Spaces
 Street Tree Policy 1994
 Street Tree Policy Ultimo/Pymont 1996
 Street Tree Survey – Planting Program & Early Procurement Strategy
 Street-lighting Strategy
 Survey of Warehouses and Woolstores *
 Sydney Cove Waterfront strategy [joint strategy Dept. of Public Works and Services]
 Sydney Harbour Bridge Draft Conservation Management Plan [CSPC]
 Sydney Town Hall Venue Management Service Policy
 Tactile Street Nameplates
 Tenders – Exchange Rate Fluctuations
 Terraces Policy
 Total Environment Policy
 Tree Preservation Order – Cash Bonds – Development Consents
 Ultimo and Pymont Demographic and Social Profile 1996
 Ultimo/Pymont Public Domain Technical Manual 1997
 Ultimo/Pymont Section 94 Development Contributions Plan 1994
 Urban Development Plan Ultimo/Pymont *
 Ventilation Code
 Visitor Accommodation Monitor
 Warehouse Sales in the Lower Town Hall
 Waste Collection – Operating Hours Policy 1994
 Waste Handling Code (Buildings)
 Waste Minimisation & Management Policy – Events in Public Places
 Waste Minimisation & Management Policy & Strategy Statement
 Wentworth Park – Car Parking
 Wentworth Park – Plan of Management
 Wynyard Park – Draft Plan of Management

In addition, the following policies of South Sydney City Council & Leichhardt Municipal Council are identified in respect of the areas that prior to 8 May 2003 were located within the local government area of these Councils:

South Sydney policy documents

Aerosol art & graffiti policy
 Development Control Plan – Contaminated Land
 Development Control Plan – Exempt & Complying Development 1999
 Development Control Plan for Orders
 Development Control Plan No. 11 – Transport Guidelines for Development 1996
 Development Control Plan No. 7 – Outdoor Advertising
 Draft South Sydney Local Environmental Plan 1998 – Amendment No. 9
 Equitable Access Design Policy
 Health Policy for Places of Shared Accommodation
 Interim Policy for awnings, verandahs & balconies on heritage items & buildings within heritage
 conservation & streetscape areas
 Rainwater Tank Policy
 Sex Industry Policy
 South Sydney (Heritage Conservation) Development Control Plan 1998 (with specific controls
 for Conservation Areas)

South Sydney Development Control Plan 1997 – Urban Design
South Sydney Development Control Plan No. 12 – notification of development applications
South Sydney Local Environmental Plan 1998
South Sydney Section 94 Contributions Plan

Leichhardt policy documents

Development Control Plan 39 – John Fletcher & Glebe Depot Site, 29-47 Forsyth Street, Glebe
Development Control Plan No. 22 – 461-465 Glebe Point Road, Glebe
Development Control Plan No. 23 -Orphan School Creek, Glebe
Development Control Plan No. 32 – Design for Equity of Access
Development Control Plan No. 33 – 357 Glebe Point Road, Glebe
Development Control Plan No. 35 – Exempt & Complying Development
Development Control Plan No. 36 – Advertising & Notification
Development Control Plan No. 38 – Waste-Avoid, Reuse & Recycle
Development Control Plan No. 42 – Contaminated Land Management
Development Control Plan No. 48 – Managing Activities on Footpaths & Street Verges
Development Control Plan No. 49 – 156-160 Bridge Road Glebe
Interim Development Order 27 – 1 The Crescent, Annandale.
Leichhardt Community Facilities & Services Contributions Plan
Leichhardt Developer Contributions Plan Transport & Access
Leichhardt Development Control Plan 2000
Leichhardt Local Environmental Plan 2000
Leichhardt Open Space & Recreation Section 94 Contributions Plan
Tree Preservation Order – 19/01/01

SECTION 2 – STATEMENT OF AFFAIRS

The City of Sydney's current Statement of Affairs is available by contacting the Freedom of Information Officer (see contact details below).

SECTION 3 – CONTACT ARRANGEMENTS

Access to policy documents can be arranged through contacting the Freedom of Information Officer during office hours. Initial contact should be made in writing or by telephone. The contact details are:

Sharon Perera
Freedom of Information Officer
City of Sydney Council
GPO Box 1591
SYDNEY NSW 2001
Phone: (02) 9265 9787

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TALLAGANDA SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

The following policy documents are available:

- General Policy Register
- Risk Management Policy
- Competition Policy
- Adjoining Owner Notification Policy
- Standards of Access
- Section 94 (EP&A Act) and S.64 (Local Government Act) Contributions Plans for Roadworks, Bush Fire Control & Suppression, Water Supply and Sewerage, Waste Management Facilities
- Local Approvals Policy
- Waste Management Strategy
- Strategy for the Management of On-Site Sewage Systems
- Companion Animal Management Plan
- Tallaganda Local Environmental Plan 1991
- Development Control Plans (associated with the Tallaganda Local Environment Plan 1991) for
 - Environmental Heritage Provisions
 - Advertising Signs and Structures Provisions
 - Rural 1(c) Small Holding Development
 - Rural 1(a) Development
 - Braidwood Village Zones
 - Exempt Development
 - Complying Development
 - On-Site Sewage Management
- Code of Conduct
- Road Hierarchy
- Advice to persons proposing to construct a Crown Reserve Road
- Local policies adopted by the Council concerning approvals and orders
- Scotch Broom Management Plan
- Blackberry Management Plan
- Tallaganda Shire (Landholder) Scotch Broom Management Plan
- Tallaganda Disaster Plan (Displan)
- Fuel Management Plan
- Bush Fire Brigades Training Plan
- Tallaganda District Fire Plan (41a)
- 2003/04 – 2005/06 Management Plan, incorporating:
 - The organisation structure, principal activities, goals and services
 - Achievements of goals by objectives and performance targets
 - Other programs and activities:
 - Capital works projects
 - Asset replacement and sales programs
 - Activities of a business / commercial nature
 - Human resource activities
 - State of the Environment Report
 - Revenue policy
 - Estimates of income and expenditure
 - Schedule of fees, private works and plant hire charges

- Community and Social Plan 1999/2000 – 2003/2004
- Annual Report 2001/02
- Annual Financial Report
- Auditor's Report
- Council's Land Register
- Register of Investments
- Pecuniary Interest Returns of Councillors and designated persons
- Returns as to candidates' campaign donations
- Annual reports of bodies exercising delegated Council functions
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by the Council
- Leases and licences for use of public land classified as community land
- Plans of management for community land

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs is available to the public free of charge from the Council Chambers.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and enquiries concerning freedom of information should be made to:

The Public Officer
Tallaganda Shire Council
Locked Bag (144 Wallace St)
BRAIDWOOD NSW 2622
Ph: (02) 4842 2225
Fax: (02) 4842 2669
Email: debby.ferguson@tallaganda.nsw.gov.au
Hours: 9.30am and 4.30pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TAMWORTH CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

The following is a list of the documents held by the Council and which are available perusal by members of the public:

Community Land Management

- Leases and licences for use of public land classified as Community Land
- Plans of Management for Active and Passive Community Land
- Playground Equipment Plan of Management
- Register of leases and licences for Community Land
- Swimming Pools Plan of Management
- Tamworth City Council Cemetery Plan of Management
- Tamworth City Council Land Register
- Tamworth Recreation Plan

Council Staff

- Tamworth City Council Equal Employment Opportunity Policy
- Tamworth City Council Equal Employment Opportunity Management Plan
- Tamworth City Council Human Resource Management Policies including Working with Children Requirements
- Tamworth City Council Management Policy Manual

Disaster Planning

- Tamworth Local Disaster Management Plan
- Tamworth Parry Floodplain
- Tamworth Parry Bush Fire Risk Management Plan
- Tamworth Parry Bush Fire Operations Plan

Environment

- Landfill Environmental Management Plan
- Tamworth City Council 2002 State of the Environment Report
- Tamworth City Council Significant Tree Register
- Tamworth City Council Street Tree Master Plan

Financial and Operational

- Tamworth City Council 2001/2002 Financial Reports
- Tamworth City Council 2001/2002 Auditors Report
- Tamworth City Council 2001/2002 Annual Report
- Tamworth City Council Management Plan 2002/2003
- Tamworth City Council Register of Investments
- Local Government Code of Accounting Practice and Financial Reporting Manual
- Local Government Asset Management Manual

Governance

- Tamworth City Council's Policy concerning the "Payment of expenses incurred by, and the provision of facilities to, Councillors"
- Tamworth City Council Declarations of Interest Register
- Monthly Business Papers for Council and Committee Meetings

- Monthly Minutes of Council and Committee Meetings, but restricted (in the case of any part of a meeting that is closed to members of the public by Resolution of the Council-section 10A(2) Local Government Act 1993), to the Resolutions of the Council in Closed Council.
- Register of Delegation of Functions
- Freedom of Information Statement of Affairs
- Freedom of Information Summary of Affairs
- Tamworth City Council Code of Conduct
- Tamworth City Council Code of Meeting Practice
- Tamworth City Council Competitive Neutrality Complaints Management Policy
- Tamworth City Council General Policy Register

Landuse Planning and Development Control

- Register of Building Approvals
- Register of Development Application Approvals
- Register of General Approvals
- Tamworth City Council Local Approvals Policy
- City of Tamworth Urban Development Strategy
- Tamworth Local Environmental Plan 1996
- Tamworth City Council Contributions Register and Plan
- Records of building certificates under the Environmental Planning and Assessment Act 1979
- Development Control Plan No. 1 – Traffic and Parking Guidelines
- Development Control Plan No. 2 – Guidelines for Commercial and Retail Development
- Development Control Plan No. 3 – Outdoor Advertising Guidelines
- Development Control Plan No. 4 – Guidelines for Industrial Development
- Development Control Plan No. 5 – Medium Density Housing Guidelines
- Development Control Plan No. 6 – Guidelines for Health Consulting Rooms/Medical Centres
- Development Control Plan No. 7 – Subdivision Guidelines for Westdale
- Development Control Plan No. 8 – Guidelines for Groveleigh Gardens Estate
- Development Control Plan No. 10 – Guidelines for East Point Estate
- Development Control Plan No. 11 – Guidelines for Calala Rural Residential Estate
- Development Control Plan No. 13 – Regulation of Brothels
- Development Control Plan No. 14 – Longyard Masterplan
- Development Control Plan No. 18 – Interim Floodplain Guidelines
- Development Control Plan No. 19 – Subdivision Guidelines
- Development Control Plan No. 20 – Advertising & Notification of Development Applications

Public Health

- Tamworth City Council Food Premises Code

Records Management

- Local Government Records – General Disposal Authority

Community Planning

- Tamworth Community Plan

Water Supply

- Dungowan Dam Pipeline Customer Charter
- Dungowan Dam Pipeline Issues and Discussion Paper.

SECTION 2 – STATEMENT OF AFFAIRS

The Council is required by section 14 (1) (a) of the Freedom of Information Act 1989 to produce a Statement of Affairs every year by 30 June as a document to be held on the Council's premises and made available upon request to members of the public in accordance with section 12 (1) of the Local Government Act 1993.

The Council's current and most recent Statement of Affairs has been available upon request since 1 July 2002.

SECTION 3 – CONTACT ARRANGEMENTS

The Council's Statement of Affairs may be inspected and Policy Documents purchased by contacting the Council's principal officer under the Freedom of Information Act 1989 at the Council's Administration Building, "Ray Walsh House", Peel Street, Tamworth during normal office hours.

Public Officer: Stephen Bartlett
Community & Corporate Director Services
Tamworth City Council
Telephone: (02) 6755 4438
E-Mail: s.bartlett@tamworth.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TEMORA SHIRE COUNCIL****(FOI Agency No. 2216)****SECTION 1 – POLICY DOCUMENTS**

Temora Shire Council maintains the following documents available for public inspection:

- Annual Report;
- Annual Financial Statements including Auditor's Report;
- Management Plan including EEO Management Plan, Community Land Plan, and Social Plan
- Returns of the interests of Councillors, designated persons and delegates;
- Business Papers and Minutes for Council and Committee Meetings (excluding items deemed Confidential);
- Register of Delegations;
- Records of Building Certificates.

Policy Register containing the following policies:

- Amusement Devices – Pin Ball Machines
- Building and Building Lines
- Industrial Buildings
- Operation of Effluent Recycling Scheme
- Firebreaks
- Issue of Burning Off Permits
- Keeping of Horses
- Noxious Plant Control
- Construction and Use of Swimming Pools
- Town Hall Lettings
- Operation of Street Stalls
- Local Environment Plan (Currently Being Updated)
- Use of Caravan Park and Recreation Areas
- Nixon Park
- Lake Centenary
- Tree Pruning (Currently Being Updated)
- Staff Training and Appraisal
- Saleyard Truck Washing Bay
- Hire of Heavy Plant
- Development and Building Notification Approvals
- Payment of Expenses and Provision of Facilities
- Dwelling – Removal Code – Ariah Park and Springdale
- Code of Conduct
- Code of Meeting Practice
- State of the Environment
- Accreditation and Certification Protocol – Private Building Surveyors
- Use of Council Equipment by Employees Outside of Working Hours
- Local Approvals Policy
- Third Party Purchase
- Casual Use – Temora Saleyards
- Staff and Council Presentations
- Staff Uniforms

- Street Banners
- Plant Replacement
- Izumizaki Agricultural Bursary
- Recreation Centre Policy
- Tendering Policy
- Local Purchase Policy
- Employee Incentive Scheme
- Complaints Handling Procedure
- Policy for Discharge of Liquid Trade Waste into Council's Sewer
- Guidelines for Television and Film Production Shoots
- Managing Conflicts of Interest
- Provision of Information to and Interaction Between Councillors and Staff
- On-site Sewage Management Plan
- Debt Recovery Plan
- Code of Practice – Section 355 Committees
- Privacy and Personal Information Management Plan
- Amenity Tree Management Plan
- Model Privacy Management Plan
- Street Closure Policy
- Child Protection Policy
- Email and Internet Usage Policy
- Human Resources Policy (currently being updated)
- Housing
- Cemetery
- Sporting Fields
- Rating Policy
- Commercial Properties in Residential Areas
- Aged Care Facilities
- Vandalism
- Pre School
- Use & Hire of Mobile Stage
- Street Lighting
- Investment Policy
- Road & Footpath Inspections Policy
- First Aid Policy
- Risk Management Policy
- Policy for Grazing of Stock on Councils Roads

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to documents held by Temora Shire Council must be made by written application. No immediate fee is payable.

Applications should be addressed to:

The Public Officer
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Enquiries may be directed to Mr Steve Firth by telephoning (02) 6977 1099 during the hours of 8.00 am and 4.30 pm, Monday to Friday

G. C. Lavelle
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TENTERFIELD SHIRE COUNCIL****(FOI Agency No. 2217)****SECTION 1 – POLICY DOCUMENTS**

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

Annual Reports
Auditors Reports
Budget Review
Building Application/Approval Records
Building Certificate records
Business Papers
Code of Conduct for Local Government
Code of Meeting Practice
Consultative Committee Policy
Contribution Plan – Section 94
Contribution Plan – Car Parking Tenterfield CBD
Delegation of Authority Register
Development Application/Consent Records
Development Control Plan for Development on land within Zone 2(v)(Village or urban in Tenterfield)
Disclosures Register
Emergency Management Plans (including Bushfire Risk Management Plans and Disaster Plans)
Employee Handbook
Equal Employment Opportunity Management Plan
Local Approvals Policy
Management Plan & Revenue Policy (including Financial Forecast for period)
Minutes of Committee Meetings
Minutes of Council Meetings
Occupational Health and Safety Committee Policy
Parks and Reserves Management Plan
Plans of Management for Community Land
Plant Replacement Program
Privacy Management Plan
Saleyards Management Plan
Social Plan
State of the Environment Report
Subdivision Code
Tenterfield Local Environmental Plan
Tenterfield Memorial Baths Management Plan
Tenterfield Shire Road Network Management Plan
Training Plan and Policy
Water & Sewerage Headworks Contribution Policy
Workplace Assessment Committee Policy

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

GENERAL

- Accounting Policy
- Acting General Manager
- Charitable Appeals
- Community Donations/Contributions
- Competitive Neutrality Complaints
- Designated Persons
- Expenditure Authority for the Mayor and General Manager
- Fund Raising Stalls
- Insurance Claims
- Investment
- Internet, Email and Computer Usage
- Library – Borrowings
- Library – Family History Group
- Library – Internet Users
- Library – Library and Information Services
- Library – Collection Development Policy
- National Framework for Women in Local Government
- Payment of Expenses and Provision of Facilities to Councillors
- Policy Register Distribution
- Provision of Information to and interaction between Councillors and Staff
- Purchase of Goods Locally
- Rates and Charges Arrangements
- Rental of Council Residence – General Manager
- Rental of Council Residence – Other Staff
- Reserve Funds
- Resource Sharing
- Sponsorship – Centenary of Federation
- Submissions
- Transfer of Land in Payment of Rates
- Writing Off of Debts

WORKS AND SERVICES

- Access to Properties
- Delegation for Purchases – Minor Plant Items
- Demand Management -Tenterfield Water Supply
- Demand Management – Urbenville Water Supply
- Footpaths – Paving
- Gutter Crossings
- Kerb and Gutter – Contributions (Corner Lots)
- Kerb and Gutter – Replacement of Granite Gutter Blocks
- Maintenance of Accesses
- Maintenance of Nature Strips and Road Verges
- Motor Vehicles – Council Transfers
- Motor Vehicles – Delegation for Purchase of Light Vehicles
- Plant Operations, Servicing and Maintenance
- Property – Disposal of Obsolete/Surplus Property
- Public Gates and By-Passes
- Roadside Memorials/Commemorative Markers
- Signage – Bed & Breakfast (B & B) Establishments
- State Emergency Service – Agreement with Kyogle Council
- Temporary Closure of Town Streets
- Tenterfield CBD Works Procedures
- Water – Rural Connections
- Water – Service Connections

PLANNING AND DEVELOPMENT

- Approvals – Sandwich Board
- Building Control – Building Lines
- Council Property – Pianos
- Excessive Vegetation Control in Residential Areas
- Impounding – Abandoned Motor Vehicles
- Memorial Hall Fees
- Noxious Weeds
- On-site Sewage Management
- Sewerage – Septic Tank Connections
- Street Vending
- Subdivision – Road Naming
- Water Supplies & Sewerage Services – Contributions to Water and Sewer Main Extensions

HUMAN RESOURCES

- Camping Out
- Conference, Seminar & Training Expenses
- Corporate Uniform
- Child Protection
- Education Expenses
- Emergency Preparedness
- Employment Screening
- Grievance and Dispute Procedure
- Interview Expenses
- Leave – Emergency Services Duty
- Leave – Picnic Day
- Leave – Rostered-Days-Off
- Motor Vehicles Private Use
- Occupational Health and Safety – Electrical Inspection of Construction Tools
- Occupational Health and Safety – Lifting Using Chains and Slings
- Occupational Health and Safety – Traffic Control at Work Sites
- Outdoor Staff Clothing and Personal Protective Equipment (PPE)
- On-Site Facilities
- Occupational Health and Safety – Chainsaws
- Occupational Health and Safety – First Aid
- Occupational Health and Safety
- Personnel Files
- Protected Disclosures
- Recognition of Services
- Re-evaluation of a Position Grade
- Removal Expenses
- Salary System
- Staff Appointments
- Staff Benefits
- Telephone Allowances
- Workplace Smoking

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30th June, 2003 has been prepared and is available from Council's office for perusal.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public wanting access to Council's documents are asked to make contact with the Public Officer, who is able to arrange for copies of documents to be made available. This Officer will also advise the appropriate place and times should the documents be required for inspection.

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed above), are to be made in writing (an application form is available) accompanied by the appropriate fee. Applications are to be addressed to the Public Officer, Tenterfield Shire Council. The Public Officer is available during Council business hours of 9.00 a.m. to 4.30 p.m. Monday to Friday at the address below, and contact should be made prior to attending:

The Public Officer
Tenterfield Shire Council
PO Box 214
Tenterfield NSW 2372
Telephone: (02) 6736 1744
Facsimile (02) 6736 2669
E-mail: council@tenterfield.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TUMBARUMBA SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Tumbarumba Shire Council maintains the following documents available for public inspection:

- Annual Report
- Management Plan
- Revenue Policy (incorporated with Management Plan)
- Delegations of Authority
- Development Control Plans:
 - DCP 1 Areas of environmental significance
 - DCP 2 Tourist development
 - DCP 3 Rural residential development
 - DCP 4 Residential flat buildings
 - DCP 5 Industrial development
 - DCP 6 Caravan and camping parks in isolated areas
 - DCP 7 Residential developments in the villages of Rosewood and Jingellic
 - DCP 8 Residential development
 - DCP 9 Commercial tree planting activities
 - DCP 10 Tree clearing
 - DCP 11 Outdoor Advertising
 - DCP 12 Exempt and Complying Development
- Tumbarumba Local Disaster Plan
- Tumbarumba Bush Fire Operations Plan
- Tumbarumba Bush Fire Fuel Management Plan
- Tumbarumba Local Environmental Plan, 1988
- Five year financial plan
- Public land register
- Auditors Report
- Investment Register
- Building Certificate records
- Building applications register
- Development applications register
- Council meeting business papers (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of meetings of Council and its various Committees (but not including minutes in respect to matters considered when a meeting is closed to the public).
- Budget for the current and previous years
- Equal Employment Opportunity Management Plan
- Schedule of fees and charges
- Annual Financial Statement of Accounts
- Quarterly financial review
- Loans Register
- Assets Register
- Contracts Register
- Tumbarumba Shire Cemetery Records
- Returns of interests of Councillors and designated persons
- Staff induction manual
- Statement of Affairs

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

Administration/Finances

- Investments
- Financing of plant purchases
- Sale of surplus equipment
- Hiring to voluntary organisations
- Press Releases
- Street stalls and collections
- Plant replacement – small vehicles
- Cemeteries – general
- Septic tank and sewerage installation loans
- Terms of payment of capital contribution for water and sewer extensions
- Sundry debtors
- Payment for kerb and guttering
- Tendering by electronic means
- Connection to sewer
- Purchase and sale of motor vehicles
- Pound sale days
- Accounting policy
- Disputed water meter readings
- Internal reporting policy – Protected Disclosures Act 1994
- National Competition Policy – Complaints Handling Procedure
- General Complaints Handling Procedure
- Code of Practice – issuing of fines
- Water Main Extensions – Application of Charges

Bush Fire

- Bush Fire tankers
- Bush Fire equipment generally
- Issue of fire permits
- Harvesting on days of extreme fire danger
- Fuel expenditure in attending fires
- Council plant used for fire fighting on private property

Council

- Policy book
- Council Chambers – meetings
- Donations
- Payment of expenses and the provision of facilities to Mayor, Councillors and other authorised persons
- Operational involvement policy
- Code of Conduct
- Mayoral and Councillors travel
- Payment of Annual Fees for Councillors
- Councillors' car policy

Health and Building

- Impounding authority
- Immunisation clinics
- Emptying of septic tanks
- Caravan – occupation on site prior to building
- Applications to erect buildings
- Building approvals

Noxious Weeds

- Noxious weeds

Parks, Gardens and Reserves

- Reserves maintenance
- Pioneer hall hiring
- Tumbumba Cemetery – Ex-Servicemen Memorials
- Reserves – camping

Roads

- Footpaths – obstructions
- Reserved roads – requests for roadworks
- Damage to conduits or cables on public roads
- Pipes or cables on public roads
- Access to properties
- Unfenced road reserves
- Charges for constructing or repairing a special crossing
- Charges for paving, kerb and guttering
- Roads – inspection prior to estimates meeting
- Shire minor unsealed roads classification
- Specification for rural access

Staff

- Motor vehicles employee private/commuter use
- Misappropriation of equipment
- 25 Years service
- Conferences
- Telephone accounts
- Interview expenses
- Conditions of employment
- Annual leave
- Staff residences – excess water
- Removal expenses
- Cashiers – cash shortage
- Staff housing
- Apprentices
- Apprentice – mature age
- Apprentices – conditions
- Service in reserve forces
- Training policy
- Reimbursement of expenses for staff
- Equal employment opportunity
- Safety policy
- Occupational rehabilitation programme
- Employment of casual labour, frequency of health checks
- Camping
- 20 Years Service

Tourism

- Tourism development

SECTION 2 – STATEMENT OF AFFAIRS

The Shire of Tumbarumba has produced a Statement of Affairs and is available by contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries may be made during normal office hours (8.30 a.m. to 5.00 p.m., Monday to Friday) to:

Mrs K. Whitehead
Public Officer
Tumbarumba Shire Council
Bridge Street
PO Box 61
TUMBARUMBA NSW 2653
Telephone: (02) 69489100
Facsimile: (02) 69482865
Email: mail@tumbashire.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TUMUT SHIRE COUNCIL****(FOI Agency No. 2219)****SECTION 1 – POLICY DOCUMENTS**

Tumut Shire Council has the following documents available for inspection:

MANAGEMENT DOCUMENTS

Urban Stormwater Management Plan
Sporting Facilities in the Tumut Shire – Plans of Management
Tree Committee – Terms of Reference
Waste Recycling Committee – Terms of Reference
Management Plan 2001/2004
Social Action Plan for Tumut Shire Council
Strategic Plan for the Management of Public Land in the Tumut Shire
Generic Plan for Significant Sportsfields – Plan of Management
Generic Plan for Small Neighbourhood Parks & Playgrounds
On-site Sewage Management Plan
Works Unit Business Plan
Works Unit Capability Statement
Strategic Business Plan for Water & Sewerage Systems
Fees and Charges
Budget – 1 year
Budget – 10 years
Aerodrome operations, maintenance & emergency
Trade Practices Act
Tumut River Greenbelt Management Plan
Access Committee – Terms of Reference
Aboriginal Liaison Committee – Terms of Reference
Tumut Aerodrome Committee – Terms of Reference
Risk Management & Safety Committee – Terms of Reference
Wondalga Quarry Committee – Terms of Reference

STAFF & COUNCILLORS

Career Enhancement
Salary
Loss of Licence
Recruitment and Selection
Volunteer
Records Management
Internet and Email
Drug and Alcohol in the Workplace
Corruption Prevention Policy
Making of Rescission Motions
Appointment of Public Officer
Conferences, Seminars and Leave
Employee Awards
Leaseback Vehicles
Management of Remuneration Packages

Mayoral/General Manager meeting
Payments to Councillors
Reimbursement of Expenses – Staff
Sick Leave
Time Off in Lieu (Toil) – Staff
Use and Custody of the Common Seal
Council Delegate Reports
Child Protection
Workers Compensation
Rehabilitation
Noise Control
No Smoking in the Workplace
Manual Handling
Hearing Protection
Occupational Health & Safety
Occupational Health & Safety Committee Constitution
Chemical Safety
Employee Assistance Program
Eye Protection
HIV/AIDS in the Workplace
Training & Education Assistance for Employees
Service and Communications
Complaints
Protection from Ultraviolet Radiation
Consultative Committee Constitution
Family Leave (see Code of Conduct)
Information/Interaction between Councillors/staff -ICAC(see Code of Conduct)
Council Code of Conduct
Council Conflict of Interest (see Code of Conduct)
Council Protected Disclosures (see Code of Conduct)
Code of Meeting Practice
Staff Manual
Staff Training & Education
Award Restructuring
Disability Access Committee – Constitution & Policy
Grievance & Harrassment
Competency Based Assessment
Equal Employment Opportunity – Management Plan
Disciplinary
Immunisation
Competitive Neutrality – Complaints & Procedures
Casual Employment
Leave without Pay
Strategy for the formation of Self-managing teams
Family Friendly Employment
Special Leave
Uniform – Corporate
Risk Management & Safety
Union Picnic Day

PLANNING
Building Inspection
Local Approvals
Local Orders
Dwarf Walls

Illegal Building Work
Industrial Land
Private Water Service
Processing Development Applic. construction cert. & complying Development Cert.
Property Addressing
Recycled Buildings
Temporary accommodation in Caravans
Access to Tumut Town Common
Alcohol Free Zones
Building over Sewerage Mains
Cemeteries
Crown Roads
Disposal at Waste Recycling Centres
Dining Areas & Displays on Footpaths
Ecologically Sustainable Development
Fairway Drive Access
Footpath and Pedestrian ways
Kerb and Gutter
Leash free dog exercise area
Metal Clad Buildings
Private Development of Public Land
Prohibited camping on Crown Reserve
Roadside stall
Stock Grid
Stock or vehicle loading ramps
Street tree
Street naming
Town Planning – Dwellings in general business zones
Tree preservation
Urban Fencing
Use of structural engineers
Verandahs over footpaths
Water Supply Connection
Rainwater Tank
Adelong Commercial Area
Building Lines
Disposal of Liquid Trade Waste
Developer Contribution Plan – Water & Sewerage Supply
Environmental Auditing of Industrial Premises
Street Stalls
Development Control Plan No. 5 – Brothels
Development Control Plan No. 3 – Carparking
Street Parking Control
State of Environment Report
Septic Tank Code
Orchard Planning Near Rural Dwelling – Planning
Tumut Local Environmental Plan
Rural Local Environmental Study & Urban Strategy
Development Control Plan No. 1 – Talbingo
Residential Development Control 1(1 & 2 Storey Low Density Development)
Urban Subdivision Code
Rural Subdivision Code
Industrial Development Code
Access – Disability

Development Control Plan No. 2 – Rural Residential Development
Section 94 Contribution Plan
Contaminated Land
Car Parking Strategy – Tumut Town Centre
Extension of Sealed Road Network
Road Service Crossings
Development Control Plan No. 4 – Public Notification
Development Bonds & Maintenance Bonds
Submitting a Building Application
Applying for Demolition Approval
Applying for Approval for installing a Solid Fuel Heater
Applying for Approval to occupy Incomplete Building
Applying for Approval to Install a Septic Tank/Waste Treatment Device
Installation of Rain Water Tanks in Residential Areas
Submitting A Development Application
Home Occupation/Home Industry
Change of Use
Landscape Planning Guidelines
Applying for Rural Dwelling Approval
Applying for Subdivision Approval
Submitting an Application for a Place of Public Entertainment
Control of Urban Trees
Erosion Control Guidelines for Building Sites
Development Application Process
Television & Film Production Shoots
Industrial Strategy
Private Sewerage Service (Pumping System)
Directional Signs
Tree Preservation Order
Maintenance of Public Roads & Access
Display of Private Second Hand Vehicles for Sale
Riverglade Wetlands Management Plan

FINANCE

Arrangements to settle accounts
Exemptions for Gate Charges at Waste Recycling Ctr
Cashiering
Debt Recovery
Gifts, Donations and Exemptions

COMMERCIAL OPERATIONS

Tendering
Plant Replacement
Economic Development
Caravan Park operations
Provision of Contract Services by Council
Granite quarry
Regional Tourist Signpost Strategy
Local Tourism Plan
Tourism Management Program 1994
Council Caravan Parks – 10 year strategy

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

Fire Station
Flood Plain Management

Bushfire training
Bush Fire Danger Period
Fire Prevention in Pine Plantations
Overgrown allotments
Rural Fire Service Equipment
Rural Fire Service Organisation
Rural Fire Appliance
Activities during fire bans
Bush Fire Brigade Constitution
Tumut District Bushfire Management Plan
Tumut Bushfire Local Training Plan
Tumut Bushfire Standing Operating Procedures
Bushfire Risk Management Plan
Use of Council Plant at Bushfires
Electronic Equipment Usage
Food Safety
Sale of Tobacco Products
Sportsground and Facilities Users
Sport & Recreation Committee – Terms of Reference
Allocation of Sports grounds
Noxious Weeds Management
Access Policy
Community Service Placements

SECTION 2 – STATEMENT OF AFFAIRS

The Council's Statement of Affairs will be produced in the 2002/03 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public requiring access to Council's documents are asked to make contact with the Public officer, who is able to arrange for copies of documents to be made available. The Public Officer will also advise the appropriate place and times should the documents be required for inspection.

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed above, are to be made in writing (an application form is available), accompanied by the appropriate fee. Applications are to be addressed to the Freedom of Information Officer, Tumut Shire Council.

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

Public Officer (Mr Rob McMillan)
Freedom of Information Officer (Mr Rob McMillan)
Tumut Shire Council
76 Capper Street
TUMUT NSW 2720
Telephone: (02) 6947 0555
Facsimile: (02) 6947 3999
Email: rmcmillan@tumul.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TWEED SHIRE COUNCIL****(FOI Agency No. 2220)****SECTION 1 – POLICY DOCUMENTS**

The following Policy Documents are held by Council:-

- a) Annual Financial Reports
- b) Annual Report
- c) Auditor's Report
- d) Building Applications – notification policy
- e) Building Line Policy
- f) Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- g) Codes/Policies/Manuals
 - Tree Preservation Order
 - Landscape Manual
 - Terranora Strategic Planning Interim Statement
 - Rural Planning Policy Review
 - Other Planning Policies
- h) Council's Code of Conduct
- i) Council's Code of Meeting Practice
- j) Council's Policy concerning the Payment of Expenses incurred by, and the Provision of Facilities to Councillors.
- k) Council's Policies on Child Protection.
- l) Development Control Plans
 - No 1 Terranora Village
 - No 2 Site and Access Parking Code
 - No 3 Tweed Heads South/Banora Point West
 - No 5 Development of Flood Liable Land
 - No 6 Multi-Dwelling Housing Version 2
 - No 7 Development of Land Liable for Sewerage Levy (Repealed)
 - No 8 Coastal Erosion (Draft – not adopted)
 - No 9 West Kingscliff
 - No 10 Development of Land Liable for Water Levy (Repealed)
 - No 11 Kings Beach South Kingscliff
 - No 14 West Murwillumbah
 - No 15 Advertising Signs Code
 - No 16 Subdivisions Manual
 - No 17 Cobaki Lakes (under review)
 - No 18 Tweed Heads
 - No 19 Keith Compton Drive, Tweed Heads
 - No 20 Black Rocks (Draft – not adopted)
 - No 21 Sea Ranch
 - No 22 Dalton Street, Terranora
 - No 23 Martinelli & Bione Avenue, Banora Point (Draft – not adopted)
 - No 24 Fraser Drive, Banora Point
 - No 25 Biting Midge & Mosquito Control in Tweed
 - No 26 Child Care Centres
 - No 27 Density Controls for Schedule 7 Rural Subdivision TLEP 1987

- No 28 Marana Park Estate Density Controls, Bilambil Heights
- No 29 Dual Occupancy Controls Black Rocks Estate, Banora Waters Stages 5-10, 12, 13 (Repealed)
- No 30 Dual Occupancy Controls Cabarita Seaside Village Stage 3 (Repealed)
- No 31 Brothels Policy
- No 32 Peter Street (South) Residential Development Control
- No 34 Notification of Certain Development Applications for the Erection of Buildings (Draft – not adopted)
- No 35 Buffers (Draft – not adopted)
- No 36 Telecommunications Infrastructure (Draft – not adopted)
- No 37 Streetscape Policy (Building Lines, Fences) (Draft – not adopted)
- No 38 Seeabreeze Estate, Pottsville
- No 39 Energy Smart Homes Policy
- No 40 Exempt and Comply Development
- No 41 Stormwater Runoff and Drainage (Draft – not adopted)
- No 42 Public Notification Policy
- No 43 Kingscliff
- No 44 Dual Occupancy Controls Tweed Shire (Amendment 1)
- No 45 Socio-Economic Impact Assessment
- No 46 South Kingscliff Gateway Plan of Management (Draft – not adopted)
- No.47 Cut & Fill on Residential Land
- m) Disaster Plan
- n) Draft Section 94 Contribution Plans
- o) EEO Management Plan
- p) Emergency Management Plan
- q) Fence Policy
- r) General Policy Document
- s) General Technical Reports on Water Supply and Sewerage, Planning, Design and Operations.
- t) Guidelines for the Submission of Reports on Contaminated Land 1992
- u) Heights of Building Map
- v) Human Resources Management – Policy and Procedures Manual
- w) Landuse Guidelines for Acid Sulphate Soils
- x) Local Environmental Plan Amendments.
- y) Lower Tweed River Management Plan.
- z) Management Plan, including Financial Management Plan.
- zz) Minutes of Council Meetings.
- aa) Plans of Management for Community Land.
- bb) Register of Delegations.
- cc) Register of Investments.
- dd) Residential Development Strategy.
- ee) Residential Development Strategy (Amendments).
- ff) Returns of the Interests of Councillors, Designated Persons and Delegates.
- gg) Section 94 Contribution Plans
 - No 1 Banora Point West/Tweed Heads South – Open Space Contributions
 - No 2 Banora Point West Drainage Scheme
 - No 3 Banora Point West/Tweed Heads South – Community Facilities
 - No 4 Tweed Road Contribution Plan
 - No 5 Open Space Contribution
 - No 6 Street Planting in Residential Areas
 - No 7 West Kingscliff
 - No 10 Cobaki Lakes – Public Open Space & Community Facilities
 - No 11 Tweed Shire Library Facilities
 - No 12 Bus Shelters
 - No 13 Eviron Cemetery/Crematorium Facility
 - No 14 Rural Road Upgrading, Mebbin Springs Subdivision, Kyogle Road, Kunghur
 - No 15 Developer Contributions for Community Facilities
 - No 16 Emergency Services – Surf Life Saving

- No 18 Council Administration Office and Technical Support Facilities
- No. 19 Kings Beach/Kings Forest
- No. 20 Public Open Space at Seabreeze Estate
- No. 21 Terranora Village Estate – Open Space and Community Facilities
- No. 22 Cycleways
- No. 23 Offsite Parking
- No. 24
- No. 25 Kings Beach North
- No. 26 Shirewide/Regional Open Space
- hh) State of the Environment Report
- ii) Tweed Local Environment Plan 2000
- jj) Tweed Local Environment Plan No. 24
- kk) Tweed Valley Flood Studies

SECTION 2 – STATEMENT OF AFFAIRS

Council has completed its Statement of Affairs and is available upon request.

SECTION 3 – CONTACT ARRANGEMENTS

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

Manager Administration Services/Public Officer
Tweed Shire Council
PO Box 816
MURWILLUMBAH NSW 2484.

It is suggested that initial contact be made with the Manager Administration Services prior to lodging a formal application to ascertain whether a formal application is needed and to ensure that the documents are available or can be made available when required.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****URALLA SHIRE COUNCIL****(FOI Agency No. 2222)****SECTION 1 – POLICY DOCUMENTS**

The Council has the policy documents listed hereunder. Except where otherwise indicated:

- The documents are concerned with policies of the Council (i.e. FOI Agency No. 2222).
- Individual documents are available for viewing free of charge. Council will provide photocopies of documents upon payment of a fee.

Policy Documents

Abandoned Vehicles

Aged Care Facilities – Quarantining of Funds

Aggregation of Parcels of Land for Rating Purposes

Amendments to Existing Policies

Amusement Devices

Backyard Burning

Bonds Management

Bushfires – Annexure A to Bushfires. Out of Area Assistance Plan

Cash Advance Policy

Cemeteries

Chemical Usage

Citizenship Awards

Code of Conduct

Code of Meeting Practice

Committees of Council

Community Plan

Complaints – Handling of

Council Assets – Disposal of

Council Meetings – Matters for Closed session

Council Meeting Room – Use of

Debt – Recovery

Delegations of Authority

Delegations of Authority Register

Development Approval Processes

Development Control Plan No. 1

(Rural Subdivision)

Development Control Plan No. 2

(Rural Building Development)

Development Control Plan No. 3

(Rear Service Lane & Off Street Car Park)

Development Control Plan No. 4

(Outdoor Advertising)

Development Control Plan No. 5

(Business Development)

Development Control Plan No. 6

(Exempt & Complying Development)

Developments – (Small) Disposal of Stormwater
Disaster Plan
Displays on Footpaths
Dogs – Keeping within a Village or Urban Area
Donations – Section 356
Election of Mayor, Deputy Mayor and Delegates to Committees following General Election
EEO Management Plan
Equal Employment Opportunity
Gates and Ramps
Genetically Engineered Crop Trials in Country NSW
Goods and Services Tax (GST)
Grazing on Roads other than Travelling Stock Routes (TSRs)
Investments
Landscaping Bonds
Local Environmental Plan 1988
Local Approvals Policies
Local Policies – Amendment and Revocation
Main Street Study
Management Plan
McMaugh Gardens – Selection Panel
Minutes of Council Meetings
Motor Vehicles (Sedans & Station Wagons) – Purchase and Sale
Payment of Fees and Expenses and the Provision of Facilities for Councillors
Pensioner Concessions
Plan of Management for Community Land
Private Work and Plant Hire Charges
Privacy Management Plan
Provision of Information to and Interaction between Councillors and Staff
Revenue Policy
Road – Crossings for Water Pipes
Road Reserves – Splayed Corners
Roadside Management
Roads – Maintained by Council
Rural Fires
Section 94 Contributions Plan
Invergowrie
Uralla
Bundarra
Rural Zones 1(A) and 1(B)
Rural Zone 1(C)
Sponsorship
State of Environment Report
Street Stall – Allocation
Street Stall Operating Policy
Street Vendors
Subdividers – Land Valuations and Rates
Subdivision – Urban Standards
Thermal Insulation for Class 1, 2 and 3 Buildings
Transfer of Land for unpaid Rates and Charges
Travel – Interstate and Overseas
Trees
Uralla Markets
Uralla Heritage Study

Uralla Swimming Pool Booking
Utilities and Major Plant Equipment – Purchase and Sale
Vehicles
Work in “Lieu” and “in kind”

Local Approvals Policy

The purpose of this policy is to supplement the provisions of the Local Government Act and Local Government (Approvals) Regulation by specifying the circumstances in which a person is not required to obtain a particular approval from Council. It also specifies the criteria used by Council when determining applications.

SECTION 2 – STATEMENT OF AFFAIRS

The Council’s Statement of Affairs can be obtained from the Public Officer, Mr Craig Barrass.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by the Council should be directed to:

Mr Craig Barrass
The Public Officer
Uralla Shire Council
32 Salisbury Street
URALLA NSW 2358
Telephone: (02) 6778 4606
Fax: (02) 6778 5073
Email: Council@uralla.nsw.gov.au

Robert Fulcher
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WAGGA WAGGA CITY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Wagga Wagga City Council is constituted under the Local Government Act 1993 and has the following policy documents available at the Council's office for inspection:

- Access to Private Property
- Auditors Report
- Building Application – Approval Records
- Building Certificate Records
- Development Application/Construction Certificate – Consent Records
- Code of Conduct
- Code of Meeting Practice
- Delegations of Authority Register
- Development Control Plans
 - Development Control Plan No. 1 – Amusement Machines & Amusement Centres
 - Development Control Plan No. 2 – Road Traffic & Arterial Road Network Strategy
 - Development Control Plan No. 3 – Flood Mitigation Strategy
 - Development Control Plan No. 4 – Drainage Strategy
 - Development Control Plan No. 5 – Sewer Strategy
 - Development Control Plan, 1986
 - Draft Rural Development Control Plan
- Development Control Plan Amendments
 - Development Control Plan, 1986 – Amendments Numbered 1 – 60 inclusive
- Disclosures Register
- Engineering Guidelines for Subdivisions
- Environmental Management System Manuals
 - Narrung Street Waste Water Treatment Plant
 - Koorringal Waste Water Treatment Plant
 - Forest Hill Waste Water Treatment Plant
 - Wagga Wagga City Council Pumping Stations
- Equal Employment Opportunity Management Plan
- Flood Operations Manual
- Garbage Rates and Services
- Internal Reporting Policy (for Protected Disclosures)
- Local Environmental Planning Instruments
 - Wagga Wagga Local Environmental Plan, 1985
 - Wagga Wagga Local Environmental Plan – Reclassification of Public Land
 - Wagga Wagga Rural Local Environmental Plan, 1991
- Local Environmental Planning Instruments Amendments
 - Wagga Wagga Local Environmental Plan – Reclassification of Public Land
 - Wagga Wagga Local Environmental Plan, 1985 – Amendments numbered 2 to 5 and 7 to 39 inclusive
 - Wagga Wagga LEP, 1985 & IDO No's 9 & 11 – (Amendment number 6)
 - Wagga Wagga Local Environmental Plan, 1991 – Amendments numbered 1 to 9 inclusive
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Practices Manual

- Operating Manuals
 - Narrung Street Waste Water Treatment Plant
 - Koorringal Waste Water Treatment Plant
 - Forest Hill Waste Water Treatment Plant
 - Uranquinty & Tarcutta Treatment Plant
- Payment of Expenses and Provision of Facilities to the Mayor and Councillors
- Plans of Management for Community Land
 - Pomingalarna Park
 - Willans Hill
 - Duke of Kent Oval
 - Norman Duck Oval
 - Ashmont Oval
 - Rawlings Park – Bushland Reserve
 - Belling Park
 - French’s Field
 - Humula Recreation Reserve, Playground and Village
 - Parkland, Corner of Koorringal Road and Kulgoa Street
 - Hopwood Park
 - Wiradjuri Reserve
 - Sherwood Avenue Park
 - Surveyor Townsend Park
 - Brunskill Avenue Park
 - Fife Street Open Space
 - Glen Murray Reserve
 - Small Street Reserve
- Privacy Management Plan
- Privacy Code of Practice for Local Government
- Section 94 Contributions Plan
- Social Plan 1998
- State of the Environment Report
- Trade Waste Guidelines
- Tourism Wagga Wagga – Strategic Plan
- Tree Preservation Order

All internal policies of the Council are included in the policy register.

SECTION 2 – STATEMENT OF AFFAIRS

Council produced its first Statement of Affairs in June 1994 and has produced other Statements of Affairs as at June in each year following. These documents can be viewed at Council’s office. The Statement of Affairs is included each year in Council’s Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Any enquiries under the Freedom of Information Act concerning Council’s activities should be directed to:

Miss Karen Higgins
Freedom of Information/Privacy Officer
Wagga Wagga City Council
PO Box 20
WAGGA WAGGA NSW 2650
Telephone (02) 69269205
Fax (02) 69269199
Email higgins.karen@wagga.nsw.gov.au

Documents can be accessed and may be inspected at the Wagga Wagga Civic Centre during ordinary office hours. The Wagga Wagga Civic Centre is located on the corner of Baylis and Morrow Streets, Wagga Wagga and the normal hours of operation are 9.00am to 5.00pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WALCHA COUNCIL****SECTION 1 – POLICY DOCUMENTS**

The Walcha Council has developed policy documents in relation to:

- Code of Conduct.
- Code of Meeting Practice.
- Corporate Plan.
- Delegations of Authority Register.
- Disaster Plan(s).
- EEO Management Plan
- Debt Recovery Policy
- Staff Training Code & Policy
- Occupational Health & Safety Policy.
- Occupational Health & Safety Manual Handling Policy.
- Occupational Health & Safety Noise Policy.
- Occupational Health & Safety Injury Management Policy.
- Occupational Health & Safety Staff Consultation Policy.
- Aids and Local Government Policy.
- Smoke Free Working Environment Policy.
- Rehabilitation Policy and Procedures.
- Walcha Draft Development Control Plan.
- Interim Development Order No. – Shire of Walcha.
- Draft Walcha Local Environmental Plan.
- Section 94 Contribution Plan – Rural Roads.
- Expenses and Facilities Policy.
- Financial Management Plan.
- Local Approvals Policy.
- Management Plan.
- Minutes of Committee Meetings.
- Minutes of Council Meetings.
- Plan of Management – Community Land.
- Policy Register.
- Fees and Charges Policy.
- Recycling Policy.
- State of the Environment Report.
- Subdivision Code.
- Tree Preservation Orders.
- Adjoining Owners Notification Policy.
- Building Line Policy.
- Bush Fire and Emergency Manuals.
- Investments Policy.
- Private Use of Council Vehicles Policy.
- Privacy Plan of Management.

The following records or documents are available to the public:

- Annual Reports.
- Auditors' Reports.

- Business Papers.
- Disclosures Register.
- Building Application/Approval Records.
- Development Application/Consent Records.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents under the Freedom of Information Act should be made in accordance with that Act. FOI requests and requests for access to, and amendment of other records should be made to:

The Public Officer
Walcha Council
Council Chambers
2W Hamilton Street
WALCHA NSW 2354

Certain of Council's documents may only be inspected under the supervision of Council Staff.

ROB CALLAGHAN,
General Manager.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WARRINGAH COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Council's delegations, policies, procedures and other documents are under review and have been the subject of progressive changes throughout 2002 and 2003. Many of the documents listed below are available on Warringah's website: www.warringah.nsw.gov.au

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

1. 2002 to 2005 warringah PLAN – includes the revenue policy
2. 2002/2003 Fees and Charges
3. Investment Register
4. Delegations Register
5. State of the Environment Report 2001/2002
6. Minutes of Council/Committees
 - Council Meeting
 - Local Approvals Committee
 - Services Committee
 - Governance Committee
 - Strategy Committee
7. Plans of Management
 - Aboriginal Heritage Assessment – JJ Melbourne Hills Memorial Reserve and adjoining community land Allenby Park, November 2000
 - Berry Reserve & Adjoining foreshores, June 2000
 - Brookvale Park, September 2002
 - Coastal Lands Plan of Management, September 2002
 - Dee Why Valley & South Creek Open Space Corridor, November 1996
 - Dee Why Lagoon Wildlife Refuge Plan of Management, August 2002
 - District Park, April 2002
 - Griffith Park, October 1999
 - Jamieson Park, April 2000
 - JJ Melbourne Hills Plan of Management, July 2001
 - John Fisher Park & Surrounds, November 2001
 - Manly Warringah War Memorial Park, July 1998
 - Red Hill & Golden Grove Parks, July 2000
 - Walter Gors Reserve, November 2000
8. Warringah Local Environmental Plan 2000
9. Warringah Section 94 Development Contributions Plan 2001
10. Warringah Tree Preservation Order
11. EEO Policy
12. Warringah Pittwater Manly Disaster Plan
13. Warringah Pittwater Bush Fire Service Standard Operating Procedures
14. Cultural & Heritage Strategy, September 2002
15. Northern Sydney Aboriginal Social Plan
16. Recreation Strategy
17. Environmental Strategy
18. Reconciliation Strategy
19. Library Strategic Plan
20. Policy Register (detailed list below)

Policies

- Aged Services
- Allocation of Funds from the Sale of Council Real Properties
- Appeals to the Land and Environment Court
- Approval of Circus Performances
- Art and Object – Collection Policy
- Art in Public Spaces
- Asset Management Policy
- Bad Debts
- Beach Services
- Builders' Security Deposits
- Bush Fire Brigade Telephone Account Reimbursement (**)
- Caravans
- Civic Receptions
- Clothing Recycling Bins Control & Regulation
- Code for the Conduct of Meetings
- Code of Conduct and Manual
- Commercial Preparation of Food
- Common Vehicular Access to Multiple Properties
- Communications Systems
- Community Centres
- Community Consultation Policy
- Community Facilities Management Policy
- Community Notice Boards Policy
- Companion Animal Numbers in Residential Areas (Res 2a)
- Construction Sea Walls and Erosion Control Measures
- Construction Zones
- Contributions for new Kerbing and Guttering Construction
- Corporate Image and Identity
- Council Consideration of Reserve & Sporting Field Lease Applications
- Council Files
- Council Tennis Courts
- Council's Building Contracts – Liquidated & Ascertained Damages
- Cultural Development Grants
- Cultural Policy
- Dealing with Parties Involved in Legal Proceedings with Council
- Debt Recovery Pensioners' Kerb & Guttering Charges
- Decisions/Delegations during Christmas/New Year recess
- Development Applications – Policy for the Handling of Unclear, Non Conforming or Insufficient Applications
- Development Applications Relating to Trading Hours under the Liquor Act 1982
- Development Guidelines for Collaroy/Narrabeen Beach
- Discretionary Grants to Individuals and Community Organisations
- Disposal of Minor Surplus Road Reserve
- Dog Complaints
- Dog Control – Free Run Areas
- Dog Population
- Effluent Sullage Removal
- Enforcement of Court Action
- Film Permits Council Land
- Financial assistance to Community Organisations- Community Development
- Financial Contributions towards Legal Costs incurred by Other Councils
- Flood Narrabeen Lagoon
- Footpath Levels

- Freedom of Collection and Access for Local Government Libraries
- General Manager's Policy for Handling Competitive Neutrality Complaints
- Golf Course under the Control of Council
- Graffiti Policy
- Grants Program
- Helicopter Landings on Council Owned and Controlled Property
- Illegal Dumping of Materials
- Illegal Land Uses
- Independent Public Hearing Panel
- Information Management Policy
- Interim Building and Development Guidelines for Collaroy-Narrabeen-Fisherman's Beach
- Interim Policy and Guidelines for use of land affected by 1:100 Year Flood Manly Lagoon
- Interim Policy for Development and Use of land likely to be affected by a 1:100 Year
- Interim Policy on the Management of the Commercial Use of Beaches, Reserves and Buildings/ Facilities in Warringah
- Investment Policy
- Keeping of non-companion animals on residential premise
- Kerb and guttering- special crossings, paving of footways
- Kimbriki Recycling & Waste Disposal Centre – Free Access – Community Organisation
- Kimbriki Recycling & Waste Disposal Centre – Principles for Fees & Recyclable Waste
- Lagoon Breakout – Beach closure
- Land Acquisition Open Space along Collaroy/Narrabeen Beachfront
- Landscape Management Policy
- Lease of Council Playing Fields
- Leasing of Council Residential Properties
- Library Services
- Lighting Brookvale Oval
- Maintenance of Council Buildings
- Maintenance of Surf Club Buildings
- Management of Hair-Dressing and Skin Penetration Premises
- Media Policy
- Mediation Policy
- Memorials & Plaques
- Minor Encroachments/ Constructions & Road Reserve Lease Policy
- Naming of Parks and Reserves
- Narrabeen Lagoon Entrance Management
- Numbering of Properties
- Occupation of Dwellings for Home Stay Students
- On-Site Sewage Management Systems for Non-Sewered Areas
- Outdoor eating area policy
- Out-of-Area Assistance for Bush Fire Emergencies
- Outstanding Community Service Awards
- Payment of Expenses incurred by, and provision of facilities to, the Mayor, Deputy Mayor and Councillors
- Payment of Gratuities
- Physical Access Policy
- Placement of Building Waste Containers on Public Roads
- Plans of Management Public Open Space, Policy of
- Powers of Council Officers to Arrest Persons
- Printing/Photocopying Policy
- Progress of Council Building Projects
- Prohibited activities on Council and Public Reserves
- Property Acquisition (Negotiation on Purchase Price)
- Proposing New Policies, Amending Existing Policy and Rescinding Obsolete Policies

- Prosecution Non Payment of Tipping Fees, Fees Kimbriki Waste & Recycling Centre
- Prosecutions and Legal Action
- Public Buildings – Openings and Plaques
- Purchasing, Contracting & Engagement of Consultants or Professional Services under Delegated Authority
- Quality Customer Service
- Rates and Charges Recovery Action
- Real Estate Valuations
- Rebate of Pensioners' Rates and Charges Policy
- Registration of Contractors Construction of Vehicle Crossings
- Regulation of Car Parking Areas on Reserves
- Relief from Rates Hardship Resulting From Land Valuation Changes
- Removal of Private Trees Threatening Council Stormwater Lines
- Risk Management Policy – Interim
- Road Drainage – Natural Watercourses
- Signs at Community Centres
- Sports Ground Facilities
- Stormwater Drainage Policy
- Street Name & Community Facilities Name Signs
- Street Tree Planting
- Surf Life Saving Movement
- Tree Preservation Order
- Unlawful Landfilling & Earthworks
- Use of Council Chambers and Meeting Rooms
- Use of Credit Card and Cabcharge facilities
- Vandalism Council Buildings
- Vehicle Access to all Roadside Development
- Warringah Aquatic Centre
- Warringah Council Policy for the Provision and Use of a Mayoral Vehicle
- Warringah Nuclear Free Zone
- Warringah Urban Design Awards
- Water Drainage – Natural Watercourses
- Water Storage for Domestic and Rural Fire Fighting Purposes

SECTION 2 – STATEMENT OF AFFAIRS

Pursuant to Section 14(1A) of the Freedom of Information Act 1989, the Statement of Affairs describes the structure, functions and operations of the Council; the various documents held; and arrangements for communication. The Statement of Affairs for the period ending 30 June 2003 is available for inspection free of charge or purchase (30 cents per page of text or \$10.00 for the full copy**) from the Customer Service Counter or by contacting Council's Protocol & Policy Coordinator (Policy and Projects) on (02) 9942 2310.

** Includes GST

SECTION 3 – CONTACT ARRANGEMENTS

Persons wishing to inspect or obtain copies of Council's policy documents or most recent "Statement of Affairs", should enquire at the Customer Service Counter or contact Council's Protocol & Policy Coordinator (Policy & Projects) 9942 2310, during office hours (8.30am – 5pm Mon – Fri) at:

Civic Centre
725 Pittwater Road
Dee Why 2099
Telephone: (02) 9942 2111
Email michelle.berridge@warringah.nsw.gov.au

Please contact the Protocol & Policy Coordinator (Policy & Projects) by telephone prior to a personal visit to inspect or purchase documents to ensure that your request receives prompt attention.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WILLOUGHBY CITY COUNCIL****(FOI Agency No. 2234)****SECTION 1 – POLICY DOCUMENTS**

Council has the following policy documents, registers, reports, codes, Local Environmental Plans and Development Control Plans available for inspection:

Administrative

- Advertising
 - Amplification – election campaigning
 - Council’s ovals
 - Litter Bins
 - Public Telephone Boxes
- Anonymous Material
- Complaints Handling Procedures
- Contracts
- Corporate Image
- Council Flyers
- Council Agendas
- Council Seal
- Documents – Amending/Reviewing
- Exhibition of Items
- Files – Access To
- Freedom of Information Act – File access/tape recordings of Council meetings, etc
- Freedom of Information – Ombudsman Guidelines
- House/Property Numbering
- Interviews & Calls – Documenting of same
- Key to the City
- Management, Audit & Reporting Procedures in Relation to Out-sourced Projects
- Mobile Phones
- Personal Computers
- Petitions
- Plaques – history detail/corporate image
- Representations to Governments
- Surveillance Camera Tapes – Access
- Tenders

Building/Development/Planning

- Construction Certificate Accredited Certifier
- Building Certificates
 - * Refund of Fees No. 1
 - * Refund of Fees No. 2
- Building Setback Controls – Gibbes St/Eastern Valley Way – Light Industrial Area
- Buildings – Judgement of Height
- Contributions Plan – Carparking
- Council-owned land – Owner’s Consent Building/Development Applications
- Development Applications
 - Assessment when Council is applicant
 - Assessment by Community Services

- Conditions of Consent – Artarmon Industrial Area
- Public Display
- Dividing Fences Act – Council Responsibilities
- Extended Trading Hours – Car dependent activities
- Fees – DAs – Heritage Controls
- Floor Space Bonus – Designation of Community Facilities
- Informal Planning Meetings
- Linen Plans – Release of
- Mediation in Approval Process (by an external Mediator)
- Neighbour Notification
 - Section 149A (Bldg Certs)
 - Policy for Building Works & Development Applications
 - Development Applications – on-site requirements
 - Copies to Councillors – DAs
 - Proposed Conservation Areas
- Rezoning – Exhibition of Documents
- Setbacks – Pacific Highway
- Site Excavation Work & Rock Removal
- Skateboard Ramps
- Stormwater Pollution Control
- Telecommunications Towers

Community

- Access Policy Statement
- Access and Equity Policy
- Child Care Facilities – Guidelines for Development
- Commission/Charities – Chatswood Town Centre
- Community Copying Service
- Community Grants & Subsidy Scheme – Cash Grants
- Council Crest – Use of by Community Organisations
- Display of Publicity Banners
- Endorsement of Local Community Organisations
- Floor Space Bonus – Designation of Community Facilities (go to Building)
- Internet Access
- Long Day Care Centres
- Meeting Venues – (for use by Progress Associations)
- Out of Schools Hours Policy & Procedures
- On-going Concessional Hire of Council Facilities
- One-off Concessional Hire of Council Facilities
- Racists/Offensive Messages & Material in the Library
- Recycling Receptacles in Public Places
- S356 Donations to Charity Groups
- Sponsorship
- Sports Assistance Scheme
- Tennis Courts – Lighting of
- Waste Free Events

Council and Councillors

- Local Govt Assoc. Annual Conference Attendance
- Conferences – Reporting
(For payment of expenses, etc. please refer to policy for payment of expenses/provision of facilities to Councillors)
- Code of Conduct
- Committees
 - Committee Meeting/Function Times
 - Council Committees

- Recommendations of Committees involving expenditure
- Non-S377 Committees – General Administration
- S377 – Advertising of Vacancies
- S377 Committees – General Administration
- Council Meetings
 - Addressing Meetings
 - Code of Meeting Practice
 - Delivery of Business Paper/Additional Items
 - Format of Meetings/General
 - Staff Matters – staff input
 - Tape Recordings
- Councillors
 - Access to Information & Interaction with Staff
 - Car Parking
 - Code of Conduct
 - Conflicts of Interest
 - Gifts & Benefits
 - Legal Assistance
 - Payment of Expenses & Provision of Facilities
 - Protected Disclosures Act 1994
 - Contacting Council’s Legal Advisers
- Inspection Committee (Procedures)
- Ward Inspections – Delegation of Authority & Procedures

Finance/Purchasing

- Cashier’s Shortages
- Expenditure on Plant/Equipment
- Filming Fees
- Investments
- Petty Cash – Expenditure of
- Purchasing
- Rates – Brochures with notices
- Recycling Crates – Loss of
- Refunds – School Holiday Activity Centres
- S 356 Donations to Charitable & Community Groups
- Veterinary Costs – Seized Dogs

Human Resources

- Children’s Services Division – General hygiene & communicable diseases
- Code of Conduct
- Conferences – Attendance by employees
- Council Vehicles – Private use of
- Gratuities
- Higher Grade Pay
- Interest-Free Loans
- Local Govt Assoc. Annual Conference – Staff attendance
- Public Service Medal Nomination
- References for staff
- Rehabilitation Policy/Procedure
- Safety
 - Policy
 - Personal Protective Clothing & Equipment
- Service Awards
- Smoking in the Workplace
- Staff Matters – Senior staff input when Council deals with staff matters

- Staff – Pre-employment Medical Examination
- See also Human Resources Policies and Procedures Manual

Open Space

- Artarmon Industrial Area – Footpath paving/street tree planting
- Bushcare Program
- Horses – Grazing of on open land
- Mowing of nature strips
- Noxious Weed Bamboo
- Park Furniture (memorial plaques)
- Sporting Fields/Ovals
 - Line Marking
 - Sunday use for Competitions
 - Provision of Lighting
- Street Trees
 - Lopping
 - Tree Planting generally

Property

- Bicycle Parking Spaces – Administration building
- Bookings – Conditions of Hire – Civic Centre/Bailey Hall
- Footway Merchandise Display Policy
- Footway Restaurant Policy
- Property Maintenance – Leased Premises
- Civic Centre – Removal of Scenery by Musical Societies
- Trumper Pavilion – Chatswood Oval – Use of Kitchen
- Tennis Courts – Northbridge (hire of)
- Tennis Courts – Lease of
- Sale or Lease of Council Land

Roads/Footpaths/Drains

- Damage to private sewer mains from roots growing in nature strips and public parks
- Drainage Contribution Plan
- Inter-allotment drainage
- Kerb ramps – wheelchairs
- Kerb crossings – construction/materials
- On-site stormwater detention
- Rainwater Tanks
- Street Signs – House Numbering

Traffic/Transport/Parking

- Bicycle Racks – Provision of
- Bus Shelters
- Carparking Facilities – Foreshore areas zoned Residential 2(a) from Forsyth Park to Clive Park

ENVIRONMENTAL PLANNING INSTRUMENTS

- Willoughby LEP 1995 (as amended)
- Regional Environmental Plan No. 5, Chatswood City Centre, (as amended)

PARKS PLANS OF MANAGEMENT

- Bicentennial Reserve and Flat Rock Gully
- Forsyth Park (includes Northbridge Baths)
- Willoughby, Bales, OH Reid Memorial, Naremburn and Greville Street Parks
- Castlecove Park and Castlecove Golf Course
- Griffin Reserves Castlecrag
- West Ward Parks
- Sportsfields

- Chatswood CBD Parks
- Generic Bushland
- East Ward Parks
- Foreshore Cottages Castlecrag
- Naremburn Ward Parks
- Northbridge Ward Parks
- Middle Harbour Ward Parks
- Cortile Reserve, Castlecrag

SECTION 94 CONTRIBUTION PLANS

- Open Space, Recreation and Community Facilities
- Child Care
- Drainage
- Car Parking
- Road and Traffic/Transport Management
- St Leonards Roadworks
- Chatswood City Centre – Open Space & Recreation Facilities

DEVELOPMENT CONTROL PLANS

- Transport Requirements for Development
- 4 Chatswood Fringe Area
- 5 Professional Consulting Rooms in Residential Areas
- 8 West Artarmon – Naremburn – St Leonards
- 11 Gore Hill Interchange
- 13 Amusement Centres in the Mandarin Centre
- 14 Access and Mobility
- 15 Multi Unit Residential Developments for 2(b), 2(c) and 2(d) zones
- 16 Dwelling Houses, Dual Occupancy and Boarding Houses in Residential Zones
- 17 St Leonards Station site
- 19 Heritage and Conservation
- 20 Advertisements and Advertising Structures
- 21 Regulations of Brothels
- 22 Residential Development in Business Zones 3(a), 3(b), 3(c), 3(d), 3(e), 3(e2)
- 23 Willoughby Local Housing Program
- 24 207 Pacific Highway
- 25 Exempt and Complying Development
- 31 63 Archer Street
- 32 Railway Street Site

MANAGEMENT PLAN AND BUDGET 2003 – 2008

Council has created a Management Plan and Budget that details Council's vision, goals and strategic planning for the period 2003 – 2008

SECTION 2 – STATEMENT OF AFFAIRS

In accordance with the Freedom of Information Act, a Statement of Affairs was prepared during June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by Council should be directed to :

The Public Officer
Willoughby City Council
PO Box 57
CHATSWOOD 2057

Enquiries can be made via :

Phone: 02 9777 1000
Fax: 02 9411 8309 or
Email: email@willoughby.nsw.gov.au

Information on Council services and activities and Council Minutes and Agendas can be obtained via Council's Internet Site:

www.willoughby.nsw.gov.au

Council's office hours are 8:30 am to 5:00 pm, Monday to Friday (except Public Holidays).

John C. Owen
General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
WOLLONDILLY SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following is a list of policy documents held by Wollondilly Shire Council:

Mayor and Councillors

Councillors Fees, Expenses and Facilities
Declaration of Pecuniary and Conflict of Interests
Inappropriate Communication with Council, Councillors and Staff
Internal Reporting
Interstate and Overseas Travel
Media Liaison
Council Representation at Local Government Conferences
Flying of Flags
Election Signs in Public Places
Council and Delegated Determination of Development Applications

Council Management

Access to Council Records
Christmas/New Year Closure
Dealing with Complainants
Filming Rights
Motor Vehicles
Naming of Streets and Roads and/or Council Facilities
Issuing Section 149 Certificates
Street Stalls
Guidelines for Tendering
Verbal Advice
Staff – Attendance at Meetings of Council and Committees
Staff – Retirement/Resignation Gratuities
Staff – Traffic Regulations
Staff – Smoking
Staff – Employment of Apprentices
On-Charging of Fees and Costs
Staff – Claim for Court Expenses
Staff – Loss of Personal Property

Financial Management

Investment Policy
Purchasing Policy
Provisions for Employee Leave
Rating Categories
Rating Exemptions
Archival Material
Rating – Amalgamation of Rural Properties
Rating – Community Titles
Accounts – Enquiries
Accounting and Asset Management

Staff – Long Service Leave Application
Debt Recovery

Corporate Planning

Section 94 Contribution Plan

Information Systems

Records Management
Internet and Email Access

Customer Service and Community Relations

Public Relations
Local Ethnic Affairs

Human Resources

Illegal Drug and Alcohol
Equal Employment Opportunity
Harassment
Occupational Health and Safety
Pay Administration System
Skin Care/Clothing
Workplace Smoking
Internet and E-Mail Access
Employment and Retention of Quality Staff

Development

Aerated Waste Water Treatment System
Construction, Installation and Use of Swimming Pools
Notification of Development Applications to Councillors
Development Control Plans
Erection of Igloos and Hothouses associated with Intensive Horticulture
Guidelines for the erection of Fencing on Allotments in the vicinity of
Easements and Watercourses
Gas Scare Gun operation for the protection of Horticulture Crops from Bird
damage, within Wollondilly Shire
House Numbering
Landscape Guidelines
Picton Interim Local Flood
Requirements for Works affecting Watercourses
Resited Dwelling Procedure
Thirlmere Shopping Centre Public Car Parking Code
Tree Preservation Order
Fences – Boundary Fence Contributions
Nature Strips
Council and delegated Determination of Development Applications

Roads and Traffic Facilities

Contributions – Kerb, Gutter and Footpaths
Restorations
Road Closures
Fences and Road Reservations
Resited Dwelling Procedure
Thirlmere Shopping Centre Public Parking Code
Tree Preservation Order
Fences – Boundary Fence Contributions Policy

Drainage Management

Property Entrances

Engineering Services

Hoardings

Street Lighting

Street Signs – Commercial, Directional and Business Directional

Flood Mitigation

Picton Interim Local Flood

Waste Management

Exemption from Payment of Garbage Rates

Environment

Keeping of Animals in Wollondilly Shire Orders Policy

Noxious Weed Control

Phosphorous Action

Children's Services

Wollondilly Family Day Care – Acceptance of Family Day Carers

Wollondilly Family Day Care – Behaviour Management

Wollondilly Family Day Care – Carer Contact

Wollondilly Family Day Care – Children's Activities

Wollondilly Family Day Care – Complaints Handling Mechanism

Wollondilly Family Day Care – Confidentiality Guidelines

Wollondilly Family Day Care – Emergency

Wollondilly Family Day Care – Excursions

Wollondilly Family Day Care – Hygiene

Wollondilly Family Day Care – Household Pets in Family Day Care Homes

Wollondilly Family Day Care – Inclusion Guidelines

Wollondilly Family Day Care – Medication

Wollondilly Family Day Care – Notification of Abuse

Wollondilly Family Day Care – Nutrition

Wollondilly Family Day Care – Sun Care

Wollondilly Family Day Care – Supervision

Wollondilly Family Day Care – Tobacco Smoking in Family Day Care Homes

Wollondilly Family Day Care – Water Activities Policy

Community Development

Council's Role in Community Services

Community Bus

Clothing Bin Collections

Door Knock Appeals

Community Members' Support for Council – Recognition

Public and Recreational Facilities

Project Management – Works by Volunteers and Committees on Council Properties

Upgrading a Council Hall

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs is available from Council office, 62-64 Menangle Street, Picton NSW 2571.

SECTION 3 – CONTACT ARRANGEMENTS

Written requests for inspection of policy documents should be directed to:-

The General Manager
Wollondilly Shire Council
PO Box 21
PICTON 2571

Inspection of the documents can be undertaken at the Administration Building, 62-64 Menangle Street, Picton from 8.00am to 4.00pm, Monday to Friday.

Requests for access to information/documents under the Freedom of Information Act 1989 should be directed to the Public Officer on 4677 1100.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WOOLLAHRA COUNCIL****(FOI Agency No. 2239)****SECTION 1 – POLICY DOCUMENTS**

The Council has the following Policy documents available for public inspection and/or sale.

a. Local Environmental Plans

- Woollahra LEP 1995 as amended.
- Woollahra LEP No. 27 – relevant to Strickland House, Vaucluse

b. Development Control Plans

- Residential Development Control Plan 1999 (in force 20/9/99)
- Woollahra Residential Development Control Plan 1998 (limited application)
- Residential Development Control Plan (readopted 1995 limited application)
- Development Control Plan for Off-Street Car Parking Provisions and Servicing Facilities (readopted 1995).
- Bishopton Development Control Plan (readopted 1995).
- The Edgecliff Commercial Centre Development Control Plan (readopted 1995).
- Double Bay Centre Development Control Plan (approved 9/9/02).
- Development Control Plan for School and College Development (readopted 1995).
- Development Control Plan for No. 9 Cooper Park Road, Bellevue Hill (readopted 1995).
- Development Control Plan for Access to and Within Buildings (readopted 1995).
- Hawthornden Development Control Plan (4/12/96)
- Development Control Plan for 188 Oxford Street Paddington [Royal Hospital for Women DCP] (24/1/97 as amended)
- Babworth House Development Control Plan (approved August 1999)
- Paddington Development Control Plan (7/7/99)
- Rose Bay Centre Development Control Plan (approved 26/7/99)
- Woollahra Development Control Plan for 86 Holdsworth St, Woollahra (approved 1997)
- Development Control Plan for 118 Wallis St, Woollahra.
- Development Control Plan for part of 13 Albert Street, Edgecliff
- Woollahra Development Control Plan – Exempt & Complying Development
- Development Control Plan for Advertising and Notification of Development Applications and Applications to Modify Development Consents

c. Codes

- Landscape Code (11/7/88).
- Code for the Control of Fencing (25/6/84; amended 9/7/84/ re-affirmed 23/9/85).
- Code for Tennis Courts (27/3/89).
- Code for Siting of Swimming Pools (27/9/82).
- Code for Spa Pools, Hot Tubs and Similar Structures (13/6/89).
- Private Stormwater Code (1/2/90).
- Code for Television Antenna and Radio Transmitters/Aerials (13/3/89).
- Code for Satellite Communication Dishes and Similar Structures (13/3/89)
- Code for the Installation of Solar Hot Water Heating (9/5/88)
- Code for Building Sites (14/3/91)
- Code for the Control and Regulation of Noise on Building Sites (13/6/89).
- Food Premises Code (9/6/88).
- Facilities and Servicing Code – Shopping Centres and Groups of Shops (12/3/84).

- Footpath Restaurant Code (12/3/79; amended 26/5/86; 21/1/90).
- Code for Advertising Signs (1987).
- A Code relating to the Provision of Off-Street Car Parking Space and Servicing Facilities (12/7/78) (Applies to the Bondi Junction Commercial Centre only).
- Underground Cabling Code 1997
- Mobile Phone Towers & Public Health Code (1997)

d. Policies, Strategies, Guidelines

- Policy for the Application of State Environmental Planning Policy No. 1 – Development Standards (20/1/86).
- Policy for the Control of Changes to Facades and Alterations to Buildings in Bondi Junction, Paddington, Watsons Bay and West Woollahra (13/2/84) (for Paddington, superseded by Paddington DCP).
- Medical and Para-Medical Consulting Rooms (22/5/78).
- Development Control Guidelines for the Provision of Foreshore Open Space and Access (26/8/91).
- Urban Run-Off Management Strategy (27/5/91).
- Urban Tree Management Policy (Nov.97), which contains Tree Preservation Order (25/8/75; amended 16/1/96).
- Double Bay Strategic Plan (26/6/95)
- Policy for Alterations & Additions to Semi Detached & Terrace Houses in Areas Outside Designated Conservation Zones (13/5/85)
- Amusement Centre Policy (1980)
- Heritage Report Information Requirements for development within conservation areas
- Heritage Report Information Requirements for development within conservation items
- Heritage Report Information Requirements for demolition of buildings within the Woollahra Municipality
- Unauthorised Uses, Buildings or Works (approved 12 July 1999)
- Playground Policy (11/3/2002)
- Playground Strategy (11/3/2002)
- Community Partnership Program (26/8/2002)

e. General Publications

- Code of Meeting Practice
- Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors
- Register of Disclosures by Councillors and Designated Persons
- Code of Conduct
- Register of Council Policies
- Annual Report
- Annual Financial Report and Estimates
- Auditors Report
- Management Plan
- State of Environment Report
- Statement of Affairs
- Register of Investments
- Register of Delegations
- Register of Building Certificates
- Minutes of Council and Committee Meetings
- Business Papers for Council and Committee Meetings
- Councillor Access to Information & Their Interaction with Staff
- Soil & Water Management 1998
- Significant Trees Register – July 1991
- Tree Preservation Order
- Special Requirements for Structural Details for Earthquake Design (Nov 1995)
- Guidelines for Selection and Engagement of Consultants.
- Protected Disclosures
- Workplace Change

- DA Register
- Development Consent Register
- Woollahra Social Plan 2002-2005

f. Section 94 Contribution Plans

- Woollahra Section 94 Contribution Plan (2002)
- Royal Hospital for Women Section 94 Contribution Plan (9/2/98)

g. Plans of Management

In accordance with the Local Government Amendment (Community Land Management) Act 1998, the Council is currently revising all Plans of Management. Until this process is finalised, the Plans of Management already adopted (below) will apply:

- Rushcutters Bay Park (1998)
- Yarranabee Park (1998)
- Redleaf (1997)
- Woollahra Park (2001)
- Cooper Park (2001)
- Trumper Park (1996)
- Robertson Park (1996)
- Christison Park (1996)
- District Park (1996)
- Natural Area (Foreshore) (1996)
- Local Parks (1995)
- Regional Parks (1996)
- General Community Use (1996)
- McKell Park (1995)
- Drainage Reserves (1997)
- Harbourview Park (2001)
- Sir David Martin Reserve (1997)
- Lyne Park (2003)

SECTION 2 – STATEMENT OF AFFAIRS

Council has published a Statement of Affairs as at June 2002.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of these documents are available from:

The Customer Service Centre
Woollahra Council:
536 New South Head Road,
DOUBLE BAY

or

PO Box 61
DOUBLE BAY NSW 1360
Email: records@woollahra.nsw.gov.au
Telephone: (02) 9391 7000
Fax: (02) 9391 7044

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

WYONG SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following is a list of the policy documents held by the Council of the Shire of Wyong. These documents may be inspected at Council's Civic Centre, Hely Street, Wyong, between the hours of 8.30 am and 4.30 pm from Monday to Friday, (excepting public holidays), by arrangement with the nominated officer, or by enquiring at the Customer Services Counter. It is strongly suggested that an appointment be made beforehand. Enquiries can also be made at the Tuggerah Information Centre situated in the Westfield Shopping Centre, or at the branch offices located in The Entrance Road, The Entrance, and at the Lakehaven Shopping Centre. Telephone enquiries should be directed to the Public Officer on 02 4350 5306.

POLICY DOCUMENT	CONTACT OFFICER
Code of Conduct	Manager Governance and Community Services
Equal Employment Opportunities Management Plan	Personnel and Industrial Relations Officer
Policy – Councillor Expenses	Manager Governance and Community Services
Local policies concerning approvals and orders	
Code of Meeting Practice	Manager Governance and Community Services
Plans of management for community land	
Environmental planning instruments and development control plans	Manager Development Services
Register of delegations	Manager Governance and Community Services
Manual of Standard Procedures	Manager Governance and Community Services
Procedure for Protected Disclosures – Internal Reporting Policy	Director Corporate and Community Services
Procedure for Engagement and Management of Consultants and Professional Service Contractors	Director Corporate and Community Services
Procedure for Opening and Calling Tenders	Manager Governance and Community Services
Personnel Policy, Procedures and Practices Manual	Manager Staff Services
Contributions Plan	
Policy Manual	Manager Governance and Community Services
Procedure for Use of Council Seal	Manager Governance and Community Services
Provision of Information Between Councillors and Staff	Manager Governance and Community Services
Purchasing Manual	Supply Manager
Business papers and minutes of council and committee meetings open to the public	Manager, Governance and Community Services
Regional environmental plans	Director of Health and Development
Management Plan 2003/2004	Finance Manager
Local environmental plans	Director of Health and Development
Environmental impact studies	Senior Development Planner
Development applications	Customer Service Officer
Register of development consents	Customer Service Officer
Building approval list	Customer Service Officer
Register of building certificates	
Privacy Management Plan and codes of practice	Public Officer
Records of approvals granted and the result of appeals	

against approvals/refusals of applications	
Annual financial reports of Council	Finance Manager
Annual reports of organisations undertaking functions delegated by Council	Public Officer
Returns of donations made to candidates for election to council	Director, Corporate and Community Services
Notices of property transfer	Manager Governance and Community Services
Valuation records	
Auditor's reports	Finance Manager
Register of investments	Finance Manager
Local government inspectors' reports	Director Corporate and Community Services
Disclosures of interests by councillors and designated staff	Manager, Governance and Community Services
Annual reports of council	Manager, Governance and Community Services
Council's land register	Property Manager
Plans of land to be compulsorily acquired by Council	Property Manager
Leases and licences for use of community land	Property Manager
Stormwater Management Plan	
State of the Environment Reports	Environmental Manager

Copies of the documents listed above may be obtained by contacting the Public Officer by telephone on 02 4350 5306, by fax on 02 4351 2098 or by e-mail at "wsc@wyong.nsw.gov.au". The charge involved is based on copy charges of 11 cents per A4 page, 21 cents per A3 page and \$2.40 for binding (GST included).

Apart from access to the above-listed public documentation, there are other procedures that might allow public access to records that are not classified as public documents. Section 12(6) of the Local Government Act requires that access to other documents be permitted, unless they are exempt by provisions contained in Section 12(7), or unless there are overriding public interest issues involved. In addition, the Freedom of Information Act 1989, applies to local authorities, and this means that access is to be granted to other documentation concerning the affairs of individuals, organisations, companies and the council itself, unless those documents are determined by Schedule 1 to that act to be exempt from public access.

Notwithstanding legislative public access provisions, access to certain material might be denied by virtue of the requirements of the Privacy and Personal Information Protection Act 1998.

SECTION 2 – STATEMENT OF AFFAIRS

A statement of affairs of the Wyong Council for the twelve months to June 30, 2003, has been published outlining the structure of council, the decision-making process and how the public may partake in that process, and elaborating on the central policy documentation that may be accessed.

SECTION 3 – CONTACT ARRANGEMENTS

A copy of the document may be obtained free of charge by writing to:

The General Manager
Wyong Council
PO Box 20
WYONG NSW 2259

by telephone:

The Public Officer
Phone: 02 4350 5306

by e-mail: wsc@wyong.nsw.gov.au

J. S. Dawson
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COUNCIL OF YALLAROI****(FOI Agency No. 2241)****SECTION 1 – POLICY DOCUMENTS**

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

- Annual reports of the Yallaroi Shire Council
- Code of Conduct
- Annual Financial Reports
- Returns of the Interest of Councillors and Designated Persons
- Minutes of Council and Committee Meetings (excluding matters considered when a Meeting is closed to the public, other than the recommendations of that Meeting)
- Register of Business Papers & Minutes
- Register of Local Policies
- Delegations of Authority
- Conditions of Residency for Naroo Hostel
- Local Environment Plan
- Code of Meeting Practice
- Local Approvals Policy
- Management Plan
- Financial Management Plan
- EEO Management Plan
- Emergency Management Plan
- Internal Reporting Policy
- Plans of Management for:- Community Land, Cranky Rock Recreational Reserve and other Community Land.
- Adjoining Owners Notification
- Expenses – Facilities Policy (Councillors)
- Operations Plan (Bushfire)
- Bushfire Risk Management Plan
- Revenue Policy (see Management Plan)
- State of the Environment Report
- Investment Policy
- Occupational Health and Safety Code
- Private Use of Council Vehicle Policy
- Smoke Free Work Environment Policy
- Disclosure Register
- Land Register
- Investment Register
- Building Certificate Records
- Building Application/Approval Records
- Development Application/Consent Records
- Warialda Stormwater Management Plan
- On-site Sewerage Management Strategy
- Social/Community Plan
- Privacy Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Yallaroi Council (as required under the Freedom of Information Act) is dated June, 2003. It is available from the Freedom of Information Officer of the Yallaroi Shire Council.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the procedures for inspecting and/or purchasing the policy documents should be made between the hours of 9.00am and 4.30pm, Monday to Friday and directed to:

The Public Officer
Yallaroi Shire Council
Hope Street
WARIALDA NSW 2402
Telephone: (02) 6729 1016
Facsimile: (02) 6729 1400

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SNOWY RIVER SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Policy Manual incorporating:

Program Policies

- Above-ground Water Tanks (Urban Areas)
- Additional Meter Readings
- Annual Performance Review
- Boundary Fences
- Carparking – Dwelling Houses
- Cemeteries
- Commercial Properties
- Communicable Diseases – Employees
- Community Facilities Management
- Community Participation and Consultation
- Complaints Handling
- Control of Vegetation Encroaching on Council's Structures in Waterways
- Councillors – Payment of Expenses and Provision of Facilities
- Council's Role as a sponsor of Community Services
- Council's Role as a provider of Community Services
- Counselling – Resolution of Day-to-Day Performance Issues
- Courtesy Grading
- Customer Service Training
- Debt Policy
- Deceased Estates (Rural)
- Designated persons
- Development Applications
- Disciplinary Procedures
- Dogs
- Donations – Granting of Financial Assistance
- Drug and Alcohol
- Employee Assistance Program
- Employment of Casual Staff
- Employment of Temporary Staff
- Engagement of Contractors
- First Aid
- Geographic Names
- Grievance Procedures
- Guidelines for the Use of Contractors
- Internet Usage
- Investments
- Leave Without Pay
- Legal Advice and Representation
- Living on site whilst building a dwelling house
- Loan Repayment Ratio Levels
- Manual Handling
- Media Policy
- Minutes of Council and Committee meetings
- Motor Vehicles – Private Use Light Vehicle Fleet
- Occupational Health and Safety

Occupational Rehabilitation
Opening of Tenders
Orientation and Induction Program
Plant Hygiene
Plant Replacement
Protected Disclosures Act
Provision of Public Toilet Facilities
Range and level of Community Services and Facilities
Recruitment and Selection
Risk Management – Approvals to conduct activity on Council or Public lands
Rural Smallholding Development
Rural Water Supply Assessment
Salary System
Sewerage Billing and Charging Policy
Signing of Council and Committee Minutes
Signs
Skin Care and Clothing Policy
Software Code of Conduct
Special Leave for Military Service
Street Trading and Vending
Study Assistance
Tourism – Council’s Role
Trade Practices Act
Trade Waste Service
Training Policy
Use of Penalty Notices for Offences under Noxious Weeds Act 1993
Variation of Covenant
Water Billing and Charging Policy
Water Conservation and Management
Youth Employment

Codes of Practice:
Meeting Procedures
Code of Conduct

Human Resource Manual:
Exit Interview
Probationary Guidelines for new employees
Communicable Diseases – Employees
Salary System
Training Plan
Recruitment and Selection
Harassment in the Workplace

Bonding of Works and Services
Access Roads for Rural Development including subdivision
Guidelines for Management Committees
Guidelines for Purchase and Sale of Motor Vehicles and Plant
Motor Vehicle Lease Agreement and Fleet Management Conditions
Protected Disclosures Act – Model Internal Reporting Policy
Trade Practices Act – Its Application and its effect on Council Activities
Complaints Handling
Guidelines for Advisory Committees
Delegations
Management Plan incorporating:
Summary Information – Organisation structure
Working Documents
Statement of Revenue Policy and Fees and Charges
Budget
Financial Statements and Auditor’s Reports

Local Environmental Plans

Bush Fire Services Management Plan

Social Plan

Development Control Plans – Adopted:

- A1 – Introduction to the Development Control Plan
- A2 – Schedule of Amendments
- A3 – Activities in Public Places
- B1 – Building Construction Standards
- B2 – Bed and Breakfast Accommodation
- C1 – Off-Street Carparking
- C2 – Construction Certificates
- C3 – Contaminated Land
- C4 – Complying Development
- C6 – Cobbin Estate – Stages 1 and 2
- D1 – Definitions
- D2 – Development Applications
- D3 – Dividing Fences Act 1991
- D4 – Dual Occupancy in Rural Residential Areas
- E1 – Energy Conservation
- E2 – Erosion and Sediment Control
- E3 – Exempt Development
- F1 – Food Premises – Construction and Fitout
- F2 – Food Handling and Hygiene/Temporary Food Premises
- F3 – Flood Liable Land
- H1 – High Country Estates – Stages 1 and 2
- I1 – Integrated Approvals
- I2 – Industrial Development
- L1 – Local Government Act Approvals
- L2 – Landscaping
- N1 – Notification of Development Applications
- O1 – On-Farm Tourist Accommodation
- P1 – Planning Focus Meetings
- R1 – Residential Development
- R3 – Revegetation Works
- S1 – State Environmental Planning Policy No. 1 – Rural
- S2 – Sewage Management
- S3 – Street Vending
- S4 – State Environmental Planning Policy No. 1 – General
- S5 – Subdivisions
- T1 – Tree Lopping and Removal – Urban Areas
- T3 – Temporary Occupation of Land

Snowy River Disaster Plan

Snowy Mountains Airport Aerodrome Emergency Plan

Minutes of Council and Committee meetings

State of the Environment Report

Annual Report – Section 428

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs was last published in December 2002.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries to:

Freedom of Information Officer
2 Myack Street
BERRIDALE NSW 2628
Telephone: (02) 6450 5195
Hours: 8.00 am to 4.30 pm, Monday to Friday

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