



Government Gazette

OF THE STATE OF
NEW SOUTH WALES

Number 199

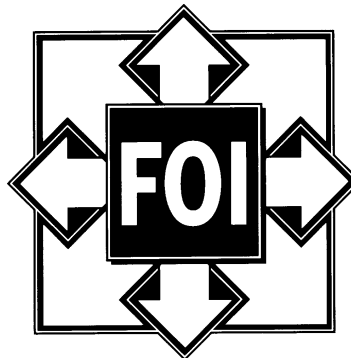
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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 2

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

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

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

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FREEDOM OF INFORMATION ACT 1989

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

Summary Of Affairs Of

DEPARTMENT OF AGEING, DISABILITY AND HOME CARE

INTRODUCTION

Under the terms of Section 14 of the Freedom of Information Act, the Department of Ageing, Disability and Home Care is required to publish a Summary of Affairs. This document is the Department's Summary of Affairs which lists the current policy and other documents of the Department.

Copies of this document may be obtained free of charge from the Freedom of Information Officer, Level 5, 83 Clarence Street, Sydney NSW, 2000 – Telephone 8270 2320. Many of the documents listed are available on the Department's website: <http://www.dadhc.nsw.gov.au/publicationsandpolicies>.

Information contained in this document may be quoted or reproduced without prior reference to the Department, but acknowledgment of the source would be appreciated.

The Department acts as the responsible Freedom of Information Agency for the following organisations whose Summaries of Affairs are also attached:

- Home Care Service of NSW
- Guardianship Tribunal
- NSW Ministerial Advisory Committee on Ageing (formerly NSW Committee on Ageing)
- Disability Council of NSW

SECTION 1 – POLICY AND OTHER DOCUMENTS

Aboriginal and Torres Strait Islander Access and Equity Strategy
 Access & Equity Policy for Older People, People with a Disability and their carers from a Non-English speaking Background
 Application for access to documents under the Freedom of Information Act
 Attendant Care Program Guidelines
 Commonwealth/State Disability Agreement (currently being renegotiated)
 Commonwealth/State Disability Agreement Bilateral Case Management Project Guidelines, 2000
 Commonwealth/State and Territory Disability Agreement Minimum Data Set Privacy Statement (in 19 languages: English, Arabic, Croatian, Dutch, Filipino, French, Greek, Hindi, Hungarian, Italian, Korean, Macedonian, Maltese, Polish, Russian, Serbian, Spanish, Turkish, Vietnamese)
 Decision Rules Requests for Support May 2003
 Department of Ageing, Disability and Home Care Planning Processes 02/03
 Department of Ageing, Disability and Home Care Privacy Code of Practice
 Department of Ageing, Disability and Home Care Privacy Management Plan
 Disability Action Plan January 2000 – December 2002
 Draft Strategic Policy – Adult Training Learning and Support Program (ATLAS)
 Early Childhood Intervention Coordination Program Brochure
 ECICP Infoline Brochure
 ECICP Infoline Poster
 ECICP Procedures Manual
 Ensuring Good Nutrition
 Families with Young Children with Disabilities and High Support Needs
 Good Practice Guide – Moving from Institutional to Community Living
 Home and Community Care Amending Agreement 1998
 Home and Community Care Clarifying frequently asked questions on eligibility
 Home and Community Care Minimum Data Set Documents for HACC Funded Services
 Home and Community Care National Guidelines Summary
 Home and Community Care National Program Guidelines
 Home and Community Care Service Type Descriptions
 Home and Community Care Standards in Action Manual
 Living in the community: Putting Children First. A policy for supporting children and young people with a disability and their families in NSW
 National Framework for Comprehensive Assessment in the Home and Community Care Program
 NSW Commonwealth/State and Territory Disability Agreement Minimum Data Set Data Guide

NSW Government Disability Policy Framework
NSW Respite Data Collection Guide
The Post School Options Program Guidelines April 1997
Resource allocation in the HACC program: a framework for service providers
Service Access System Decision Rules
Supporting Children and Young People: Additional Guidelines for Funded Assistance
The Positive Approach to Challenging Behaviour
1998 Standards in Action – Practice Requirements and Guidelines for Services Funded Under the Disability Services Act

Purchasing and Funding

Code of conduct for assessment panels / committees
Contracting and Consultants – Principles and Practice
DADHC Funding Agreement
DADHC Funding Agreement: attachments & schedules
Expression of Interest Processes – Principles and Practice
Guide to DADHC Funding Agreement
Guidelines for Application of Competitive Selection Process
Resource Allocation Methodology

Office for Ageing

ELDER ABUSE

Abuse of Older People: Community Languages Resource Kit
Abuse of Older People: Interagency Protocol
Abuse of Older People: The Way Forward
Financial Exploitation
Legal Issues Manual
Mandatory Reporting on Abuse of Older People (Discussion Paper)
Triple Jeopardy: Gender and Abuse of Older People (Discussion Paper)
Research on Abuse of Older People from a Non-English Speaking Background
Behind Closed Doors: The Hidden Problem of Abuse of Older People (Video)

Elder Abuse & Carers

Abuse of Clients and their Carers: Training Kit

Elder Abuse & Dementia

Aged Care Education and Training in NSW: Audit of Courses in Elder Abuse and Dementia

DEMENTIA

At Home with Dementia 2000: a practical manual on how to modify the home environment for a person with dementia
Better Building, Better Care: A planning guide to improving an aged care facility for people with dementia
Future Directions for Dementia Care and Support 2001-2006
Achievements under the NSW Action Plan on Dementia 1996-2001
Promoting Flexible Respite for people living with dementia

CARERS

Carers and Work: fact sheet
Getting in Touch: A carer support model using teleconferencing
NSW Government Carers Statement, October 1999

SENIORS CARD

Seniors Card Annual Member Guides (5 regional guides)
Seniors Card Member Guide Advertising Rate Card
Seniors Card Member Application Form (eligibility criteria)
Seniors Card Business Partner Application Form
Seniors Card become a business partner today brochure

PREMIER'S FORUM

Premiers Forum Report 2002 on Consumer Protection

Premiers Forum Report 2000 on Seniors & Information Technology

POSITIVE AGEING

NSW Healthy Ageing Framework 1998-2003

Planning Ahead Kit: resources for managing financial, health and lifestyle decisions into the future

Seniors and Information Technology

Fact Sheets on Ageing

Policies – Operations

A Carer's Guide to: Financial Support; Respite Co-ordination; Information Services

Accommodation Services – Client's Personal Finance

Accommodation Services – Household Operating Account

Across Agency Co-ordination (October 1996)

Advocacy (October 1996)

Allocation of Planned Respite Care (October 2002)

Behaviour Intervention and Support (October 1996)

Case Co-ordination and Case Management (October 1996)

Client Checks (November 2002)

Client Holidays and Overnight Stays (August 2001)

Consent for Specific Behaviour Intervention Practices, Exchange of Consumer Information and for Medical or Dental Treatment (October 1996)

Consumer Files (October 1996)

Consumer Wills (October 1996)

Decision Making and Choice (October 1996)

Delegations (03.01.03)

Dignity of Risk and Duty of Care (October 1996)

Disability Services Framework

Driver's Licences for RSWs and House Managers Seeking Permanent Appointment (23.12.02)

Exit Criteria (October 1996)

Fees for Board and Lodging for People with Disabilities (October 1996)

General Health and Safety for Consumers (October 1996)

Healthy Lifestyles (October 1996)

Individual Planning (October 1996)

Intake Policy (December 2001)

Living in the Community: Putting Children First (October 2002)

Maintaining Family Relationships (October 1996)

Managing Casual Staff Procedures (September 2001)

Managing Client Health (May 2003)

Managing Client Risks (2002)

Managing Risks and Incidents in the Workplace (2002)

Medication (October 1996)

Medications in Residences Policy (March 2001)

Metro West Residences – Policy on Foreign Body Obstruction of Air Way (Choking)

Occupational Health and Safety Consultation – Proposed Framework (26.9.02)

Orientation to DADHC Respite Services (August 2002)

Our Commitment to Residents

Palliative Care (October 1996)

Participation and Integration (October 1996)

Principles for the Management of Finances in DoCS' Residences, Accommodation and Centre-based Respite Services

Prioritisation and Allocation (August 2002)

Privacy, Dignity and Confidentiality (October 1996)

Respite Care Services (October 1996)

Response to Sexual Assault, Physical and Emotional Abuse and Neglect (October 1996)

Response to the Death of a Consumer (October 1996)

Sexuality and Human Relationships (October 1996)

Shift Changeover (November 2002)

Staff Management Plan for Devolution of Large and Medium Residential Services (June 2002)

Staff-Client Relationships (November 2001)

Supervision Policy – Accommodation (September 2002)

Supervision Policy – Day Programs (September 2002)
 Supervision Policy – Respite (September 2002)
 Support for People with Epilepsy (May 2003)
 Support for People with Epilepsy – Policy Supplement 2002
 Support for People with Epilepsy (October 1996)
 Update for staff on managing finances in DoCS Accommodation and Respite Services
 Valued Status (October 1996)
 Vermont Assessments for Group Home Clients
 Workplace Assessment Policy (July 2002)

Protocols

Devolution – A guide to completing Service Development Proposals
 Memorandum of Understanding between DoCS and DADHC
 Principles for the Management of Finances in DoCS' residences, Accommodation and Centre-based Respite Services
 Protocol between DADHC & OPC for clients in Residences – Banker Arrangement
 Protocol between DADHC & OPC for clients in Residences – Estate Managed
 Protocol for the Management of Community Visitor Reports to Services

Circulars

Cross Area Transfers
 DS-11 – Admissions to DoCS Large Residential Centres (18.1.00)
 DS-21 – “No Admission of Children and Young People to DoCS Residences” Policy (14.6.00)
 DS-30 – Medication in Residence Policy (26.3.01)
 DS-31 – Filling Vacancies in Group Homes (28.3.01)
 DS-38 – Approval and Posting of Service Descriptions for Accommodation
 Circular DS-39 – Roles and Responsibilities of Assistants in Nursing in DADHC Disability Services Residences (16.04.02)
 Circular DS-40 – Cessation of Fees in Disability Day Programs (17.04.02)
 Circular DS-41 – Support for People with Epilepsy – Policy Supplement

- Policy Circular Supplement 2002 to the policy 6.26 Support of People with Epilepsy (Attachment) (23.05.02)
- Epilepsy notice for bathrooms (20.08.02)

 DS-44 – Admissions to DS Large Residential Centres (22.7.02)
 DS-48 – Administration of Insulin Via Insulin Pens (30.8.02)
 Circular DS-53 – Policy Living in the Community Putting Children First (25.10.02)
 DS-55 – Guidelines for the Development of Communication Support
 Circular DS-61 – Guidelines for Reporting Allegations of Staff Misconduct to the DoCS Professional Conduct Unit (17.1.03)
 Circular DS-62 – Endorsed assessment tools for use in DADHC Disability Services (24.1.03)
 DS-64 – Placement of Clients in Group Home Vacancies (30.01.03)
 DS-65 – Addition to Policy Circular No DS-41 Audit of Practice and Risk Management Systems for Clients with Epilepsy and Bathing. (12.02.03)
 DS-66 – Revised List of Service Activities for Community Support Teams (25.03.03)
 DS-67 – Amendment to Intake Policy re: Eligibility Assessments (25.03.03)
 DS-68 – Support of People with Epilepsy who receive In Home Support Services (Supplement March 2003) (25.03.03)
 DS-71 – Clients to Cease Taking Products Affected by TGA Recall (8.05.03)
 DS-72 – Support of Clients with Epilepsy (15.5.03)
 Framework for the Redevelopment of DoCS Disability Services
 Support Services, Community Based Respite, Community Based Day Programs and Community Support Teams
 Systems for Clients with Complex Communication Support Needs (November 2002)

Service Descriptions

Service Descriptions for Group Homes
 Service Descriptions for Respite
 Service Descriptions for Day Programs
 Service Descriptions for Community Support Teams
 Service Descriptions for Secure Services

Research Reports

Quality Service in Group Homes Report (CDDS July 2001)

Information Management

Information Security Policy 2002

Policies, Guidelines and Conditions of Use of Intranet, Internet and E-mail Services 2002

Records Management Policy 2002

Strategic Human Resources

HR Strategic Framework 2002-2005

SECTION 2 – STATEMENT OF AFFAIRS

Under the Freedom of Information Act 1989, each NSW Government Department or Agency is required to publish an annual Statement of Affairs. The statement describes the structure and functions of the agency and lists categories of documents held. It also reports on FOI activity in the previous financial year and sets out how to obtain documents that are eligible for public scrutiny under legislation.

The Department has identified its Annual Report as its Statement of Affairs. The Annual Reports are available for inspection at the Departments head office at Level 5, 83 Clarence Street, Sydney. The Department's Annual Reports are also available on its website: www.dadhc.nsw.gov.au/publications and policies

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer

Department of Ageing, Disability and Home Care

Level 5, 83 Clarence Street

Sydney NSW 2000

Telephone: (02) 8270 2320 Fax: (02) 8270 2495

Arrangements can be made to obtain copies of documents or to inspect them by contacting the FOI Officer.

HOME CARE SERVICE OF NSW**SECTION 1 – POLICY DOCUMENTS**

The Home Care Service of NSW is a Statutory Corporation bound by the provisions of the NSW Home Care Service Act, 1988. Home Care is a public agency under the FOI legislation.

The Home Care Service has now been integrated into the Department of Ageing, Disability and Home Care (DADHC). Policies, guidelines and publications are included for the former Central Office, Area Offices, Aboriginal Area Office, Central Referrals and Assessment Centre, Veteran's Home Care Program and all branches and service outlets located in NSW. Many of these documents are now also available on DADHC's website: www.dadhc.nsw.gov.au/publicationsandpolicy/other.

Corporate Operations & Client Services

Aboriginal & Torres Strait Islander Service Policy Guidelines (Delivery of culturally appropriate services)

Boarding House Reform Policy on Transporting/Accompanying Customers

Client Eligibility & Access for Service Provision Guidelines (Criteria for determining eligibility and access under the following programs: HACC, Veterans Home Care

Program, Community Aged Care Packages Program, National Respite for Carers Program (NRCP), Attendant Care Program (ACP), Service Access System (SAS), Flexible Respite Services and Boarding House Reform Program).

Commitment to Service Charter

Communicating with People with Disabilities in Alternative Formats Policy (Procedures for Home Care staff to interact with people who are blind or deaf, clients and carers with a vision, hearing or speech impairment)

Garden Maintenance and Handy person Services Policy.

Guidelines for Home Care's Customer Feedback System (receiving, processing and resolving client complaints)

HACC Subsidised Services for Members of Religious Communities Policy

HACC Subsidised Services to Residents of Serviced Apartments Policy

Joint Statement on Role Boundaries in Provision of Personal Care (Guidelines for Home Care and nursing staff to identify respective roles and responsibilities in the provision of personal care.)

Mistreatment of Vulnerable Adults in their Homes (responding appropriately to situations of abuse)

Personal Care Manual (provision of personal care services to clients)
Portability of Services Policy for Home Care Clients Funded by Government Programs (guidelines for decision making when a client or recipient of Home Care service wishes to receive services, temporarily, in a location other than their normal place of residence)
Referral & Assessment Procedures for the Provision of HACC Services (procedures for referral, intake, assessment and responsibilities for provision of services by Home Care under the HACC program)
Reporting of Suspected Illegal Activities Policy (reporting procedures and legal obligations of Home Care staff when encountering suspected illegal activity in a client's home)
Service Policy Guidelines (Policies on client access to services, prioritising services (relative need), meeting individual needs, coordinating services, privacy, dignity and confidentiality, access to client records, information and consultation, communication, self-determination and client relationships)
Using Interpreters and Translators Policy (Procedures for Home Care staff to interact effectively with clients from all backgrounds. Provides for use of accredited telephone interpreters; accredited on-site interpreters and translation of written materials).

Employee Relations

Employee Code of Conduct
Equal Employment Opportunity Policy
Support Team Manual (guidelines for implementation of National Community Services and Health Training package for Certificate 3 qualification)
Flexible Work Practices Policy
Gifts, Benefits and Bequests Policy
Harassment Free Workplace Policy
Home Care Service of NSW & LHMU (Care Worker) Enterprise Agreement 2001
Managing Grief and Loss Policy
Personnel Policy Manual (Code of Conduct policy, Staffing & Establishment, Recruitment & Promotion, Staff Transfers, Separations, Leave, Staff Disciplinary Policy and Salaries & Wages)
Practical Manual Handling for Home Based Care Trainers and Participants Manual
Protected Disclosures Policy
Reasonable Adjustment for People with a Disability Policy
Recognition Tools for Workplace Assessors (Community Services Certificate 3 qualification)
Regional Planning Information
Recruitment Policy
Risk Management and Manual Handling Trainers and Participants Manual & Assessment Tools
SafeCare Policy Manual (Occupational Health & Safety standards, safe work practices in customer homes, manual lifting and handling of customers and Infection Prevention guidelines).
Secondary Employment Policy. (Home Care field staff undertaking work on a private basis for individual clients)
Training and Development Service Policy and Procedures Manual (Engagement of external training providers, delivery of accredited courses under VETAB, issuing of qualifications, assessor qualifications and training, course fees and refunds policy and customer grievance policy).

Financial & Property Management

Fee Agreement Debt Collections Policies & Procedures (Processing outstanding client accounts)
Property Policy Manual (Leasing premises, accommodation standards and insurance policy on client property damage claims)
Price List Schedule for Services – Full Fee Customers (Home Care price list for the provision of services from 14 December 2002 to government and corporate clients where the service is not part of a separate funding arrangement).

Information Management & Technology

Client Records Policy (Management of client information and records including arrangements for client access and usual disclosures of client personal information)
Corporate Archives Management Policy (Management and custody of Home Care's records of continuing value, including State Archives)
Corporate Records Policy (Recordkeeping and records management obligations of Home Care staff, including security of client records)
Privacy Management Plan (Details Home Care's compliance with Privacy legislation, a personal information digest and procedures for people to lodge privacy related complaints under the NSW Privacy & Personal Information Protection Act, 1998)

Records Disposal Policy (Retention and off site storage of Home Care's records, including client and employee records).

Home Care Boards & Committees

Home Care Advisory Board

Home Care Peak Organisation Reference Group

For information about previous Home Care Boards and Committees, please contact the FOI Officer, DADHC at Level 5, 83 Clarence Street, Sydney, or on 8270 2320.

Other Publications

Annual Report to Parliament (Home Care) 2000 – 2001

CARES booklet

Client Service Agreement for services received under Community Aged Care Packages

Client Service Agreement for services received under HACC Program.

Community Care Packages brochure

Community Services (Home Care Service of NSW) – Care Worker Award, 2002.

Crown Employees (Home Care Service of NSW) – Administrative Staff (Award 2001)

Crown Employees (Home Care Service of NSW) – Administrative Staff – Training Wage (Award 2001)

Customer Booklet: Working to Help People Live Independently (available in 12 languages)

Disability Action Plan January 2000 – December 2002

EEO Management Plan 2001 – 2002

Freedom of Information (FOI) Statement of Affairs 2001 – 2002

Home Care Service Act of NSW, 1988

Practical Assistance at Home – Providing Services to Aboriginal Communities in NSW brochure

Report on Review of the Home Care Service of NSW by Andrew Booth 1996

Report on Government Response to the Independent Review of the Home Care Service by

Ageing & Disability Department 1997

Retracing Our Tracks – Background Research Paper on the History of the Home Care Service

SECTION 2 – STATEMENT OF AFFAIRS

Due to Home Care Service' integration with the Department of Ageing, Disability and Home Care (DADHC), information about its current functions and structure is reflected in DADHC's Annual Report which is available for inspection upon request, and on DADHC's website: www.dadhc.nsw.gov.au/publications and policies as well.

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer

Department of Ageing, Disability and Home Care

Level 5, 83 Clarence Street

Sydney NSW 2000

Telephone: (02) 8270 2320 Fax: (02) 8270 2495

Arrangements can be made to obtain copies of documents or to inspect them by contacting the FOI Officer.

GUARDIANSHIP TRIBUNAL

SECTION 1 – POLICY DOCUMENTS

Access to New Treatments Through Clinical Trials

Annual Reports

Application for Approval of a Clinical Trial

Application for Consent to Medical or Dental Treatment

Application for Guardianship and/or Financial Management

Application for Recognition of Appointment

Application to be Joined as a Party to a Matter

Application to Review a Financial Management Order

Application to Revoke a Financial Management Order

Application to review enduring guardianship

Behaviour Management and Guardianship

Enduring Guardianship

Financial Management Hearings – Information for Parties

Financial Management Orders – What Happens After the Hearing?

Getting ready for your hearing (pamphlet for people who are subjects of applications)

Guardianship Hearings – Information for Parties
 Guardianship Tribunal online: <http://www.gt.nsw.gov.au>
 Guardianship Tribunal Reporter
 Guardianship Orders – What Happens After the Hearing?
 Hearings for Guardianship and Financial Management – Information for Parties
 Hearings for Applications to Review or Revoke Financial Management Orders – Information for Parties
 Hearings for Reviews of Guardianship Orders – Information for Parties
 How to Cancel the Appointment of Your Enduring Guardian
 Medical and Other Professional Assessment Reports
 ‘Person Responsible’
 Power of Attorney (NSW)
 Preliminary Hearings – Information for Parties
 Representation at Hearings
 Separate Representation
 Special Medical Treatment – Androgen Reducing Medication
 Special Medical Treatment – For People Under 16 Years
 Special Medical Treatment – Guidelines
 Special Medical Treatment – Hysterectomy or Endometrial Ablation
 Special Medical Treatment – Orchidectomy
 Special Medical Treatment – Termination of Pregnancy
 Special Medical Treatment – Tubal Ligation
 Special Medical Treatment – Vasectomy
 Substitute Consent: What the Law Says
 Three Separate Organisations – (Pamphlet outlining the different roles of the Guardianship Tribunal/ Office of the Public Guardian / Office of the Protective Commissioner).
 We Welcome Your Feedback
 What Does the Guardianship Tribunal Do? – Available in Arabic, Chinese, Croatian, German, Greek, Italian, Macedonian, Polish, Serbian, Spanish, Tagalog, Turkish, Vietnamese.
 The publications of the Guardianship Tribunal are available in large print or as ASCII text file on request.
 Some publications are available online at the Tribunal’s website: <http://www.gt.nsw.gov.au>.

SECTION 2 – STATEMENT OF AFFAIRS

Information about the function and structure of the Guardianship Tribunal – its Statement of Affairs, can be found in its Annual Report which is available for inspection by contacting the Tribunal at the below address. The Tribunal’s Annual Report is also available on its website: www.gt.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer
 Attention: Legal Officer
 Guardianship Tribunal
 2A Rowntree Street
 Balmain NSW 2041
 Telephone: (02) 9555 8500
 Fax: (02) 9555 9049

NSW MINISTERIAL ADVISORY COMMITTEE ON AGEING (FORMERLY NSW COMMITTEE ON AGEING)

SECTION 1 – ISSUES PAPERS

A Double-Edged Sword: Report of consultation with older residents of Queanbeyan and district 2000
 A Two Way Street: Older People and Volunteering 1999
 Building Community Trust – Social Capital and Rural NSW: an older person’s perspective 1999
 Caring for the Country: a spotlight on the needs of older people who live in rural and remote NSW 2000
 Central West 2001: Report of consultations with older residents of Parkes, Forbes and environs, 2001
 Counting on Experience: a review of good practice in the employment of mature workers. 2002
 Driving Miss Daisy in Country NSW 2000
 Gendered Ageism- Job Search Experiences of Older Women (Department for Women & NSW Committee on Ageing) 1997
 ‘Have Your Say’ Consultation with older people of non-English speaking backgrounds, Blacktown. 2002
 Including Us Too! Tips for events managers working with older people. 2000
 Job Search Experiences of Older Workers 1996

Keeping in touch: Older People Living Alone 1996
 Keeping the balance: older men and healthy ageing. 2001
 Local Government Services for Older People 1996
 Making a Difference – The views of people in the valley: Report of consultations in Bega and district 1998
 Never Too Late to Learn: A Report on Older People and Lifelong Learning 1997
 Older People and Crime 1997
 Over the Hill or Flying High? An Analysis of Age Discrimination Complaints in NSW 1998
 Final Report of consultation with older people in Griffith and Narrandera in September 2002
 Retirement: a Survey 1996
 River and Coast: A report of consultation in Tweed Heads and Murwillumbah, 2001
 Taking Charge: Making Decisions for Later Life 1999
 The Eyes Have It: report of vision and older people seminar. 2002
 Too Young to Go: mature age unemployment and early retirement in NSW. 2002
 Volunteering and Older People 1996
 When Families Break Down – Rights of Grandparents and Grandchildren 1997
 When the chips are down: Report of a consultation with older residents of Cobar and district 1998
 Who Pays: The Impact of User Pays and Economic Policy of Older People 1998

Other documents

Brochures about the NSW Ministerial Advisory Committee on Ageing (one in English and on multilingual)

SECTION 2 – STATEMENT OF AFFAIRS

Information may be obtained from the Freedom of Information Officer, Department of Ageing, Disability and Home Care.

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer
 Department of Ageing, Disability and Home Care
 Level 5, 83 Clarence Street
 Sydney NSW 2000
 Telephone: (02) 8270 2320 Fax: (02) 8270 2495

DISABILITY COUNCIL OF NSW

SECTION 1 – ISSUES PAPERS

Accommodating People with a Disability – A study of the accommodation and support needs of people with a disability who live with their ageing parents or carers (Marie Delaney 1994)
 Accommodation and Support Options for people with a Disability. A study of the accommodation and support needs of people who live with their ageing parents or carers. (Julie London for the Disability Council of NSW 1994)
 Brochures – About the Disability Council (English, Arabic, Chinese, Vietnamese, Italian and Greek versions)
 Consultation and People with a Disability issues for Public Sector Managers in NSW
 Emergency Evacuation Plan
 Media Guidelines (1994)
 More than Getting Through the Gate: The involvement of parents who have a disability in their children's school education in NSW
 One of the Kids – Educating children with and without disabilities together in the same classes and schools. A guide for parents.
 Position Statement: Access to Employment
 Position Statement: Access to and Delivery of Health Services
 Position Statement: Cost of Disability
 Position Statement: Education
 Position Statement: Flexible Options for Living in the Community
 Position Statement: Access
 Position Statement: Welfare Reform
 Setting It Straight – A survey of Consumers' views on the quality and availability of Orthoses in NSW (1995)
 Taxis and People with a disability. Issues for Government and Industry.
 Time for A Break – Results of the Respite Care phone-in (1990)

SECTION 2 – STATEMENT OF AFFAIRS

Information about the Council's function and structure can be found in DADHC's Annual Report, which is available for inspection at DADHC's Central Office, or at its website: www.dadhc.nsw.gov.au/publicationsandpolicies.

Further information about the Council is also available at its website: <http://www.discoun.nsw.gov.au/index.html>.

SECTION 3 – CONTACT ARRANGEMENTS

Freedom Of Information Officer
Department of Ageing, Disability and Home Care
Level 5, 83 Clarence Street
Sydney NSW 2000
Telephone: (02) 8270 2320 Fax: (02) 8270 2495

Most publications are available online at the Disability Council's website: <http://www.discoun.nsw.gov.au/publications.html>

FREEDOM OF INFORMATION ACT, 1989**Section 14 (1) (a), (b) and (3)****Summary Of Affairs
Of****THE AUDIT OFFICE OF NEW SOUTH WALES**

The following information is published in accordance with Section 14 of the Freedom of Information Act, 1989. Under Schedule 2 of the Act, the investigative, audit and reporting functions of the Audit Office are exempt.

SECTION 1 – POLICY DOCUMENTS***Corporate and Audit Policies***

- Quality Manual
- System for Auditing Government Entities (SAGE) – Audit Approach and Detailed Guidance
- Audit Office Practice Manual
- Performance Audit Policy Manual
- Corporate Services Manuals
- Guarantee of Service
- Accounting Manual
- The Audit Office Style Guide
- Contract Audit Agents Manual
- Protected Disclosure Policy and Procedures Manuals
- Financial Audit Circulars and Performance Audit Circulars
- ISO 9001 : 1994
- Permanent Client Source Plan & Guarantee of Service
- Risk Management Policy
- Privacy Management Plan
- Communication Devices Policy
- Professional Independence Policy
- Records Management Manual
- Information Security Policy & Framework
- Corporate Planning Framework
- Performance Audit Guidance Notes
- Concepts & Principles of Performance Auditing

People Management and Development Policies

- Financial Audit Staff Scheduling Principles
- Staff Rotation Policy
- Learning & Development Strategy
- Discrimination/Harassment Policy
- Code of Conduct
- Recreation Leave Policy
- Recruitment and Selection Procedure
- Sick Leave Policy and Procedures
- Occupational Health and Safety Policy
- Performance Management
- Employee Assistance Program
- Private Employment
- Grievance Procedures
- Exit Interview Procedures
- Equal Employment Opportunity Management Plan and Strategies
- Ethnic Affairs Policies
- Personnel Handbook

General

- Administrative Circulars

The Audit Office's Annual Reports are available on the Audit Office's Internet site <http://www.audit.nsw.gov.au> for the 1997 financial year and all subsequent years.

SECTION 2 – STATEMENT OF AFFAIRS

The New South Wales Auditor-General

- helps the New South Wales Parliament hold Government accountable for its use of public resources
- is independent of Government and reports directly to the Parliament
- operates under the Public Finance and Audit Act 1983.

The New South Wales Audit Office

- supports the Auditor-General in his work
 - audits 400 New South Wales Government agencies to assure Parliament their financial reports are prepared correctly
 - assesses how well agencies comply with a selection of legal requirements, government policies or central agency directives
 - investigates allegations of serious and substantial waste of public money
 - conducts special in-depth assessments of whether agencies are achieving value-for money
 - has approximately 230 employees.

Functions

The Audit Office conducts:

- Financial audits – Our financial audits provide an independent opinion on the financial report that public sector agencies must prepare each year. This assures Parliament and the public that agencies' financial reports fairly reflect their financial position and operations. Compliance reviews and special reviews also supplement our audits of financial reports. Compliance reviews assess how well agencies comply with a selection of legal requirements, government policies or central agency directives.
- Performance audits- Performance audits are special in-depth assessments of whether government agencies are achieving value-for-money. A performance audit may cover:
 - the whole of an agency's operations
 - one particular agency's activity
 - an activity across a number of agencies.
- Protected Disclosures- The Audit Office examines allegations of serious and substantial waste of public money under the Protected Disclosures Act 1994.

The outcomes of these functions are made publicly available in our reports to Parliament.

Publications

The publications during any year are reported as an appendix to the Audit Office's Annual Report.

Auditor-General's Reports – Performance Audits

Performance Audit Reports prior to 1 January 2003 are available through the Audit Office's Internet site: <http://www.audit.nsw.gov.au>.

Agency Or Issue Examine	Title of Performance Audit Report Or Publication	Date Tabled in Parliament or Published
Department of Health NSW Ambulance Service	Code Red: Hospital Emergency Departments	15 December 2003
Follow-up of Performance Audits NSW Police	Enforcement of Street Parking (November 1999) Staff Rostering, Tasking and Allocation (January 2000)	10 December 2003
Asset Disposal	Disposal of Sydney Harbour Foreshore Land	26 November 2003

Judging Performance from Annual Reports	Review of eight Agencies' Annual Reports	1 October 2003
Follow-up of Performance Audits * Office of the Protective Commissioner and Office of the Public Guardian ** Department of State and Regional Development	* Complaints and Review Processes (September 1999) ** Provision of Industry Assistance (December 1998)	24 September 2003
NSW Department of Health	Waiting Times for Elective Surgery in Public Hospitals	18 September 2003
NSW Police NSW Roads and Traffic Authority	Dealing with Unlicensed and Unregistered Driving	4 September 2003
Ministry of Transport Premier's Department Department of Education and Training	Freedom of Information	28 August 2003
Sydney Water Corporation	Northside Storage Tunnel Project	24 July 2003
State Rail Authority	The Millennium Train Project	17 June 2003
Roads and Traffic Authority	Delivering Services Online	11 June 2003
NSW Police	The Police Assistance Line	5 June 2003
Department of Education and Training	Managing Teacher Performance	14 May 2003
Department of Sustainable Natural Resources Environment Protection Authority	Protecting Our Rivers	7 May 2003
NSW Agriculture	Implementing the Ovine Johne's Disease Program	26 February 2003
State Rail Authority	CityRail Passenger Security	12 February 2003

Auditor-General's Reports – Financial Audits

Financial Audit Reports prior to 1 January 2003 are available through the Audit Office's Internet site: <http://www.audit.nsw.gov.au>.

Volume Six 2003	Tabled 4 December 2003
Volume Five 2003	Tabled 19 November 2003
Volume Four 2003	Tabled 12 November 2003
Volume Three 2003	Tabled 20 October 2003
Volume Two 2003	Tabled 29 May 2003
Volume One 2003	Tabled 1 May 2003

The Auditor General's Reports to Parliament on financial audits of NSW Government Agencies have been published since 1865.

Auditor-General's Reports – Protected Disclosures

The Office examines allegations of serious and substantial waste of public money under the Protected Disclosures Act 1994. This Act protects public officers ['whistleblowers'] when they identify maladministration, corruption, or serious and substantial waste. We assess any allegations of waste in public authorities other than local governments. The NSW Ombudsman examines maladministration, and the Independent Commission Against Corruption investigates corruption.

Agency Or Issue Examine	Title of Performance Audit Report Or Publication	Date Table in Parliament or Published
Department of Fair Trading Department of Land & Water Conservation Macquarie University University of NSW	Investigations under the Protected Disclosures Act 1994 – March 2003	15 December 2003

This and all subsequent reports relating to Protected Disclosures are available through the Audit Office's Internet site: <http://www.audit.nsw.gov.au>.

Special Reports to Parliament

Private Participation in the Provision of Public Infrastructure: The Roads and Traffic Authority Tabled 17 October 1994

Other Publications

Guides to Better Practice

Guides to Better Practice are available on the Audit Office's Internet site <http://www.audit.nsw.gov.au>. for the Corporate Credit Card Guide (January 1997) and all subsequent reports.

Awareness

The Office's publication, Awareness, is produced on a regular basis by the Office's Policy and Research Section. The publication provides Office staff and our clients with the latest news on developments in accounting standards; auditing standards and public sector issues relevant to accounting and auditing. It is used by clients and staff as a reference source and keeps its stakeholders up to date with the Office's views, comments and policies in respect of the changing public sector audit and accounting environment.

The "AWARENESS" technical information bulletin is available through the Audit Office's Internet site <http://www.audit.nsw.gov.au>. for the February 1997 issue and all subsequent issues.

Professional Update

The Office produces the Professional Update newsletter every six months, in January and July, to coincide with the main financial year-ends of our clients. The newsletter provides details of recent major developments in accounting and auditing requirements. Professional Update only contains brief details, more information being available from the relevant Awareness issue that is referred to at the end of each article. Professional Update is issued to staff and clients.

The Professional Update Newsletter is available through the Audit Office's Internet site <http://www.audit.nsw.gov.au>. for the January 1998 issue and all subsequent issues.

Unless otherwise indicated, copies of the reports and guides may be purchased from the Government Information Service Bookshop.

Access to Office Documents

Requests for access to documents under the Freedom of Information Act 1989 and the Freedom of Information (Amendment) Act 1992 should be in writing and provide sufficient information to enable the correct document(s) to be identified. As mentioned above, documents that are exempt relate to the Office's investigative, audit and reporting functions. In the main, the final outcomes of these functions – including independent audit reports and other reports – are made publicly available.

Also, under Section 38 of the Public Finance and Audit Act 1983, the 'Auditor-General, auditor or an authorised person shall preserve and aid in preserving of secrecy with respect to all matters and things that come to the knowledge of the Auditor-General, auditor or authorised person in the exercise of the functions of the Auditor-General, auditor or authorised person under this Act and the prescribed requirements and shall not communicate to any person any such matter or thing.'

If the applicant is seeking documents relating to his/her personal affairs, the Office may request proof of identity.

If the applicant is seeking document(s) on behalf of another person relating to that person's personal affairs, the Office may ask the applicant to submit a consent form signed by that person.

A request will be dealt with as soon as practicable and in any case within 21 days after it has been received.

In the event that the request is successful, arrangements will be made between the applicant and the Office for an appropriate form of access.

Application Fees/Charges

An application fee of \$30 in the form of a cheque/cash must be included with the application. Processing charges may also be applicable. The applicant will be supplied with a statement of charges if applicable.

SECTION 3 – CONTACT ARRANGEMENTS

Access to the policy documents listed above can be arranged by contacting the Freedom of Information Coordinator by telephone, fax or in person at the address below between the hours of 8:30 am and 5:00 pm.

Formal requests made under the Freedom of Information Act 1989 for access to documents held by The Audit Office of NSW should be directed to:

Freedom of Information Coordinator
Level 11, 234 Sussex Street
SYDNEY NSW 2000

Telephone (02) 9285 0155

Fax (02) 9285 0100

FREEDOM OF INFORMATION ACT, 1989
Section 14(1)(b) and (3)
Summary Of Affairs
Of The
CENTRAL COAST AREA HEALTH SERVICE
(Known as CENTRAL COAST HEALTH)
(FOI Agency No. 2286)

SECTION 1 – POLICY DOCUMENTS

The major policy documents held by Central Coast Health include:

- * By-Laws
- * Rules & Regulations
- * Policy & Procedures Manuals
- * Equal Employment Opportunity Management Plan
- * Occupational Health & Safety Plan
- * Health Promotion Strategic Plan
- * Women's Health Strategic Plan
- * Disability Plan
- * Aboriginal Health Strategic Plan
- * Health Access Plan
- * Mental Health Plan
- * Area Health Plan
- * Asset Strategic Plan
- * Clinical Services Plan
- * Environmental Health Plan
- * Information Management Strategic Plan
- * Human Resources Plan

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for Central Coast Health (as required under the Freedom of Information Act) is dated June 2003. It is available from the Freedom of Information Officer of Central Coast Health at a cost of \$5.00.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public who wish to inspect the policy documents of Central Coast Health as outlined previously, or who wish to purchase a copy of the Statement of Affairs should contact the Freedom of Information Officer by either telephoning (02) 43203351 or writing to:

FOI Officer
Clinical Information Services Department
Central Coast Health
Holden Street
PO Box 361
GOSFORD. 2250

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

**Summary Of Affairs
of the
COMMUNITY RELATIONS COMMISSION
For a multicultural NSW
(F.O.I. agency number 379)**

SECTION 1 – POLICY DOCUMENTS

- * Ageing People of a Non-English Speaking Background:
A Policy Perspective (charge of \$5.00 plus postage)
- * Canterbury-Bankstown Community Harmony Round Table
- * Code of Conduct for Commissioners, Officers and Employees of the Community Relations Commission
For a multicultural NSW *
- * Community Development Grants Program 2004 – Guidelines and Application Form
- * Community Development Grants Program Procedures Manual
- * Community Language Allowance Scheme Examination Policy and Procedures Guidelines
- * Community Relations Report 2002
- * Corporate Plan 2002-2006
- * CRC Code of Conduct for Interpreters and Translators
- * CRC Guide to services
- * Crown Employees (Interpreters & Translators, EAC) (Transitional) Award
- * EAPS Forward Plan 2002-2006
- * EAPS – Guide to job applicants
- * EEO Annual Report 1998-1999
- * Electronic Mail Management Policy
- * Ethnic Affairs Priorities Statement (EAPS) Standards Framework
- * Fairfield Model Court Report
- * Families & Cultural Diversity – Volume 1: Contemporary Issues
- * Families & Cultural Diversity – Volume 2: The Statistics
- * Families & Cultural Diversity – Volume 3: The Research Perspectives
- * Government Green Paper: Building on our Cultural Diversity (May 1996)
- * Government White Paper: Building on Our Cultural Diversity – Ethnic Affairs Action Plan 2000
- * Green Paper, Cultural Harmony – The Next Decade 2002-2012
- * Guide to Commissioners
- * Guidelines for the Operation of Regional Advisory Councils (June 2002)
- * Guidelines on Exemptions from Payment for Language Services (March 1998)
- * Immigration and Planning in New South Wales (March 1997)
- * Immigration: New South Wales Government Position Statement
- * Inactive Records Procedures
- * Information Management and Technology Policy Guidelines
- * Information Management and Technology Strategic Plan 2003-2006
- * Language Services Schedule of Fees
- * Library and Resource Centre
- * Ministerial Records Management Policy
- * NSW Council for Pacific Islanders – implementation plan
- * NSW Position on Supporting Settlement in Rural Regional & Remote Australia
- * Overseas Qualifications and Skills in the New South Wales Public Sector
- * Police and Ethnic Communities (November 1994) – reprinted 1995
- * Records Management Policy guidelines
- * Religious Development in New South Wales (Planning for)
- * Resource Handbook for Chief Executive Officers & Senior Managers on Ethnic Affairs in the New
South Wales Public Sector – reprinted 1998
- * Retrenched Workers' Rights Project (January 1993)
- * Serial Sponsorship: Perspectives for Policy Options 1992 (price \$5.00 plus postage)
- * The Way Forward: A Consultation Document Leading to a Community Relations Commission

- 1999
- * Training Policy
 - * Training Plan 2003-2004
 - * 2003 Multicultural Marketing Awards Guidelines
 - * Use of Interpreters in Domestic Violence and Sexual Assault Cases – A guide for Service Providers (June 2002) – 4th edition
 - * Viewpoints – A Collection of Speeches on Multicultural Issues (July 1996)
 - * Vital Records Procedures

SECTION 2 – STATEMENT OF AFFAIRS.

The “Statement of Affairs” dated July 2003, prepared in respect of the Community Relations Commission For a multicultural NSW, will be available, after that date, free of charge from the Freedom of Information (FOI) Coordinator on telephone number 8255 6773.

The document, which will be published in the Commission’s 2002-2003 Annual Report, will also be available for inspection at the Commission’s head office at Level 8, 175-183 Castlereagh Street Sydney.

The previous Statement of Affairs, dated July 2002, is currently available.

The “Statement of Affairs” provides an overview of the functions, objectives and activities of the Commission, together with administrative information of particular use to an inquiry in terms of Freedom of Information legislation.

SECTION 3 – CONTACT ARRANGEMENTS.

Copies of the policy documents and the “Statement of Affairs” may be obtained from the Commission’s Public Affairs Officer. There is no cost for the documents other than where indicated.

A full list of Commission publications is also available from the Information Quality Officer who may be contacted on telephone number 8255 6773 between 9.30 am and 4.30 pm.

The FOI Coordinator may also be contacted during the same hours of business on telephone number 8255 6773, and any applications under the Freedom of Information Act should be directed to:

The FOI Coordinator
Community Relations Commission
For a multicultural NSW
P.O. Box A2618
Sydney South NSW 1235

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****Summary Of Affairs
of the
NEW SOUTH WALES COAL COMPENSATION BOARD
(F.O.I. Agency No.1606)****SECTION 1 – POLICY DOCUMENTS**

The New South Wales Coal Compensation Board is divided into three (3) operational teams and a Corporate Services Division. The following is a list of documents held by each division.

ASSESSMENT:

Procedural Manuals
Assessment Reports
Claim Files
Interim Payments Reports

MODELLING:

Colliery/Coal Area information
Coal Area Reports, Plans, Maps
Geological Reports
Mining Reports
Economic Reports

CORPORATE SUPPORT AND INFORMATION SERVICES:

Procedures Manuals
Board Minutes
Agenda Papers
Information Brochures on Board Processes
Administrative Files (personnel, motor vehicles, financial)
Register of Gifts, Benefits and Hospitality
Annual Reports
Register of Pecuniary Interests of Board Members
Restored Titles Database
Certificates of Title, Deposited Plans, Crown Grants

CORPORATE SERVICES:

Consolidated version of Coal Acquisition (Compensation) Arrangements 1985 and amendments relating to the Arrangements
Guarantee of Service
Code of Conduct
Corporate and Business Plans
Equal Employment Opportunity Policy
Corruption Prevention Policy and Procedures
Occupational Health and Safety Policy
Ethnic Affairs Policy Statement
Disability Action Plan
Energy Management Plan
Privacy and Personal Information Protection Plan
Policy Register
Complaints Register

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs by the New South Wales Coal Compensation Board was published by the Board in the 2003 Annual Report.

Copies of the Statement of Affairs and this Summary are available from the Board. Copies of both documents are free.

SECTION 3 – CONTACT ARRANGEMENTS

Inquiries should be directed to:

Georgia Holmes
FOI Officer
NSW Coal Compensation Board
Level 4, 29-57 Christie Street
St Leonards 2065
PO Box 1590
St Leonards 2065

Phone: (02) 9901 8900
Toll Free: 1800 670 279
Internet: <http://www.ccb.nsw.gov.au>

Fax: (02) 9901 8910
Email: admin@ccb.nsw.gov.au

Access time: 8.30am to 4.30pm Monday to Friday

Inquiries may be made by person, by telephone, email, fax or post.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF COMMUNITY SERVICES

SECTION 1 – POLICY DOCUMENTS

POLICY DOCUMENTS AVAILABLE FROM THE DEPARTMENT

The Department has produced a number of policy documents, which are listed below. Most of these are available free of charge to the community. Documents that incur a fee are indicated and their cost (at time of publication) is also detailed. Many of these items are available on the DoCS website at www.community.nsw.gov.au or by contacting the Freedom of Information Coordinator on (02) 9716 2222.

Available from:

Department of Community Services

- Corporate Directions 2003/04
- Blueprint for change
- Authorised Supervisors Policy & Procedures for Child Care Services in NSW – DCS362.712/News/7/1997 – cost \$5.50
- Information Pack on Risk Assessment, Practice & Tools for all Licensed Child Care Centres – DCS362.712/News/21 – cost
- Right to better service: Aboriginal Policy Directions – July 1999 – DCS306.089/News/1
- Introductory Resource Guide on Islam and Muslim Communities (1999) (1998) DCS.305.8/Isla/1
- Right to better service: Ethnic Affairs Policy Directions – July 1999 -DCS353.94400814/News/1
- Right to better service: Rural and Remote Communities Policy Directions – July 1999- DCS307.72/News/1
- Code of Conduct and Ethics (currently under review)

Available from:

Department of Community Services - Adoption and Permanent Care Services

- Mandatory Information for Birth Parents
- Mandatory Information for Children
- Mandatory Information for Intrafamily Adoption
- Newsletter – Thinking About Adoption
- Considering Adoption Booklet - Cost \$ 15.00
- Fact Sheets about Entitlements under the Adoption Act 2000
- Post Adoption - Adoption Act 2000 - How it Affects You?
- Adoption Search Guide – What do I do Now? – Cost \$10.00

Available from:

Department of Community Services - Office of Child Care

- Early Childhood Services Policy for NSW
- NSW Curriculum Framework for Children's Services
- The Licensing Process for Establishing a New Centre Based Child Care Service in NSW - cost \$10.00

Available from:

NSW Government Bookshop & Tele-Sales-Info Centre
 Ground Level, 8-12 Chifley Square
 (Cnr Phillip and Hunter Streets)
 Sydney 2000

Postal Address: GPO Box 5160 SYDNEY NSW 2001
 Phone: (02) 9238 0950 (TollFree: 1800 463 955 NSW country only)
 Fax; (02) 9228 7227 Email: gisinfo@dpws.nsw.gov.au

- Best Practice Guidelines in Early Childhood Physical Environments - cost \$11.00
- Design and Planning Checklist for a New Child Care Centre in NSW - cost \$5.50
- Furniture & Play Equipment Checklist for a Child Care Centre in NSW - cost \$5.50

- The Licensing Process for Establishing a New Centre Based Child Care Service in NSW - cost \$10.00
- Authorised supervisors Policy & Procedures for Child Care Services in NSW - cost \$5.50
- Information Pack on Risk Assessment, Practice & Tools for all Licensed Child Care Centres - cost \$11.00
- Centre Based & Mobile Child Care Services Regulation 1998 - cost \$11.00
- Family Day Care & Home Based Child Care Regulations 1996 - cost \$8.80

SECTION 2 - STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Department of Community Services is published in the Department's 2001/2002 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries should be directed to:

Freedom of Information Coordinator
Department of Community Services
4-6 Cavill Avenue
Ashfield NSW 2131

Postal Address:
Locked Bag 28
Ashfield NSW 1800

Phone: (02) 9716 2222

Fax: (02) 9716 2677

Enquiries can be made between 9.00am and 5.00pm by phone, fax, or in person.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
NEW SOUTH WALES CRIME COMMISSION
(FOI Agency No. 1620)

SECTION 1 -- POLICY DOCUMENTS

The New South Wales Crime Commission (NSWCC) is responsible for investigating organised crime and other serious criminal activity in NSW and for taking action to restrain and confiscate the assets of persons charged with serious criminal offences. While the Commission works in the public interest, it does not provide “services” directly to the public. The Commission does not publish “policy documents” as defined in section 6 of the FOI Act.

Operational procedural documents are confidential and may not be available for inspection.

SECTION 2 -- STATEMENT OF AFFAIRS

The Commission’s Statement of Affairs entitled “New South Wales Crime Commission Statement of Affairs” can be found on the Commission’s web-site. A copy of the Statement of Affairs may be obtained by contacting the Commission’s Assistant Director, Operations Support.

SECTION 3 -- CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents in the possession of the NSWCC should be directed in writing to:

The Commissioner
New South Wales Crime Commission
PO Box Q566
QVB Post Office
SYDNEY 1230

Inquiries concerning procedures for inspecting or obtaining Commission documents, including Statements of Affairs or Summaries of Affairs, should be made at the Commission’s office at the address shown below between the hours of 9.00am and 5.00pm, Monday to Friday:

453 Kent Street
SYDNEY 2000

Contact: Assistant Director, Operations Support
Telephone (02) 92693888
Facsimile (02) 92693809
Web-site: www.crimecommission.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****Summary Of Affairs
Of the
NSW FISHERIES**

NSW Fisheries' Head Office is located at the Cronulla Fisheries Centre, 202 Nicholson Parade, Cronulla.

SECTION 1 – POLICY DOCUMENTS

Advisory Council Procedure Manual
Approval for Scientific Activities
Approval for Scientific Outputs
Aquaculture Administration Policy and Procedures Manual
Aquaculture Lease Security Arrangements Information Kit
Aquaculture Permit Application Guidelines
Assault/Abuse/Threat Incident Report Form Guidelines
Barramundi Aquaculture Policy
Charter Boat Replacement Policy
Corruption Prevention Strategy
Directors Guidelines: Determination of Catch History for the Transfer of Class A Yabby and Carp Endorsement
Diving Code of Practice and Operations Manual
Dollar for Dollar Stocking Program Guidelines
EEO Management Plan
Estuary General Fishery Management Strategy
Estuary Prawn Trawl Fishery Management Strategy
Fish Habitat Protection Plan No. 1
Fish Habitat Protection Plan No. 2 – Seagrasses
Fish Habitat Protection Plan No. 3 – Hawkesbury – Nepean
Fisheries Services Administration Manual Pt 1
Fisheries Services Administration Manual Pt 2
Guide to Obtaining a Class A and B Aquaculture Permit
Guide to Obtaining a Land-based Aquaculture Permit
Indigenous Fisheries Strategy and Implementation Plan
Interim Policy for Permits for Commercial Tourist Operations within New Marine Parks
Interim Policy on Access to Drying Lakes for Commercial Fishers
Introduction and Translocation Policy 1994
Land Based Aquaculture Policy
Management Advisory Committee Procedures Manual
Management of ENHV in NSW Policy
North Coast Sustainable Aquaculture Strategy
NSW Fisheries Code of Conduct
NSW Fisheries Commercial Licensing Policy 2003
NSW Fisheries Eel Aquaculture Policy
NSW Fisheries Freedom of Information Guidelines Manual
NSW Fisheries Operations Manual (Regional Services)
NSW Fisheries Privacy Management Plan
NSW Offshore Prawn Trawling Management Rules
Ocean Hauling Fishery Management Strategy
Ocean Hauling Transfer Policy
Ocean Trap and Line Transfer Policy
Ocean Trawl Transfer Policy
Oyster Industry Management and Administration Policy and Guidelines
Pacific Oyster and QX Disease Control Program
Policy and Guidelines: Aquatic Habitat Management and Fish Conservation 1999
Policy and Guidelines: Bridges, Roads, Causeways, Culverts and Similar Structures 1999
Procedures for Handling Performance Complaints, Framework for Operation and Management

Process for Establishing Research Priorities
Procurement, Tendering and Disposal Policy and Procedure Manual
Records Management Plan (Policy and Procedures)
Recruitment and Selection Policy
Small Grants Program Application Guidelines
Snowy Lakes Trout Strategy
Stocking and Harvesting of Fish in Farm Dams

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs is contained in the annual report covering the period 1 July 2002 to 30 June 2003. Copies can be inspected or obtained by contacting:

Policy and Planning Division
NSW Fisheries
PO Box 21
Cronulla NSW 2230
Telephone: (02) 8437 4981
Website: www.fisheries.nsw.gov.au

Office Hours: 9.00am to 5.00pm weekdays.

All inquiries concerning procedure for inspecting and purchasing NSW Fisheries Policy Documents and Statement of Affairs should be made to:

Policy and Planning Division
NSW Fisheries
PO Box 21
Cronulla NSW 2230
Telephone: (02) 8437 4981

Office Hours: 9.00am to 5.00pm weekdays.

SECTION 3 – FOI ARRANGEMENTS

All inquiries and applications under the Freedom of Information Act 1989 in relation to NSW Fisheries should be made to:

FOI Co-ordinator
NSW Fisheries
PO Box 21
Cronulla NSW 2230
Telephone: (02) 8437 4975
Email: foi@fisheries.nsw.gov.au

Office Hours: 9.00am to 5.00pm weekdays.

NSW Fisheries is responsible for the FOI obligations of:

Abalone Management Advisory Committee
Advisory Council on Aquaculture
Advisory Council on Commercial Fishing
Advisory Council on Fisheries Conservation
Advisory Council on Recreational Fishing
Animal Care and Ethics Committee
Australian Fisheries Management Forum
Australian Fisheries Management Forum, Research Subcommittee
Charter Fishing Boat Licence Review Panel
Estuary General Management Advisory Committee
Estuary Prawn Trawl Management Advisory Committee
Fisheries Research Advisory Board
Fisheries Resource Conservation and Assessment Council
Fisheries Scientific Committee
Inland Fishery Management Advisory Committee

Lobster Management Advisory Committee
Marine and Estuarine Recreational Charter Management Advisory Committee
NSW Fisheries Catch and Effort Working Group
Ocean Fish Trawl Management Advisory Committee
Ocean Hauling Management Advisory Committee
Ocean Prawn Trawl Management Advisory Committee
Ocean Trap and Line Management Advisory Committee
Oyster Management Advisory Group
Oyster Research Advisory Committee
Recreational Fishing Freshwater Management Planning Committee
Recreational Fishing Freshwater Trust Expenditure Committee
Recreational Fishing Saltwater Management Planning Committee
Recreational Fishing Saltwater Trust Expenditure Committee
Regional Industry Convenors
Seafood Industry Advisory Forum
Total Allowable Catch Setting and Review Committee

The Marine Parks Authority is jointly administered by NSW Fisheries and the National Parks and Wildlife Service. All enquiries should be forwarded to:

Executive Officer
Marine Parks Authority
GPO Box 5341
SYDNEY NSW 2001
Telephone: (02) 9228 4918
Fax: (02) 9228 4757

Councils and committees associated with the Marine Parks Authority include:

Cape Byron Marine Park Advisory Committee
Jervis Bay Marine Park Advisory Committee
Lord Howe Island Marine Park Advisory Committee
Marine Parks Advisory Council
Marine Parks Research Council
Solitary Islands Marine Park Advisory Committee

FREEDOM OF INFORMATION ACT, 1989**Section 14(1)(b) and (3)****Summary Of Affairs
Of The****OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS****SECTION 3 – POLICY DOCUMENTS**

The prosecution policy of the Office of the Director of Public Prosecutions (ODPP) is set out in the “Prosecution Guidelines of the Director of Public Prosecutions”, which was last issued in October 2003. A copy of the Guidelines can be obtained from the ODPP web site, <http://www.odpp.nsw.gov.au> or from the ODPP Head Office Library at 265 Castlereagh Street, Sydney, by telephoning any member of the Library staff on (02) 9285 8912 between 9am and 5pm on weekdays. The publication is available at no charge. The publication may be inspected by arrangement with a member of the Library staff at the ODPP Head Office at 265 Castlereagh Street, Sydney.

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

SECTION 3 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

A copy of the Statement of Affairs and/or a copy of the Summary of Affairs can be obtained from the ODPP website (<http://www.odpp.nsw.gov.au>) or by telephoning the Executive Assistant to the Solicitor’s Executive at the ODPP Head Office at 265 Castlereagh Street, Sydney on (02) 9285 8733 between 9am and 5pm on weekdays. In her absence a copy of the Statement and/or the Summary can be obtained by telephoning the Library on (02) 9285 8912 between 9am and 5pm on weekdays. The Statement and the Summary are available at no charge.

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

FREEDOM OF INFORMATION ACT, 1989**Section 14(1)(b) and (3)****Summary Of Affairs
Of The****NSW INDEPENDENT COMMISSION AGAINST CORRUPTION (ICAC)****SECTION 1 – POLICY DOCUMENTS**

The functions of the ICAC are to investigate allegations of corruption, to prevent corruption and to educate to motivate and enable people to act against corruption.

ADMINISTRATION

Under Schedule 2 of the Freedom of Information Act, 1989, the following functions are exempt:- corruption prevention, complaint handling, investigation and reporting.

PUBLICATIONS

The following ICAC publications are available to members of the public:

Investigation Reports

- Report on investigation into Mr Glen Oakley's use of false academic qualifications – December 2003.
- Report on investigation into certain applications made to the Department of Fair Trading for building and trade licences – November 2003.
- Report on investigation into the conduct of an officer of Integral Energy – September 2003.
- Report on investigation into the theft of zoological specimens from the Australian Museum between 1997 and 2002 and related matters – September 2003.
- Report on investigation into the conduct of the Rail Infrastructure Corporation and other in relation to Menangle Bridge – September 2003.
- Report on investigation into the conduct of certain officers of the New South Wales Grain Board – August 2003.
- Report on an investigation into the conduct of the Hon. Malcolm Jones MLC – July 2003.
- Investigation into dealings between Thambiah Jeevarajah, an engineer employed by the Department of Housing, and the construction company Australian Colour Enterprises Pty Limited – May 2003.
- Investigation into handling of applications for public housing by an officer of the Department of Housing – May 2003.
- Report on investigation into conduct concerning the Woodward Park project – February 2003.
- Investigation into the conduct of officers and students at University of Technology, Sydney – August 2002.
- Report into corrupt conduct associated with development proposals at Rockdale City Council – July 2002.
- Report on investigation into matters concerning John Kite and the National Parks and Wildlife Service – December 2001.
- Report on an investigation into matters arising from a Ministerial Statement to the Legislative Assembly on 10 April 2001 – August 2001
- Garbage, drains and other things – An examination of conduct of two Liverpool City Council contractors – July 2001
- Corrupt networks – Report into the conduct of a technical specialist in the State Rail Authority- April 2001
- Report on investigation into aspects connected with an alleged indecent assault at Parliament House on 14/15 September 2000 – December 2000
- Investigation into the Conduct of Staff of the Roads and Traffic Authority and others in relation to Re-birthing of Stolen Motor Vehicles – November 2000
- Investigation into Conduct of Officers of South Sydney Council (published as Appendix 1 to the 1999-2000 Annual Report) – September 2000
- Investigation into Parliamentary Travel (The Hon John Murray MP) (published as Appendix 2 to the 1999-2000 Annual Report) – September 2000
- Investigation into Aspects of the Greyhound Racing Industry – August 2000

- Investigation into the Department of Corrective Services: Fifth Report: Two Escapes – April 2000
- Conduct of Mr Sam Masri, Former Purchasing Officer, Liverpool City Council – November 1999
- Report on Investigation into the Conduct of an Officer of the Environment Protection Authority – November 1999
- Investigation into the Department of Corrective Services Fourth Report: Abuse of Official Power and Authority – November, 1999
- Investigation into travel allowance and expense claims by the Councillors of the New South Wales Aboriginal Land Councils – October 1999
- Investigation into Sydney Ferries: Dishonest creation and use of “live” tickets by former staff of Sydney Ferries at Manly Wharf (1994 to 1997) – October 1999
- Investigation into the Disposition of Funds Remaining in the Accounts of the Former Illawarra Development Board (1987-1990) – October 1999
- Investigation into Conduct at Local Council Waste Depot Weighbridges at St Peters and Elsewhere – June 1999
- Investigation into the Department of Corrective Services Third Report: Betrayal of Trust: The activities of two correctional officers – June 1999
- Investigation into Aboriginal Land Councils in New South Wales: Investigation Volume - June 1999.
- Investigation into allegations made by Louis Bayeh against the Member for Londonderry, Paul Gibson MP – December 1998
- Investigation into Parliamentary and Electorate Travel: Second Report - Analysis of administrative systems and recommendations for reform – December 1998
- Investigation into the Department of Corrective Services: Second Report: Inappropriate Relationships with Inmates in the Delivery of Health Services – November 1998
- Investigation into the Conduct of an Alderman on Fairfield City Council – November 1998
- Investigation into the Conduct of a Senior Inspector with the Department of Gaming and Racing – September 1998
- Investigation into the Disposal of Waste and Surplus Assets in Transgrid, Pacific Power and Integral Energy – June 1998
- Investigation into Corruption in the Former State Rail Authority of New South Wales – June 1998
- Investigation into Parliamentary and Electorate Travel: First Report – April 1998
- Investigation into the Glebe Morgue – March 1998
- Investigation into the Department of Corrective Services—First Report: The Conduct of Prison Officer Toso Lila (Josh) Sua and matters related thereto – February 1998
- Investigation into the Conduct of: George Bertoncello of Lane Cove Council, Nazem Bechara in relation to certain Councillors of Holroyd City Council and Vittorio Fasan and Antonio Cavallaro and their dealings with Fairfield City Council – November 1997
- Circumstances Surrounding the Offering of no Evidence by the NSW DPP on an All Grounds Appeal at the Lismore District Court on 25 May 1995 – June 1997
- Investigation Concerning the 1993 Byron Residential Development Strategy and Associated Matters – April 1997
- The Public Employment Office Evaluation of the Position of Director-General, Department of Community Services – November 1996
- Charter of Aircraft by the Police Air Wing – October 1996
- Investigation Concerning the Chairman of Stewards of the Harness Racing Authority of New South Wales – August 1996
- Purported Termination of Employment of Jeffrey Horner & Edwin Chenery by Southern Mitchell Electricity – January 1996
- Investigation into Circumstances Surrounding the Payment of a Parliamentary Pension to Mr P M Smiles – First Report February 1995, Second Report April 1996
- Investigation into Randwick City Council – February 1995
- Investigation into the RTA and Property Disposal –February 1995
- Interim Report on Investigation into Alleged Police Protection of Paedophiles – September 1994
- Treatment of Staff Complaints in a Minister’s Office – August 1994
- Investigation into Matters Relating to Police and Confidential Information – June 1994
- Investigation into Collins v Ryan – January 1994
- Investigation into the Conduct of Brian Zouch – November 1993
- Investigation into the Office of the Ombudsman – June 1993
- Integrity in Public Sector Recruitment – March 1993
- Investigation into the State Rail Authority –Northern Region – March 1993
- Investigation into the Use of Informers–Volumes 1 & 2 – January 1993

- Investigation into the State Rail Authority - Trackfast Division – September 1992
- Investigation into the Unauthorised Release of Government Information. Vol 1, 2 & 3 – August 1992
- Investigation into the Conduct of Peter Blackmore – July 1992
- Investigation into the Sydney Water Board and Sludge Tendering – May 1992.
- Investigation into Local Government, Public Duties and Conflicting Interest – March 1992
- Investigation into the New South Wales Film Corporation and Pepper Distribution – March 1992
- Investigation into Road Works in the Shire of Kyogle – January 1992
- Investigation into the Planning and Building Department of South Sydney Council – December 1991
- Investigation into the Maritime Services Board and Helicopter Services – July 1991
- Investigation into Tendering for Vinyl Floor Products – July 1991
- Investigation into Police and Truck Repairers – May 1991
- Investigation concerning Neal and Mochalski – April 1991
- Investigation into Sutherland Licensing Police – February 1991
- Investigation relating to Stait Dainford and Waverley Council – January 1991
- Investigation into Harassing Telephone call made to Edgar Azzopardi – December 1990
- Investigation into Drivers Licensing, Volumes 1 & 2 – December 1990
- Investigation into the Walsh Bay Redevelopment Project – October 1990
- Investigation into Dealings between Homfray Carpets and the Department of Housing – September 1990
- Investigation into the Randwick College of TAFE – August 1990
- Investigation into Registration of DP787 368 at the Land Titles Office – July 1990
- Investigation into North Coast Land Development – July 1990
- Investigation into the Silverwater Filling Operation – February 1990
- Investigation Relating to the Raid on Frank Hakim's Office – December 1989
- Investigation Relating to the Park Plaza Site – October 1989

Corruption Prevention Reports

- Fact-Finder. A 20 step guide to conducting an inquiry in your organisation – November 2003.
- Regulation of secondary employment for Members of the NSW Legislative Assembly. Report to the Speaker of the Legislative Assembly – September 2003.
- Taking the devil out of development: recommendations for statutory reform. Position paper. December 2002.
- Fighting Fraud: Checklists – November 2002.
- Fighting Fraud: Guidelines for state and local government – November 2002.
- Do-It-Yourself Corruption Resistance Guide – November 2002.
- No Excuse for misuse: A snapshot guide – November 2002.
- No excuse for misuse: Preventing the misuse of council resources. Guidelines 2 – November 2002.
- Taking the whiff out of waste: A snapshot guide – November 2002.
- Taking the whiff out of waste: Guidelines for managing corruption risks in the waste sector – November 2002.
- Degrees of Risk. A corruption risk profile of the New South Wales University sector – August 2002.
- Managing an organisation through an ICAC investigation: Practical advice for management – August 2002.
- No excuse for misuse: Preventing the misuse of council resources – May 2002.
- Taking the devil out of development – Exploring corruption risks in local government administration of development applications. Interim report – May 2002.
- Responding to Fraud. An ICAC Discussion Paper – April 2002.
- Taking the whiff out of waste. Identifying the potential corruption risks in the waste sector. Discussion Paper – April 2002.
- Do-it-Yourself Corruption Resistance Guide – March 2002.
- Codes of Conduct. The next stage – March 2002.
- Recruitment and Section. Navigating the best course of action – March 2002.
- Taking the devil out of development – Exploring corruption risks in administration of development applications by local councils – November 2001.
- Preserving Paradise. Good governance guidance for small communities – Lord Howe Island – November 2001.

- Members of non-English speaking background communities; obstacles to reporting corrupt conduct – Discussion Paper – November 2001.
- eCorruption; eCrime Vulnerabilities in the NSW Public Sector; Summary Report – September 2001.
- Managing Risk reducing corruption risks in local government. Guidelines; 1 Taking the com out of contracting – September 2001.
- The First Four Steps – Building organisational integrity – April 2001;
- The Need to Know – eCorruption and Unmanaged Risk – February 2001.
- Investigation into Parliamentary and Electorate Travel: Third Report Analysis of administrative systems and recommendations for reform – November 1999
- Report on Investigation into Aboriginal Land Councils in New South Wales: Implementation Progress Report – October 1999
- How to Handle the Effects of an ICAC Investigation: A Guide for Public Sector Managers – June 1999
- Gifts, Benefits or Just Plain Bribes?: Guidelines for Public Agencies and Officials – June 1999
- Best Practice, Best Person: Integrity in Public Sector Recruitment and Selection – May 1999
- Strategies for Corruption Prevention in Government Regulatory Functions – March 1999
- Strategies for Managing Post Separation Employment Issues – September 1998
- Accountable Health and Building Inspections: Recommendations for Local Government - June 1998
- Report on Investigation into Aboriginal Land Councils in New South Wales: Corruption Prevention and Research Volume and Summary – April 1998
- Internal Investigations Handbook – October 1997
- Direct Negotiations in Procurement and Disposals: Dealing Directly with Proponents - June 1997
- Managing Post Separation Employment - Discussion Paper - April 1997
- Under Careful Consideration: Key Issues for Local Government - March 1997
- Implementation of Recommendations from the ICAC Investigation into the Relationship between Police and Criminals - February 1997
- Probity Auditing: When, Why and How – December 1996
- And Now a Word from our Sponsor - September 1995
- Contracting for Services: Probity Checklist Brochure - July 1995
- Contracting for Services: the Probity Perspective - May 1995
- Internal Reporting Systems - February 1995
- Corruption Prevention and Plant Hire – An Evaluation – October 1994
- Monitoring Cash Handling in Public Hospitals – August 1994
- Taken for Granted? – Better Management of Government Grants Brochure – July 1994
- Taken for Granted? – Better Management of Government Grants – March 1994
- Trips and Traps–Travel in the NSW Public Sector – February 1994
- Pitfalls or Probity–Tendering and Purchasing Case Studies – July 1993
- Review of ICAC Code of Conduct – May 1993
- Department of Housing Maintenance Contracts– Monitoring Report – April 1993
- Local Government Speaks! – March 1993
- Just Trade? Proceedings of Seminar on the ICAC Report on the Unauthorised Release of Government Information – February 1993
- Plant Hire (Heavy Machinery) – December 1992
- Secondary Employment of NSW Police Officers – August 1992
- Department of Health–Cash Handling in Public Hospitals – July 1992
- Allocation of Boat Moorings by the NSW Waterways Authority – March 1992
- In Whose Interest–18 Issues to Consider – March 1992
- Purchase and Sale of Local Government Vehicles – December 1991
- Roads and Traffic Authority–Driver Licensing (Executive Summary) – April 1991
- 19 Key Issues–The First Two Years – March 1991
- Department of Housing–Maintenance Contracts (Executive Summary, Findings and Recommendations) – February 1991

Research Reports

- Profiling the NSW public sector. Functions, risk and corruption resistance strategies – January 2003.
- Corruption Trouble-shooting; Lessons learnt from ICAC research about identifying and dealing with corruption hot spots – November 2001.

- Corruption resistance strategies: researching risks in local government; research findings summary – June 2001.
- Corruption ... Who wants to know? Report summary of the ICAC's research survey – Unravelling Corruption II – April 2001.
- ICAC Ethical Culture Survey Kit – November 2000.
- What is an ethical culture? Key issues to consider in building an ethical organisation. Summary report – September 2000.
- Community and Journalists' Attitudes to Corruption and the ICAC – June 1999
- NSW Journalists: What Do They Know About Corruption and the ICAC? – June 1999
- Tips From the Top: Senior NSW Public Sector Managers Discuss the Challenges of Preventing Corruption – April 1999
- Case Management in New South Wales Correction Centres – March 1999
- Private Contractors' Perceptions of Working for the New South Wales Public Sector, Report and Summary – February 1999
- Ethics: the key to good management – December 1998
- Report on Investigation into Aboriginal Land Councils in New South Wales: Research Evaluation – July 1998
- Report on Investigation into Aboriginal Land Councils in New South Wales: Corruption Prevention and Research Volume and Summary – April 1998
- Minimising Corruption: Some Lessons from the Literature – January 1998
- Monitoring the Impact of the NSW Protected Disclosures Act 1994 Phases 3 & 4: NSW Public Sector Employee Attitudes to Reporting Corruption – November 1997.
- Monitoring the Impact of the NSW Protected Disclosures Act, 1994 Encouraging NSW Public Sector Employees to Report Corruption – November 1997
- Review of ICAC Curriculum Kit: Ethics & Enterprise—A life cycle of a business – August 1997
- Corruption and Related Issues: An Annotated Bibliography – May 1997
- Community Attitudes to Corruption and the ICAC 1996 – May 1997
- Community Attitudes to Corruption and the ICAC 1995 – March 1996
- Unravelling Corruption: A Public Sector Perspective. Survey of NSW Public Sector Employees' Understanding of Corruption and Their Willingness to Take Action. Research Report and Summary Report – March 1994
- Community Attitudes to Corruption and the ICAC: ICAC Public Attitude Survey – March 1994
- Inquisitorial Systems of Criminal Justice & the ICAC: A Comparison – November 1994

EDUCATION PUBLICATIONS

- Corruption Matters - Tri-annual Newspaper
- Conduct Becoming Kit – Practical Ethics and Public Duty
- Practical Guide to Corruption Prevention
- Ethics and Enterprise – HSC Business Studies resources for teachers and students
- Guide for Community Advisers
- Valuing our Work – Design and Technology resources for teachers and students

OTHER PUBLICATIONS

Annual Reports

- Annual Reports 1989-2003.

ICAC Corporate Brochures

- Reporting corruption to the ICAC.
- Introducing the ICAC. A guide for NSW public officials.
- Introducing the ICAC. A guide for the NSW community.
- Serving the NSW Community.
- ICAC Functions.
- What is Corruption?
- Thinking about blowing the whistle? How to make a protected disclosure. State Agencies.
- Thinking about blowing the whistle? How to make a protected disclosure. Local Government.
- The History of the ICAC Serving the NSW Community.
- Making a Protected Disclosure to the ICAC ICAC Functions.
- What is Corruption? Guarantee of Service.
- Making a Complaint About Corrupt Conduct.

Most of these publications are available on the Commission's website: <http://www.icac.nsw.gov.au>. Orders for publications can be placed with the Education Section.

CORPORATE INFORMATION

ICAC Strategic Plan 2003-2007 – June 2003.
 Providing advice on corruption issues. A guide for community leaders – May 2003.
 Independent Commission Against Corruption – Code of Conduct and Ethics – September 2002.
 Information for Witnesses.
 Procedures at hearings
 The Operations Review Committee.
 Inquisitorial Systems of Criminal Justice and the ICAC: A Comparison – November 1994.
 Inquiry into the Treatment of Staff Complaints in a Minister's Office – August 1994.
 In Whose Interest – 18 Issues to Consider – March 1992.
 19 Key Issues – The First Two Years – March 1991.
 Corporate Plan 1995 – 1998 and 1998–2001
 ICAC Code of Conduct

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs of the New South Wales Independent Commission Against Corruption has been printed as part of the Commission's 1999-00 Annual Report. Copies of the Annual Report are available from the Commission free of charge, and copies are also available for inspection at the State Library, and other deposit libraries under the Copyright Act.

SECTION 3 – CONTACT ARRANGEMENTS

Arrangements can be made to obtain, or to inspect, copies of available documents at the ICAC by contacting the FOI Coordinator. The ICAC's Coordinator is the Solicitor to the Commission.

Formal requests made under the FOI Act for access to documents held by the ICAC should be accompanied by a \$30 application fee, and be sent to the ICAC's FOI Coordinator. People wishing to be considered for a reduction in fees should set out reasons with their applications. Those holding a current Health Care Card are eligible for a 50% reduction.

ICAC contact details:

Address:	ICAC Level 21, 133 Castlereagh Street SYDNEY NSW 2001
Postal Address:	ICAC GPO Box 500 SYDNEY NSW 2001
DX:	DX 557 SYDNEY
Web Site:	http://www.icac.nsw.gov.au
Main business hours:	9am – 5pm Monday to Friday
Telephone Enquiries:	(02) 8281 5999
Toll Free:	1800 463 909
Facsimile:	(02) 9264 5364

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

Summary of Affairs
of the
DEPARTMENT OF MINERAL RESOURCES
and associated bodies

CONTENTS

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

DEPARTMENT OF MINERAL RESOURCES

1. ACCESS ARRANGEMENTS, PROCEDURES AND CONTACT POINTS

Locations

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

P O Box 536, St Leonards, NSW 1590
DX3324 St Leonards
Telephone: (02) 9901 8888
Fax: (02) 9901 8777
Website: www.minerals.nsw.gov.au
e-mail: webcoord@minerals.nsw.gov.au

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

Times

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

Access

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

Access to published material (free or for purchase)

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

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

Access to material available for inspection under legislative requirements

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

Access to other material under Freedom of Information provisions

Please direct all requests to:

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

Freedom of Information applications should be submitted in writing.

Cost of applications

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

All applications \$30.00 (No GST is payable)

Processing charge \$30.00 per hour

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

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

Cost of policy documents

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

Prices do not include postage and handling.

2. STATEMENT OF AFFAIRS

The latest Statement of Affairs for the Department and all subsidiary bodies is incorporated in the Department's 2002-2003 Annual Report.

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

3. POLICY DOCUMENTS HELD BY THE DEPARTMENT OF MINERAL RESOURCES

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

RESOURCE PLANNING AND DEVELOPMENT DIVISION

Royalty Program

Guidelines for determining royalty obligations and calculating royalty payments
 Definition of Disposals for the Purposes of Section 283(4) and 286B(1) Regulation 39 (3) (b) & Regulation 39 (4)
 Definition of Revenue, Expenditure and Depreciation for Quarterly Non-Coal Mineral Returns
 Disbursements of Private Owner Refunds for Quarterly and Annual Returns
 Fringe Benefit Tax in the Calculation of Ex-Mine Value for Ad Valorem Royalty
 Imposition and Application of Interest Penalties for Overdue Royalty Payments
 Interest and Finance Expenses in the Calculation of Ex-Mine Value for Ad Valorem Royalty
 Royalty Debt Recovery Procedure
 Royalty Underpayments and Overpayments of less than \$0.50
 The Effect of the Goods and Services Tax (GST) Upon Mineral Royalty
 Valuation for Sale of Ore or Tailings Bearing Mineral for Ad Valorem Royalty

Titles/Resource Development Programs

Authorities not granted if applicant has failed to meet their obligations under the Mining Act in respect of previous title (1974)

Code of conduct for landholders, opal miners and prospectors in the Narran-Warrambool Reserve, Lightning Ridge
 Management plan for new opal fields – Opal mining in the Narran – Warrambool Reserve, Lightning Ridge
 Open cutting in the Lightning Ridge area (1990)
 * Mine closure guidelines
 Data Dictionary
 Procedures for Departmental Processing of Land Use Referrals
 Interest Bearing Deposits No Longer An Acceptable Form Of Security For Mining Leases And Exploration Licences
 Exploration Licence Applications – Minimum Amount That May Be Refunded
 Policy On Grant And Renewal Of Exploration Licences For Five Year Terms
 Single Securities On Exploration Licences
 Policy On Retention Of Fees On Refused Or Withdrawn Applications
 Policy On Mining Lease Grant Fee
 Policy For Grant Of Assessment Lease Applications
 Criteria For Cancellation Or Non Renewal Of Mining Leases
 Processes for Highwall Mining Proposals
 Guidelines for Emplacement Area Applications
 Mine Closures – Guidelines
 The Approval of Gas Drainage Drillholes
 Coal Mining Under Flood-Prone Land
 Guidelines for Preparing Conceptual Project Development Plans
 “Bulk Sampling” and “Trial Mining” in Exploration Licences and Assessment Leases
 The Colliery Holding in Coal Mining Operation in NSW
 Part 5 of the Environmental Planning and Assessment Act 1979 and the Renewal of Mining Leases
 Policy Guidelines for Issuing Exploration Licences to Explore for Coal
 Acceptable Forms Of Security
 Amount Of Security Required On Exploration Licences
 Applications To Mine Or Prospect For Peat
 Coal Lease Issuance In New South Wales
 Criteria For Approving Assessment Lease Applications
 Exemption From Mining Lease Grant Fee
 Expenditure Requirements On Exploration Licences
 Five Year Terms For Exploration Licences
 Guidelines For Grant Of A Petroleum Production Lease For Coal Bed Methane
 Labour/Expenditure Requirements On Mining Leases
 Offshore Exploration Licence Applications
 Petroleum Exploration Licence Applications
 Policy For Exemptions To Full Lease Fees – Interim Procedures For Security Deposits And Lease Cancellation
 Refund Of Excess Fees – Exploration Licence Applications
 Retention Of Fees Lodged With Applications For And Renewal Of Authorities And Mineral Claims
 Review Of Non Coal Mining Leases – NSW Policy
 Security Review Policy
 Security Reviews On Mining Leases
 Special Circumstances Renewal Of Exploration Licences

GEOLOGICAL SURVEY OF NEW SOUTH WALES

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

MINE SAFETY

Applicants’ guide to obtaining approval from Chief Inspector of Coal Mines
 Coal Mining Qualifications Board – Rules for the conduct of examinations
 Guide to Reviewing a Risk – Assessment of Mine Equipment and Operations (Cost: \$33.00)
 Guidelines for mining coal under or near railways
 Guidelines for mining under foreshores of tidal lakes
 Minerals Industry Safety Handbook (Cost: \$30.00)

Mine Safety Guidelines (various) (Costs: \$27.50 to \$33.00)
 Preparation of Mining Operation Plans
 Risk Management Handbook for the Mining Industry (Cost: \$66.00)
 Safety Management Plan – Workbook. (Cost: \$30.00)
 Schedule of Onshore Petroleum Exploration and Production Safety Requirements. Cost: \$5.50
 The Enforcement of Health and Safety Standards in Mines
 Also available are guidelines on other mining activities covering safety and work practices.

ENVIRONMENT

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

Corporate Management and Development Unit

Corporate Plan 2003-2006
 Annual Report 2002-2003
 Acceptance of gifts, benefits and hospitality
 Code of Conduct
 Fact Sheet No. 1 Ethical Dilemmas – How do I decide?
 Fact Sheet No. 2 What am I accountable for? Why me?
 Fact Sheet No. 3 What is a conflict of interest? How do I manage it?
 Internal Audit Charter
 Audit Committee Terms of Reference
 Audit Reporting Process
 Policy on Reporting Corruption, Maladministration and Wastage
 Performance Management System
 Statistics Policy

INFORMATION AND CORPORATE SERVICES DIVISION

Human Resources Program

Bullying and harassment policy
 Ethnic Affairs Priority Statement
 Community language allowance scheme
 Consultative arrangements
 Disability plan
 Drug and alcohol policy
 EEO and discrimination policy
 General Delegations (under review)
 Grievance policy and procedures (under review)
 Trauma Management Policy
 Employee Assistance Program
 Guidelines for safe field operations (under review)
 Flexible working hours agreement

Higher duties opportunities policy and guidelines
 HR Privacy Management
 Mediation policy
 OH&S Policy statement
 Rehabilitation
 Sick leave
 Limit on accumulation of recreation leave
 Study time
 Financial Study Assistance Policy (under review)
 Superannuation policy
 Pre-placement health assessment policy (under development)
 Job evaluation policy

Financial and Facilities Program

Asset management policy
 Cabcharge procedures
 Credit card policy
 Financial delegations
 Policy and procedures for Departmental travel
 Mobile Telephone Policy
 Motor Vehicle Policy
 Tendering & Purchasing Procedures

Information Technology Services Program

Security policy

Information and Customer Services Program

Guide for Authors
 Guarantee of Service (completed)

Corporate Information Management Program

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

4. OTHER BODIES COVERED BY THIS SUMMARY

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

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

- Board of Examiners
- Coal Mining Qualifications Board

NOTE

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

5. APPENDIX

Internet: www.minerals.nsw.gov.au

Sydney offices

HEAD OFFICE

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

LIDCOMBE

Investigations Unit (02) 9649 8959
Fax: (02) 9649 5631
Mine Safety & Technical Services (02) 9646 1644
Fax: (02) 9646 3224
Specialist Geoscience Services (02) 9649 5266
Fax: (02) 9646 3224
State Hospital Grounds
Cnr Joseph St & Weeroona Rd
LIDCOMBE 2141
PO Box 76
LIDCOMBE 2141

LONDONDERRY

(02) 4777 4316
Core Library Fax: (02) 4777 4397
947-953 Londonderry Road
LONDONDERRY 2753

*Regional offices*ARMIDALE

Suite 4, Ground Floor (02) 6776 0300
175 Rusden Street Fax: (02) 6776 0399
ARMIDALE 2350
PO Box 65
ARMIDALE 2350

BROKEN HILL

32 Sulphide Street (08) 80889300
BROKEN HILL 2880 Fax: (08) 8087 8005
PO Box 696
BROKEN HILL 2880

COBAR

62-64 Marshall Street (02) 6836 4392
COBAR 2835 Fax: (02) 6836 4395
PO Box 157
COBAR 2835

GATESHEAD

Lot 1766 Bulls Garden Road (02) 4942 2300
GATESHEAD 2290 Fax: (02) 4942 2323
PO Box 2245
Gateshead Delivery Centre
GATESHEAD NSW 2290

LIGHTNING RIDGE

Lot 60, Morilla Street (02) 6829 0678
LIGHTNING RIDGE 2834 Fax: (02) 6829 0825
PO Box 314
LIGHTNING RIDGE 2834

LITHGOW

Suite 1, Level 1 (02) 6351 3052
184 Mort Street Fax: (02) 6352 3876
LITHGOW 2790
PO Box 69
LITHGOW 2790

ORANGE

State Government Office Block
Level 2, 185 Anson Street (02) 6392 6333
ORANGE 2800 Fax: (02) 6392 6363

PO Box 53
ORANGE 2800

SINGLETON

Joint Coal Board Building	(02) 6572 1899 (Inspectorate)
Level 1, 1 Civic Avenue	(02) 6572 4200 (Geology)
SINGLETON 2330	Fax: (02) 6572 1201
PO Box 51	
DX 7071 SINGLETON	
SINGLETON 2330	

WOLLONGONG

State Government Offices	(02) 4227 1699
Level 3, Block F	Fax: (02) 4226 3851
84 Crown Street	
WOLLONGONG 2500	
PO Box 674	
WOLLONGONG 2520	

FREEDOM OF INFORMATION ACT, 1989**Section 14(1) (b) and (3)****Summary of Affairs
of the
MUSEUM OF APPLIED ARTS AND SCIENCES
Incorporating the Powerhouse Museum and Sydney Observatory
(FOI Agency No. 384)****STRUCTURE*****Establishment and Organisation***

The Museum of Applied Arts and Sciences was established under the Museum of Applied Arts and Sciences Act 1945. The Museum has perpetual succession, has a common seal, may purchase, hold, grant, demise, dispose of or otherwise deal with real and personal property and may sue and be sued in its corporate name 'The Trustees of the Museum of Applied Arts and Sciences'. Section 4 of the Museum of Applied Arts and Sciences Act establishes the Trustees of the Museum. The Trustees are responsible for the conduct and control of the affairs of the Museum and for its policies. All officers and employees of the Museum are appointed or employed under the Public Sector Management Act 1988. The Trustees represent the public in the management and policy formulation of the Museum.

Objects and functions

The objects and functions of the Museum are described in section 14 of the Museum of Applied Arts and Sciences Act as follows:

The Trustees shall have the following objects and may exercise any or all of the following functions:

- (a) the control and management of the Museum; and
- (b) the maintenance and administration of the Museum in such manner as will effectively minister to the needs and demands of the community in any or all branches of applied science and art and the development of industry by:
 - (i) the display of selected objects arranged to illustrate the industrial advance of civilisation and the development of inventions and manufactures;
 - (ii) the promotion of craftsmanship and artistic taste by illustrating the history and development of the applied arts;
 - (iii) lectures, broadcasts, films, publications and other educational means;
 - (iv) scientific research; or
 - (v) any other means necessary or desirable for the development of the natural resources and manufacturing industries of New South Wales.

Arrangements for outside participation

The Museum welcomes public comment and suggestions for improving its services and facilities and regularly receives representations from the public concerning its operations. A comments form is available to all visitors in the Museum's free Guide publication.

Facilities for access

The Museum caters for public access to its collections, with staff available to assist with inquiries. The service is available by appointment between 10.00 am and 5.00 pm Monday to Friday (except public holidays).

SECTION 1 – POLICY DOCUMENTS

The following documents are used to guide the Museum's operations:

- Museum of Applied Arts and Sciences Act 1945
- Museum of Applied Arts and Sciences Regulation 2002
- Strategic Plan 2002-2005
- Administration policies and procedures
- Chart of Accounts
- Code of conduct

Collection development and research policy
Collection management policies and procedures
Commercial operations policies and procedures
Disability action plan
Exhibitions policies and plans
Guarantee of service
Information technology strategic plan
Human Resources policies and procedures
Outreach policy
Privacy Management Plan
Public programs policies and procedures
Publications policies and procedures
Regional services strategic plan
Sponsorship policy
Waste reduction and purchasing plan

SECTION 3 – CONTACT ARRANGEMENTS

Requests for records or documents under the Freedom of Information Act 1989 should be accompanied by a \$30.00 application fee and directed to:

Executive Officer
Freedom of Information Coordinator
Museum of Applied Arts and Sciences
PO Box K346 Haymarket NSW 1238
Phone (02) 9217 0576
Fax (02) 9217 459

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****Summary Of Affairs
of the
ROADS AND TRAFFIC AUTHORITY
(F.O.I. Agency No. 60)****SECTION 1 - Policy Documents**

The RTA has the following policy documents that are available from the contact persons indicated in the third section of this Summary of Affairs.

Where a charge is made for a document, it is shown in brackets () after the name in the left-hand column. In some other cases a photocopy fee of 20 cents per sheet is payable. However, in all cases, documents are only charged for when the total value of an individual request is \$10.00 or more.

CORPORATE POLICY

1. Aboriginal Action Plan 2001 - 2006
2. Access and Use of the Internet in the RTA
3. Access and Use of RTA E-mail
4. Access and Use of the RTA Telephone Network
5. Access and Use of Voice Mail in the RTA
6. Access Control
7. Administrator Access to Users Information
8. Alteration of RTA Computer Equipment
9. Authorised use of RTA IT Facilities
10. Code of conduct and Ethics
11. Computer and Communications Equipment Allocation to RTA Staff
12. Computer Virus Checking
13. Corporate Disposal Policy (CPS7)
14. Data Acquisition
15. Data Custodianship
16. Data Inventory
17. Data Privacy
18. Delegation Manual (Details of whom holds authority for the expenditure of funds and the purchase of goods and services)
19. Disability Strategic Plan 2000-2004
20. Diversity and Equity Plan 2000-2004
21. Ethics Plan Integrity in Action – RTA ethics Plan 2003-2005
22. Ethnic Affairs Priority Statement and Plan 2002 – 2003
23. Exemptions to IM & IT Policy
24. Flexilink Audit TMC-SOP-409705
25. Guidelines for Driving Emergency Vehicles TMC-POL-409210
26. Internet and E-mail Security
27. Internet Firewall Security
28. Management of RTA Telecommunications Service
29. Occupational Health & Safety Policies
 - Action for occupational accidents, incidents, serious threats and risks
 - Communicable diseases
 - Entry into Confined spaces
 - Excavation
 - First aid
 - Hazardous substances
 - Hearing conservation
 - Management of OH&S
 - OH&S Risk Management
 - OHS Policy Statement 2002
 - Post incident counselling

- Protection of persons from ultra violet radiation and insect bites
 - RTA Occupational Health and Safety Management Standards
 - Reporting and investigation of workplace accidents and incidents
 - Remote or isolated work
 - Safe driving policy
 - Safety helmets on work sites
 - Smoke-free workplace
 - Training and certification of construction plant operators
 - Wearing high visibility vests and garments
 - Work in the vicinity of underground services
 - Working at heights
30. Occupational Health & Safety Strategic Plan 2001-2004
 31. Passwords for Computer Users
 32. Procurement and Inventory Management Policy and Guidelines
 33. Purchase and Use of Mobile Telephones
 34. Query Access to Corporate Data
 35. Remote Dial-in Access to RTA Computer Network
 36. Reporting Noise Complaints to EPA TMC-POL-409550
 37. Recording Customer Conversations TMC-POL-409006
 38. Response to Building Management Systems Alarms TMC-SOP-409237
 39. Relocation of Hardware
 40. RTA Business Improvement Program (March 2002)
 41. RTA Code of Practice for Water Management, Road Development and Management (1999)
 42. RTA Computer Backup and Recovery
 43. RTA Heritage Guidelines (1999) (\$50)
 44. RTA Information Security Management Framework
 45. RTA Occupational Health & Safety Strategic Plan 2001 - 2004
 46. RTA Planning Guidelines 1999
 47. RTA Quality, OHS & Audit Package (2000)
 48. RTA Service Competition Policy (1998)
 49. RTA Statutory Planning Guidelines (1999) (\$50)
 50. The Journey Ahead – RTA Corporate Plan 2003 - 2008
 51. The Workforce Capability Plan 2003-2008
 52. TMC use of Drives TMC-POL-409007
 53. RTA Waste Reduction & Purchasing Plan 1998
 54. Security for RTA Operating Systems
 55. Security Incident Management
 56. Secure Disposal of Computer Storage Media
 57. Statement of Business Ethics (Provides guidance to individuals (both RTA staff and those with whom they deal) in respect to the RTA's ethical behaviour requirements in business dealings between it and outside organisations or individuals)
 58. Sponsorship of Business Applications
 59. Sponsorship - Policy and Guidelines (Policy designed to encourage corporate/private sector sponsorship of RTA programs)
 60. System Intrusion Detection
 61. User Access to RTA Systems and Applications
 62. Use of Illegal and Unauthorised Software
 63. VMS Standby Messages TMC-POL-409266
 64. Water Policy 1997

CONTRACTS

1. Access and use of External Information Services
2. Acquisition of Hardware and Software (Guidelines covering RTA's purchase of computer hardware and software)
3. Application for Pre-qualification - Construction (RTA Form 627) (Application form for pre-qualification Industry Contractors)
4. Commercial Contracts Manual
5. Disposal of Hardware and Software
6. Engagement of IT Consultants
7. Engagement of IT Contractors

8. Engineering Contract Administration Procedures (12 separate documents)
9. Engineering Contracts Manual
10. Engineering Contract Notes
11. Entering into commercial undertakings
12. Guide to Quality Assurance Specifications (9 separate documents)
13. Pre-qualification Scheme for Construction Industry Contractors
14. Quality Assurance Conditions of Tendering
15. Quality Assurance Materials Specifications (37 separate documents)
16. Quality Assurance Model Specifications (122 separate documents)
17. Quality Control Conditions of Tendering
18. Sale of RTA data
19. Sale of RTA Software

PROPERTY

1. Disposal of Surplus Real Property (Guidelines for disposal of surplus property)
2. M5 East Property Value Guarantee Procedure
3. Property Acquisition Fact Sheet (plus translations in Greek, Italian, Arabic, Tagalog, Chinese, Maltese)
4. Rented Properties (Guidelines on the management of rental properties)
5. Statutory Functions Relating to Land and Policies on formalising roads, freeways, Status of Main Roads road access, road widening and the compulsory acquisition of land

FINANCE

1. M4/M5 Cashback Scheme (Describes how to obtain a rebate of tolls paid on the M4 and M5 Motorways when travelling in a NSW privately registered vehicle)
 - How to get a rebate
 - What you should know
 - Claim forms M4/M5 Cashback Rebate
 - Request to stop payment on unrepresented cheque and have replacement cheque issued
2. Procedure for the Capitalisation of Infrastructure – Bridges 2000-2001 (Details the procedure used in placing a value on the NSW bridges under the control of the RTA)
3. Procedure for the Capitalisation of Infrastructure – Road 2000-2001 (Details the procedure used in placing a value on the NSW roads under the control of the RTA)
4. Project Estimating Manual (December 2001)
5. Risk Management Manual
6. Road Cost Index - (issued quarterly) (Measures movements in the development and maintenance costs of roadworks, bridgeworks and traffic facilities)
7. Third Party Liability Claims

REGISTRATIONS

1. Authorised Inspection Station Bulletins (AIS-BULL)
2. Automotive Information Sheets (AIS)
3. AUVIS Bulletins
4. Car Carriers [longer than 19m]
5. Conditional Registration Brochure
6. Conditional Registration Guide Manual
7. Controlled Access Buses [buses longer than 12.5 metres]
8. Converter Dolly Combinations
9. Dealer's Guide Manual
10. Eng. Spec. 531 – Vehicle Monitoring Devices
11. Fact Sheet for trial of 19m B-Doubles at 55.5 tonnes on the Great Western Highway over the Blue Mountains
12. 4.6 metre high truck routes and loading requirements
13. 14.6 metre semi-trailers
14. 14.9 metre Refrigerated semi-trailers
15. Higher Mass Limits in NSW
16. Heavy Vehicle Safety and Standards
17. Information for Primary Producers, Registration
18. Innovative Vehicle assessment guidelines

19. Light Vehicle Code of Practice
20. Management of Speeding Heavy Vehicles – Policy and Procedures
21. Mobile Crane Concessional Benefits Scheme (MCCBS)
22. Mass Loading and Access
23. National Heavy Vehicle Reform: Registration Changes: Changes to Special Purpose Vehicles
24. National Heavy Vehicle Reform: Registration Changes: Questions and Answers for Operators of Special Vehicles
25. New Vehicle Data Sheets (NVD)
26. Notice of Disposal
27. Number plates Price List
28. Operating conditions for trial of 19m B-Doubles at 55.5 tonnes on the Great Western Highway over the Blue Mountains
29. Operators guide to Oversize and Overmass Vehicle Movements
30. Over dimension Vehicle Permits
31. Permit notice for Truck and Dog Trailers over 42.5 tonnes
32. Permit orders for the operation of B-Doubles, Road Trains and 4.6 m high vehicles
33. Plant Vehicles Certification System -Manual
34. Road Freight Advisory Council Charter
35. Road Vehicle Descriptor Sheet (RVD)
36. RTA Light Motor Vehicle Manual
37. Rules for Authorised Inspection Stations
38. Rules for Authorised Inspection Stations – Heavy Vehicles
39. Rules for Authorised Unregistered Vehicle Inspection Stations
40. Specific Permits for over dimension multi-articulated agricultural combination
41. Stolen Vehicle Scam
42. The Guide to Purchasing a Second Hand Vehicle
43. Trial of AB-Triples in New South Wales
44. Trial of B-Triples in New South Wales
45. Vehicle Inspectors Bulletins (VIB)
46. Vehicle Inspection Procedures (VIP) (Guidelines covering the inspection of motor vehicles)
47. Vehicle Specification Sheets (VSS)
48. Vehicle Standards Information Sheets (VSI)
49. Vehicle Standards Information No 47 – Visibility Requirements for Night Travel of Oversize Grape Harvesters

LICENCES

1. Accreditation of Multi-Combination Course Providers
2. Alcohol Interlock Information Package
3. Heavy Vehicle Competency Based Assessment – Assessment Procedures
4. Heavy Vehicle Competency Based Assessment - Assessors Log Book
5. Heavy Vehicle Competency Based Assessment – Management Agreement
6. Motorcycle Rider Training Manual – Learner Rider
7. Motorcycle Rider Training Manual – Provisional Rider
8. Motorcycle Operator Skills Test (MOST) Manual
9. The Driving Ability Road Test for Class C Drivers – Testing Officer’s Manual) (Instructions for the conduct of driver/rider licence tests)
10. The Driving Ability Road Test for Heavy Vehicle Drivers - Testing Officers’ Manual
11. The Driving Ability Road Test for Motorcycle Riders - Testing Officers’ Manual
12. 3 Strikes Scheme

REGISTRATIONS AND LICENCES

1. Agent’s Guide to Registration & Licensing
2. Enhanced Enforcement Program Guidelines Version 3
3. Motor Dealers Guide to Vehicle Registration Procedures for registration of motor vehicles by licensed motor dealers
4. NHVAS: National Heavy Vehicle Accreditation Scheme
5. Operating Manual - Vehicle Regulation Manual listing procedures to be followed by Vehicle Regulation Inspectors in carrying out their duties
6. Trial of night travel by oversize Grape harvesters in the Murray-Darling Area Fact Sheet
7. Vehicle Standards Information No 15 – Engineering Signatories

MATERIALS

1. Concrete Pavement Manual - Design and Construction (December 1991) (\$85)
2. Concrete Roundabouts – Design and Construction (March 1998) (\$30)
3. Materials Testing Manual Vol. 1-3 Guidelines and standards for use in testing of materials in laboratories
4. Sprayed Sealing Guide – February, 1997
5. 2002 RTA Hire of Plant and Trucks

BRIDGES AND FERRIES

1. A Guide to Timber Bridge Load Assessment
2. Bridge Branch Standard Drawings and Preferred Details (Full Set \$330, Single \$11) (Guidelines for use in drawing plans for bridgeworks)
3. Bridge Maintenance Manual (Methods of inspecting, testing and maintaining bridges)
4. Bridge Policy Circulars [Bound sets of Circulars] (Covers updates to procedures related to bridgeworks)
5. Bridge Waterways Manual (Draft)
6. Conditions for use of the Anzac (Glebe Island) Bridge for filming and photographic shoots
7. Conditions for use of the Sydney Harbour Bridge for filming and photographic shoots
8. Mortlake Ferry Operating Timetable
9. Quality Control Specifications - Bridgeworks
10. Quality Manuals:
 - Bridge Rehabilitation Projects Procedures Manual
 - Bridge Section Operating Manual
 - Design Procedures Manual
11. Recommended Guide for the Design of Stress Laminated Timber Plate Bridge Decks
12. Requirements for Design, Construction and Maintenance of Developer Proposed Pedestrian Bridges
13. RTA Bridge Inspection Manual
14. RTA Structural Drafting Manual
15. Spit Bridge Opening Times
16. Timber Truss Bridge Maintenance Handbook (Deals with the special techniques required to repair timber truss bridges)
17. Timber Bridge Management – January 2002

TRANSPORT PLANNING

1. Action for Transport 2010
2. Adoption of the Australian Road Rules (TD 99/20)
3. Approval of Green Light Corridors TMC-SOP-409410
4. AUTOTURN Swept Path Computer Program (TDT 2001/06a)
5. “Beyond the pavement” RTA Urban and Regional Design Practice Notes
6. Bicycle Parking (TD 99/30)
7. Bus Lanterns at Signalised Intersections (TD 98/14)
8. Coloured Pavement for Special Purpose Lanes (TD 99/9)
9. Compliance Guidelines for Waste Minimisation and Management Act 1995 and the WMM Regulation 1996 – Solid Waste (1998)
10. Contractors Environmental Management Plan Proformas and Guidance Notes
11. Cost Recovery for Special Events TMC-SOP-409500
12. Creating Incident Response Plans – External Contractors TMC-SOP-409317
13. Disposal of Dangerous Goods on RTA Roads Made Safe by Fire Brigades TMC-SOP-409255
14. Enforcement Signs for Roadwork Speed Zones (TD 99/11)
15. Environmental Management of Road, Bridge and Traffic Management
16. Film and Video Policy TMC-POL-409193
17. Filming on major roads – Info pack
18. Filming on major roads Policy (TTP 00/3)
19. General Holmes Drive Tidal Flow TMC-SOP-409903
20. Guidelines for Banners on Bridges over Classified Roads
21. Guidelines for Pre-Construction Air Quality Assessment of Major RTA Projects (1994)
22. Hardship Acquisition Policy
23. How to prepare a Bike Plan

24. Lawrence Hargrave Drive Incident Response TMC-SOP-409242
25. Managing Police Requests for Changes to Traffic Signals Settings TMC-SOP-409408
26. Murray River Crossing Strategy – March 2002
27. Pay Parking (Version 2)
28. Policy for Activating the JOC for Major Incidents and State Emergencies TMC-POL-409250
29. Policy for Green Light Corridors TMC-POL-409266
30. Policy for Managing Repairs to Faulty Loop Detectors TMC-SOP-409705
31. Policy for Traffic Modelling TMC-POL-409706
32. Procedures for Use in the Preparation of a Traffic Management Plan (Version 2.0)
33. Requests for RTA Assistance to Support a Security Operation TMC-SOP-409225
34. Roadside Environment Strategic Plan (1995) (\$50)
35. Road Traffic Noise Committee Annual Report (1996)
36. Road Traffic Noise Committee Annual Report (1997)
37. Road Traffic Noise Task Force Final Report (1994) (Guidelines for consideration of noise reduction on RTA projects)
38. Route Assessments for 14.5 metre busses
39. RTA Aboriginal Heritage Guidelines (2002) \$50
40. RTA Community Involvement Practice Notes and Resource Manual (1998) (\$50)
41. RTA Environmental Management System Manual (2000)
42. RTA Environment Policy (2000)
43. RTA Heritage Strategic Plan 1999-2000
44. RTA Infrastructure Maintenance Plan 1999 - 2004
45. RTA Roadscape Guidelines (1998) (\$50)
46. RTA Waste Reduction and Purchasing Plan (1998)
47. Safe-T-Cam Policy and Procedure
48. SCATS Loop Repair Process TMC-SOP-409751
49. Southern Cross Drive Congestion Monitoring TMC-SOP-409913
50. Special Events – Agency and Stakeholders Responsibilities TMC-WKI-409192
51. Guide to Traffic and Transport Management for Special Events
52. Sydney Airport Air Alert TMC-SOP-409921
53. The Traffic Management of Unplanned Incidents TMC-SOP-409900
54. TMC Management of Special Events TMC-POL-409190
55. Tourist Signposting
56. Traffic Modelling TMC-SOP-409705
57. RTA Guide to Traffic Generating Developments
58. 40 Km/h Speed limit guidelines

ROAD AND TRAFFIC DESIGN

1. Advertising on RTA Infrastructure (TMP 98/3 & TMP 99/2)
2. Bitumen Emulsion Guide (Nov '95) (\$38)
3. Bus Stop Blackspot Zones (TD 98/4)
4. Current Technical Directions
5. Disposition of utility services in footways on classified roads
6. Environmental Impact Assessment Guidelines (2001) - Version 4 (\$50)
7. Environmental Impact Assessment - RTA Role and Procedures (1995)
8. General Specification for the Presentation of Concept and Detail Design
9. Great Western Highway Management Plan
10. Guide for the measurement and Interpretation of Skid Resistance using SCRIM (Aug '95) (\$20)
11. Guidelines for Estimating, Scope and Cost Control for Development Projects
12. Guidelines for Signposting associated with Accommodation Facilities (TD 92/46)
13. Guidelines for Traffic Facilities (Green Book) (\$50)
 - Part 1. Legislative & Administrative Framework (Deals with delegation of RTA decision making powers, for certain traffic facilities, to Councils)
 - Part 2. Public Participation in Local Issues
 - Part 3.1 Preferential Parking Zones
 - Part 3.3 Angle Parking on Public Streets
 - Part 3.5 Disabled Parking
 - Part 4.1 Children's Crossings
 - Part 4.2 Pedestrian Refuges
 - Part 4.3 Grade Separated Pedestrian Facilities (A series of guidelines covering the design and construction of roads and neighbourhood areas)

- Part 4.4 Marked Footcrossings
 - Part 6. Speed Humps – Planning & Implementation
 - Part 7.1 40 km/h Speed Limits on Public Streets
 - Part 7.2 Local Area Traffic Management
 - Part 7.3 Shared Traffic Zones
 - Part 7.4 Control of Traffic within Developments
 - Part 8. Road Closures
 - Part 9. Light Traffic Thoroughfares
14. Guide to use Portable Traffic Light Signals
 15. Hook Turn Only Sign at Signalised Intersections (TD 99/24)
 16. Interim Guide to Signs and Markings (Orange Book)
 17. Keep Clear Pavement Marking (TD 99/26)
 18. Kerb Ramps (TDT 2001/09)
 19. Kerbside Linemarking of Parking Restrictions
 20. Management of Illuminated Street Name & Advertising Sign Proposals
 21. Marked Footcrossings at Signalised Intersection (TDT 2001/08a)
 22. Model Drawings (To be read in conjunction with Model Specifications. Typical detail drawings of various road components such as gates, grids, etc.)
 23. Motor Bike Parking (TD 99/32)
 24. No Entry Signs for Road-Related Areas (TD99/28)
 25. No Hook Turn By Bicycles (TD 99/25)
 26. Noise Barriers and Catalogue of Selection Possibilities (1991) (\$)
 27. No Standing and No Parking Signs (TD 99/21)
 28. Parking Control Signs – Adoption of Symbolic Period Parking Signs (TD 97/22)
 29. Parking Signs Australian Standard Zone Symbol Parking Signs (TD 97/23)
 30. Parking Signs – Standard Zone Symbol Parking Signs Part 2 (TD 99/27)
 31. Pedestrian Refugees (TDT 2002/10)
 32. Permit Parking (Version 2)
 33. Planning and Design Guide
 34. Regulatory Signs
 35. Replacement of Traffic Controller Ahead Symbolic Signs (TDT 2002/13)
 36. Replacement of Tar Spraying Signs (TDT 2002/14)
 37. Restricted Parking Areas
 38. Revised Pavement Markers – Prequalified (TDT 2002/09)
 39. Road Design Guide (Statement of the geometric drainage and associated design structure associated with main roads in NSW)
 40. Roundabouts - Geometric Design Method
 41. Roundabouts – Pavement Marking
 42. Route Assessment Guidelines for B-Doubles and Road Trains (February 2000)
 43. Route Assessment Guidelines for 4.6m high vehicles
 44. RTA Environmental Noise Management Manual
 45. Safety Zone Signs (TD 99/31)
 46. Schedule of Roads Classified under the Roads Act (December 2001)
 47. Scramble Crossing – Signs and Markings (TD 99/22)
 48. Shared Paths – User Advisory Signs (TDT 2001/07a)
 49. Shared Zone Signs (TD 2000/6)
 50. Signs and Markings for Transit Lanes (TD 99/5)
 51. Signalised Entries to Private Developments (TDT 2001/03)
 52. Signposting for Hospitals
 53. Signposting of Regional Shopping Centre (TDT 2002/02)
 54. Signs for Prohibitions, Designated Paths and Control of Downhill Speed
 55. Stopping and Parking Restrictions at Intersections and Crossings (TDT 2002/02)
 56. Supplement to the Austroads (\$20) (RTA Forms 76) (Guide to Structural Design of Road Pavements)
 57. Supplement to the Austroads Pavement Rehabilitation Guide (2002) (\$20)
 58. Towards Guidelines for Retail Centres along Traffic Routes
 59. Traffic Control at Work Sites (Version 2)
 60. Traffic Light Inventory (TDT 2002/06)
 61. Traffic Separation using Road Marking Materials (TD 2000/4)
 62. Traffic Signal Practice - Design (Design of traffic signals from geometric layout)

63. Truck Lanes (TD 2000/5)
64. Use of End Speed Limit Signs (TD 99/29)
65. Use of Freeway Signs (TD 2000/3)
66. Use of Keep Left Unless Overtaking Signs (TD 2000/3)
67. U-Turns at Signalised Intersections (TD 99/23)
68. Vehicle Path Computer Program (TD 92/24)
69. Zig Zag Advanced Pavement Markings at Marked Footcrossings (TD 92/43)

AGREEMENTS WITH PUBLIC UTILITIES/STATE GOVERNMENTS

1. Agreement between RTA and the AGL Newcastle Ltd
2. Agreement between RTA and the AGL Southern Ltd
3. Agreement between RTA and the AGL Sydney Ltd
4. Agreement between RTA and the AGL Western Ltd
5. Agreement between RTA and The Hunter District Water Board
6. Agreement between RTA and the Wollongong Gas Ltd
7. Border Bridges (Bridges on the border of NSW and Victoria or Queensland) and Ferries
8. Maintenance of Main Roads and Railways at their point of crossing: Agreement between the SRA and the RTA
9. Memorandum of Understanding: RTA and Local Government

FIELD OPERATIONS

1. Acid Sulphate Soils - Guidelines (1996)
2. Acid Sulphate Soils - Policy and Procedures (1995)
3. Answering calls in the Transport Operations Room TMC-POL-409176
4. Applying for a Road Occupancy Or Road Development Licence TMC-SOP-409185
5. Clearway Towing – Owner/Driver Enquiries TMC-SOP-409162
6. Clearway Towing – Vehicle Events TMC-SOP-409160
7. Communication in the traffic management of incidents TMC-POL-409240
8. Delegation to Chairpersons of Regional Traffic Committees – Appeals to Regional Traffic Committees
9. Delegation to Councils – Regulation of Traffic
10. Displaying Messages on VMS TMC-SOP-409269
11. Electronic lane changing on the Sydney Harbour Bridge TMC-SOP-409030
12. Guide to Maintenance of Concrete Pavements, June 2000 (\$90)
13. Issuing a Road Occupancy Licence TMC-SOP-409186
14. Issuing a Road Development Licence TMC-SOP-409189
15. Policy for Creating Transport Management of Incidents Plans TMC-POL-409312
16. Policy for Using VSLs TMC-POL-409280
17. Removing vehicles from roads and road related areas TMC-POL-409165
18. Reporting of Potholes TMC-SOP-409172
19. Reporting Traffic Signal Faults TMC-SOP-409174
20. Reporting Traffic Sign Faults TMC-SOP-409173
21. Road Maintenance Brochure
22. Road occupancy/developments in the CBD TMC-POL-409184
23. Road Surfaces: Brochure
24. SCATS and Sydney Light rail operations TMC-WKI-409755
25. SHB Approaches Phone Checks TMC-SOP-409032
26. Traffic Commanders Role in Traffic Management of Planned Incidents TMC-POL-409197
27. Traffic Commanders Role in Traffic Management of Unplanned Incidents TMC-POL-409196
28. Traffic Emergency Patrol roles in the traffic management of unplanned incidents TMC-POL-409810
29. Traffic Management of Unplanned Incidents TMC-POL-409900
30. Treatment of Chemical Spills on Roads
31. Use of Variable Message Signs (VMS) (TDT 2002/11)
32. Using RTA traffic management cameras TMC-POL-409008
33. Using variable speed limit signs TMC-POL-409280

ROAD SAFETY

1. Accident Investigation and Prevention Policy and Guidelines

2. Action for Bikes – Bikeplan 2010
3. Children’s Crossings: A Guide to Promoting Correct Use
4. Children’s Crossings (TMP 01/1)
5. Convex Safety Mirrors Guidelines
6. Drink Drive: Problem Definition & Countermeasure Summary
7. Driver fatigue: Problems Definition & Countermeasure Summary
8. Enhanced Enforcement Program Guidelines Version 3
9. Fixed Digital Speed Cameras: Manual for Site Selection and Preparation
10. Guidelines for Implementing the 50km/h Urban Speed Limit
11. How to Prepare a Pedestrian Access and Mobility Plan. An Easy Three Stage Guide
12. Pedestrian Safety Problem Definition and Countermeasure Summary
13. Road Safety Audits
14. Road Safety 2010 - a framework for saving 2000 lives by the year 2010 in New South Wales
15. Roadside Services in Remote Areas (TMP 99/7)
16. Road User Behaviour Study – Community Attitude Survey Report
17. Road User Behaviour Study – Crash Data Analysis Report
18. Road User Behaviour Study – Public Education and Mass Media Report
19. Road User Behaviour Study – Road Safety Enforcement and Deterrence Strategies Report
20. Road User Behaviour Study - Summary Report
21. RTA Bicycle Policy for Grates (TMP00/1)
22. RTA Bicycle Policy for Maintenance Work (TMP 99/4)
23. Safe Driving Policy (RTA)
24. Safety Restraint Fitting Manual
25. Sharing the Main Street Guidelines
26. Significant Roadside Environment Area Signs
27. Speed Problem Definition and Countermeasure Summary
28. Traffic Engineering Manual Part 3: Speed Zoning (Draft)
29. Use of Pre-formed Traffic Signal Detection Loops (TMP 00/2)
30. Use of Traffic Calming Devices as Pedestrian Crossings (TDT 2001/04)

AUSTROADS PUBLICATIONS

1. Bitumen Sprayers, 1989 [NAS-70] (\$10)
2. Bridge Design Specification, 1976 plus amendments [BEC-01] (\$10)
3. Bridge Waterways, 1989 [NTR-06] (\$5)
4. Bridge Welding Practice, 1980 [BEC-08] (\$7)
5. Emergency Telephones [NAS-B12]
6. Explosives in Roadworks, 1982 [CMPC-09] (\$15)
7. Geometric Design Freeways, 1976 [RDC-03] (\$1)
8. Geometric Design of Major Urban Roads, 1976 [RDC-02] (\$2)
9. Grade Separated Interchanges, 1984 [RDC-08] (\$6)
10. Guide to Parking in NSW
11. Guide to Stabilisation in Roadworks, 1986 [MEC-10] (\$8)
12. Prestressed Concrete Inspection Practice, 1983 [BEC-09] (\$6)
13. Producing and Using Transport Access Guides
14. Review of Sprayed Seal Design, 1988 [NTR-05] (\$5)
15. Road Maintenance Practice [AP-12/91] (\$35)
16. Road Medians, 1984 [RDC-07] (\$6)
17. Road Surface Drainage, 1986 [RDC-09] (\$5)
18. Rural Road Design {NAS-62} [AP0-12/91] (\$25)
19. Safety Barriers, 1987 [RDC-10] (\$5)
20. Specifications for Bridge Construction, 1987 [BEC-11] (\$12)
21. Strategy for Ecologically Sustainable Development Progress and Directions AP-40/95
22. Traffic Engineering Practice [NAS-54]
 - Pt. 1: Traffic Flow [AP-11.1/88] (\$22)
 - Pt. 2: Roadway Capacity [AP-11.2/88] (\$22)
 - Pt. 3: Traffic Studies [AP-11.3/88] (\$33)
 - Pt. 4: Road Crashes [AP-11.4/88] (\$33)
 - Pt. 5: Intersections at Grade [AP-11.5/88] (\$33)
 - Pt. 6: Roundabouts [AP-11.6/93] (\$44)
 - Pt. 7: Traffic Signals [AP-11.7/03] (\$66)

- Pt. 8: Traffic Control Devices [AP-11.8/88] (\$22)
 - Pt. 9: Arterial Road Traffic Management [AP-11.9/88] (\$22)
 - Pt. 10: Local Traffic [AP-11.10/88] (\$22)
 - Pt. 11: Parking [AP-11.11/88] (\$22)
 - Pt. 12: Roadway Lighting [AP-11.12/88] (\$22)
 - Pt. 13: Pedestrians [AP-11.13/95] (\$44)
 - Pt. 14: Bicycles [AP-11.14/99] (\$66)
 - Pt. 15: Motorcycle Safety [AP-11.15/99] (\$66)
23. '92 Bridge Design Code Boxed Set (\$125)
- Part 1: General [AP-15.1/92] Code (\$6) Commentary (\$6)
 - Part 2: Design Loads [AP-15.2/92] Code (\$12) Commentary (\$12)
 - Part 3: Foundations [AP-15.3/92] Code (\$16) Commentary (\$16)
 - Part 4: Bearings and Deck Joints [AP-15.4/92] Code (\$12) Commentary (\$12)
 - Part 5: Concrete [AP-15.5/92] Code (\$20) Commentary (\$20)
 - Part 6: Steel and Composite [AP-15.6/96] Code (\$) Commentary (\$)
 - Part 7: Rating [AP-15.7/96] Code (\$) Commentary (\$)

Freedom of Information

1. Procedures for Dealing with Freedom of Information and Privacy Applications and Reviews (Brochure for RTA staff and Customers explaining how to handle FOI and Privacy requests and reviews)
2. RTA Freedom of Information and Privacy Policy (Sets out the procedures and officers responsible for compliance with FOI/Privacy legislation within the RTA)

SECTION 2 - STATEMENT OF AFFAIRS

The Statement of Affairs consists of two booklets. The first is titled "Inside the RTA - The Roads and Traffic Authority of New South Wales 2001/2002. What is the RTA and how does it affect me?" It covers all the requirements of the Statement of Affairs except details of the documents and their availability. These details are provided in a second document titled the "The Customer Information Directory 2001/2002", which also includes details of information, other than documents, available and details of contacts and charges. Both documents are available, without charge, from the offices listed in Section 3 and on the RTA's Homepage at <http://www.rta.nsw.gov.au>

SECTION 3 - CONTACT ARRANGEMENTS

Requests for RTA records, information or documents under the FOI or Privacy Act should be applied for by:

Completing a RTA FOI or Privacy "Request for Access" Application form, available at all RTA offices, or apply in writing supplying all the details required under the FOI Act.

and

Presenting the form or letter, the appropriate fee and, where necessary, identification to any RTA office. Details of procedures, fees, and reductions in certain cases, can be obtained from FOI brochures available at RTA offices.

There are currently six RTA Regional FOI/Privacy Liaison Officers in NSW to handle FOI applications or enquires. They are located at:

Sydney Client Services

PO Box 558, Blacktown 2148
 Ground Floor, 83 Flushcombe Road,
 Blacktown 2148
 DX 8120 Blacktown
 Telephone (02) 9831 0969
 Facsimile (02) 9672 2593
 Monday - Friday 8.30 am - 4.30 p.m.
 Email: Michael_Sourjah@rta.nsw.gov.au

Western Region

PO Box 334, Parkes 2870
 51 - 55 Currajong Street,
 Parkes 2870

Southern Region

PO Box 477, Wollongong East 2520
 Level 4, 90 Crown Street
 Wollongong 2500
 DX 5178 Wollongong
 Telephone (02) 4221 2415
 Facsimile (02) 4227 3705
 Monday - Friday 8.30 am - 4.30 p.m.
 Email: Tony_Arts@rta.nsw.gov.au

Northern Region

PO Box 576, Grafton 2460
 31 Victoria Street,
 Grafton 2460

DX 20256 Parkes
Telephone (02) 6861 1444
Facsimile (02) 6861 1414
Monday - Friday 8.30 am - 4.30 p.m.
Email: Neil_Peden@rta.nsw.gov.au

South Western Region

PO Box 484, Wagga Wagga 2650
1 Simmon Street,
Wagga Wagga 2650
DX 5407 Wagga Wagga
Telephone (02) 6938 1105
Facsimile (02) 6938 1183
Monday - Friday 8.30 am - 4.30 p.m.
Email: Ray_Tuck@rta.nsw.gov.au

DX 7610 Grafton
Telephone (02) 6640 1380
Facsimile (02) 6640 1301
Monday - Friday 8.30 am - 4.30 p.m.
Email: Sonia_Williamson@rta.nsw.gov.au

Hunter Region

Locked Bag 30, Newcastle 2300
59 Darby Street,
Newcastle 2300
DX 7813 Newcastle
Telephone (02) 4924 0240
Facsimile (02) 4929 7107
Monday - Friday 8.30 am - 4.30 p.m.
Email: Kathie_Wright@rta.nsw.gov.au

Your local office can advise you which RTA FOI & Privacy Liaison Officer covers a given area or you can contact the

Manager, Records Access Unit
PO Box K198, Haymarket 1238
Level 5, 260 Elizabeth Street, Surry Hills 2010
DX 13 Sydney
Telephone (02) 9218-6632
Facsimile (02) 9218-6085
Monday - Friday 8.30 am - 4.30 p.m.
Email: Phillip_Youngman@rta.nsw.gov.au

Corporate Freedom of Information & Privacy Liaison Officer
PO Box K198, Haymarket 1238
260 Elizabeth Street, Surry Hills 2010
DX 13 Sydney
Telephone (02) 9334-7520
Facsimile (02) 9218-6085
Monday - Friday 8.30 am - 4.30 p.m.
Email: Kylie_Cavanagh@rta.nsw.gov.au
Email: foi@rta.nsw.gov.au

Privacy and Contract Reporting Co-ordinator
PO Box K198, Haymarket 1238
260 Elizabeth Street, Surry Hills 2010
DX 13 Sydney
Telephone (02) 9218-3667
Facsimile (02) 9218-6085
Monday - Friday 8.30 am - 4.30 p.m.
Email: Bob_Jennings@rta.nsw.gov.au
Email: privacy@rta.nsw.gov.au

Note: Copies of the RTA's Statement of Affairs and any requested policy documents listed above have been forwarded to the:

State Library of NSW and
Library of the Parliament of NSW
National Library of Australia.

FREEDOM OF INFORMATION ACT, 1989**Section 14 (1)(b) and (3)****SUMMARY OF AFFAIRS
of
SAFE FOOD PRODUCTION NSW
FOI Agency No.43****SECTION 1 – POLICY DOCUMENTS**

Safe Food Production NSW (“SafeFood”) was established under the Food Production (Safety) Act 1998. On 30 June 1999 the former NSW Dairy Corporation was dissolved and integrated into SafeFood. On 4 August 2000 the former NSW Meat Industry Authority was dissolved and integrated into SafeFood. SafeFood also assumed responsibility for the NSW Shellfish Quality Assurance Program, which was transferred from NSW Fisheries. Various policy documents and administration files from the former agencies, which now form SafeFood, have been brought together into the new organisation.

General

- Code of Conduct
- Fraud and Corruption Control Prevention Policy
- Strategic Plan
- Annual Report

Dairy Industry:

- Dairy Test Manual
- NSW Dairy Manual
- Code of Practice for the Collection of Milk from Dairy Farms
- Code of Practice for Dairy Buildings
- Code of Practice for Milk Distributing Depots
- General Circulars

Meat Industry:

- Guide to Food Safety Programs for a Retail Meat Premises
- Domestic Live Bird Processor Sampling Programs/Procedures Manual
- Domestic Abattoir Sampling Programs/Procedures
- The New South Wales Standard for construction and hygienic operation of retail meat premises
- Guidelines for Microbiological Testing for Process Monitoring in the Meat Industry – 30 October 2002
- Memorandum of Understanding between SafeFood and Australian Quarantine and Inspection Service (AQIS): Audit of Export Registered Poultry Meat Processing Premises – November 2000.
- Memorandum of Understanding between SafeFood/NSW Health/Local Government and Shires Associations: Food Safety Responsibilities for Retail Meat Premises – August 2000.
- Memorandum of Understanding between SafeFood and National Parks and Wildlife Service (NPWS): Rationalisation of Inspection Services for Kangaroo Field Chillers – September 2000

Seafood Industry:

- Seafood Safety Manual
- Environmental Sampling Procedures (Shellfish and Water).
- NSW Shellfish Program Operations Manual

SECTION 2 – STATEMENT OF AFFAIRS

The annual report of Safe Food Production NSW (“Safe Food”) represents the Statement of Affairs of the agency. Printed copies are available by contacting the FOI Officer, Ms Miranda van der Pol at Head Office. A website version is available on SafeFood’s website <http://www.safefood.nsw.gov.au>.

SECTION 3 – CONTACT ARRANGEMENTS

Below are the names and locations of SafeFood officers responsible for providing the public with access to individual policy documents, together with details of any costs for purchasing the documents. Telephone numbers for the various offices are listed towards the end of this section under “Safe Food Production NSW Offices”.

Dairy Test Manual: May be inspected at head office by prior arrangement or purchased from Ms Edwina Mulhearn, Principal Officer, Head Office.

Code of Practice for the Collection of Milk from Dairy Farms: Available free of charge from SafeFood’s web site (www.safefood.nsw.gov.au) or from Ms Edwina Mulhearn, Principal Officer, Head Office.

Code of Practice for Dairy Buildings: : Available free of charge from SafeFood’s web site (www.safefood.nsw.gov.au) or by contacting Taree Office.

Code of Practice for Milk Distributing Depots: currently under review.

Copies of meat industry documents listed in Section 1 are available free of charge by contacting Mr Paul Crick, Regional Operations Manager at Head Office or Mr Peter Day, Regional Operations Manager at Taree Office.

All of the Shellfish policy documents listed in Section 1 may be obtained by contacting Mr Bruce Nelan, Program Manager of the NSW Shellfish Program at Head Office.

The cost of these documents is as follows:

Environmental Sampling Procedures (Shellfish and Water): \$10 plus postage and handling.

Code of Practice for Depuration of Oysters in NSW: \$10 plus postage and handling

The NSW Shellfish Program Operations Manual 2001 is available on the SafeFood web site (www.safefood.nsw.gov.au). The document may be inspected at head office by prior arrangement or purchased from the Program Manager at Head Office.

Seafood Safety Manual \$55.00 plus postage and handling.

SAFE FOOD PRODUCTION NSW OFFICESHead Office

6 Avenue of the Americas
 NEWINGTON NSW 2127
 PO Box 6682, SILVERWATER NSW 1811
 Telephone: (02) 9741 4777
 Facsimiles:
 General (02) 9741 4888
 NSW Shellfish Program (02) 9741 4896
 e-mail info@safefood.nsw.gov.au
 Internet <http://www.safefood.nsw.gov.au>
 Office Hours: Monday to Friday 8.30 am to 5.00 pm.

Regional Office

1 Macquarie Street
 TAREE NSW 2430
 Telephone: (02) 6552 3000
 Facsimile: (02) 6552 7239
 e-mail: taree@safefood.nsw.gov.au
 Office Hours: Monday to Friday 8.30 am to 5.00pm.

FREEDOM OF INFORMATION ACT, 1989**Section 14(1) (b) and (3)****Summary of Affairs
of the
NSW SCIENTIFIC COMMITTEE****INTRODUCTION**

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

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

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

FUNCTIONS OF THE COMMITTEE

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

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

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

SECTION 1 – POLICY DOCUMENTS

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

Final Determination Booklets –

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

1999 Final Determinations
2000 Final Determinations

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

Internet

All Final Determinations and current Preliminary and Provisional Listing Determinations made by the Committee are available on the web site www.nationalparks.nsw.gov.au. Determinations are also available from the National Park Centre, 102 George St, The Rocks, Sydney and National Parks and Wildlife Service Visitor Centres and Area Offices.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Suzanne Chate
Executive Officer
NSW Scientific Committee
C/- PO Box 1967
HURSTVILLE NSW 2220
Tel: (02) 9585 6940

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

Executive Officer.
Associate Professor Paul Adam
Chairperson
Scientific Committee

FREEDOM OF INFORMATION ACT, 1989**Section 14(1) (b) and (3)****Summary Of Affairs
of the****DEPARTMENT OF TOURISM, SPORT AND RECREATION****CONTENTS**

- The Tourism New South Wales' policy documents and publications.
- Department of Sport and Recreation's policy documents.
- Contact for obtaining access to the agencies documents and publications.

Note: The Department of Tourism, Sport and Recreation was established on 29 August, 2003. The new agency incorporates Tourism New South Wales and the NSW Department of Sport and Recreation. Policy documents for both agencies are currently under review for the purposes of consolidation. This review is due for completion early 2004. Therefore, information relating to both agencies has been reported on separately.

Tourism New South Wales' and the Department of Sport and Recreation's Statements of Affairs – June 03 are available on request and information on these agencies programs can also be found by accessing their websites at <http://www.tourism.nsw.gov.au> and <http://www.dsr.nsw.gov.au>

TOURISM NEW SOUTH WALES**SECTION 1 – POLICY DOCUMENTS – TOURISM NEW SOUTH WALES**

Policy documents exist to provide the public and the staff of Tourism New South Wales with information about the operations of the organisation.

These documents are as follows:

HUMAN RESOURCES POLICIES AND PROCEDURES

Access to Selection Committee Documents Policy
Carers Room Usage Policy
Code of Conduct and Ethical Behaviour 2002
Dispute and Grievance Resolution Policy and Procedures
Equal Employment Opportunity Policy
Employee Separation Policy and Procedures
Employment Health Assessment Policy
Entertainment Policy
Familiarisation Policy
Flexible Working Hours Agreement
Framework for Leading and Managing Change
Harassment Prevention Policy
Injury Management Program
Internal Reporting Policy
Managing Unsatisfactory Performance Guidelines
Mentoring Program Policy and Guidelines
No Smoking Policy
Occupational Health & Safety Policy
Options for Employment or Engagement of Human Resources
Our Culture, Our Values, Our Behaviour
Performance Development Program
Recruitment Handbook
Senior Executive Performance Management Guidelines
Sick Leave Policy
Study Assistance Policy
Temporary Appointment Policy
Training and Development Policy
Transferred Officers Award Policy

STRATEGIES AND PLANS

Strategic Plan 2002-2005
Marketing Strategy 2003/2006

OPERATIONAL PLANS

Operational Plan Overview 2003-2004

PLANNING AND EVALUATION GUIDELINES

Includes Planning and Evaluation Guidelines for the:

NSW Masterplan to 2020
Strategic Plan 2002-2005
Operational Plan 2002-2003
Marketing Plan 2003/2006

FINANCE POLICIES

Cab Charge Policy
Corporate Credit Card Policy
Petty Cash Procedures

INFORMATION TECHNOLOGY POLICIES

Telephone Etiquette Protocols /Service Policy and Guidelines
Protocol for Acceptable Use of Internet and Electronic Mail
Voicemail Protocols

FUNDING/GRANTS PROGRAMS

Regional Flagship Events Funding Application Guidelines
Sydney Tourism Experience Development Program 2003/04 Guidelines

INDUSTRY POLICIES AND PLANS

Disability Action Plan and Policy 2000-2002
Privacy Statement
Ethnic Affairs Priorities Statement
Regional Tourism Action Plan 2000-2003
Regional Plans
Backpacker Development Plan
Wine & Food Plan 2000

GENERAL

Instrument of Delegation
Risk Management Guidelines
Project Management Guidelines
Meetings Protocols
Procurement Policy
Tendering Guidelines
Travel Policy and Procedures
Records Management Standards and Guidelines
Motor Vehicle Policy

PUBLICATIONS – TOURISM NEW SOUTH WALES***TOURISM BUSINESS INFORMATION***

Is the Tourism Industry for You? – Free
Tourism Business Information – Free
NSW Holidays' Operators Guide – Free
Get Connected: Tourism New South Wales website program – Free
Understanding the Backpacker Market – Free
Ecotourism (incorporating) "the Fitzroy Falls Ecotourism Charter"- \$22 00
Indigenous Tourism – Product Development Principles – Free

Wine Tourism Development Information – Free
 The Business of Attractions: A Guide to Accounting and Performance Reporting for the Attractions Industry – Free
 Tourism Business Information Facts Sheets – Free
 Industry Promotion Facts Sheets – Free

CONSUMER PUBLICATIONS

New South Wales Holidays Brochures – Free
 TRADE PUBLICATIONS
 International Travel Planner 2003/04 – Sydney and New South Wales – Free

RESEARCH PUBLICATIONS

New South Wales Tourism Profile, Year Ended December 2002 – Free
 Regional Tourism Profiles, Year end June 2002 – Free
 Market Profiles 1999 – Free
 Targeting Sydney's International Visitors – Free
 The New Zealand Tourist Market to New South Wales – Free
 Sydney Day Tours Market – Free
 New South Wales Tourism Business Forecasts, 2000-2001 Spring/Summer – Free
 Sydney Accommodation Study Supply and Demand Analysis – 1999-2007 – Free
 Regional Accommodation Analysis, Northern Rivers Tropical NSW – Free
 Valuing Tourism: Methods and Techniques – \$47.00
 Anxiety to Access – Free
 Tourism Survey Kit – \$33.00
 Wine Tourism Research Cellar Door Survey – Free

PLANNING PUBLICATIONS

Towards 2020 – New South Wales Tourism Masterplan – \$30.00
 New South Wales Tourism Masterplan to 2010 – \$27.50
 Tourism New South Wales Action Plans – Free
 - Sydney Tourism Action Plan 2000-2003
 - Regional Tourism Action Plan 2000 – 2003
 - Food & Wine Tourism Plan 2000
 - New South Wales Backpacker Development Action Plan
 Attractions Development Strategy for Greater Sydney – Free
 Attractions Development Strategy for Regional New South Wales – Free
 The Business of Attractions: A Guide to Accounting and Performance Reporting for the Attractions Industry – Free
 The Sydney Tourism Attractions Signposting Strategy 1999 – 2002 – Free

INFORMATION TECHNOLOGY

Get Connected – Information Pack – Free
 www.visitnsw.com.au – Public Internet Site
 State Tourism Data Warehouse (A charge to industry for some data)

CORPORATE PUBLICATIONS

Annual Report 2002/03 – Free
 Strategic Plan 2002-2005 – Free

MISCELLANEOUS

Wine and Food New South Wales – Free
 Wine & Food Trails of New South Wales and On the Wine & Food Trail – Free

DEPARTMENT OF SPORT AND RECREATION

SECTION 1 – POLICY DOCUMENTS – DEPARTMENT OF SPORT AND RECREATION

EXECUTIVE SERVICES

Annual Report

Corporate Plan
Departmental Circulars
FOI Procedures
Internal Reporting Policy
Privacy Management Plan
INFORMATION TECHNOLOGY
Communication Devices Policy
IT Strategic Plan
Records Management Guidelines and Procedures
Strategic Recordkeeping
FINANCE
Financial Delegations for the Department
Chart of Accounts
Using Oracle Financial Guide
Accounts Payable User Guide
Other Accounting Policies and Procedures
Corporate Credit Card Policy
GST Accounting Guide

EMPLOYEE SERVICES

Accessing Leave Entitlements & Flexible Working Hours Arrangements to Observe Religious Duties Policy
Annual Travel Pass Scheme Policy
Appointment & Deployment of Staff Policy
Approval to Employ Persons with Close Personal Relationships
Career Break and Part Year Employment
Centre and Academy Accommodation and Meals Policy
Child Protection Policy
Code of Conduct and Ethics
Community Language Allowance Scheme
Departure Policy and Procedure
EEO Annual Report
Emergency Control Policy & Procedure
Employee High Performance Athletes Assistance Program
Entertainment Policy
Equity Management Plan
Expenses – Out-of-Pocket Expenses
First Aid Policy
Flexible Working Hours Agreement
Incident Reporting Procedures
Gender Equity Policy for Centre Program Staff
Grievance Handling Policy
Harassment & Bullying Policy & Procedures
Hepatitis A&B Immunisation
Higher Duties and Temporary Appointments Policy
Induction Policy
Industrial Instruments including Awards, registered Enterprise Agreements & Premier's Department Determinations and Guidelines
Internal Transfer Policy
Job Evaluation Policy
Joint Consultative Committee Terms of Reference
Leave Without Pay following 12 Months Maternity Leave
Learning & Development Policy 2002
Maximum Accumulation of Recreation Leave/Excess Recreation Leave
Non-Financial Delegations
Occupational Health and Safety Committee Constitution
Occupational Health & Safety Consultation Statement
Overtime and Leave in Lieu
Part-time Work and Job Sharing
Payment of 4/48th in Lieu of Sick and Recreation Leave

Performance Review and Development Program
Policy & Procedures for the Management of Breaches of Discipline
Policy on Disclosure and Security of Employee's Personal Details
Policy on Solicitors' Requests
Private Employment Policy
Purchase of Gifts
Recruitment & Selection Policy & Procedures
Recognition of Previous Service for Extended Leave Purposes
Salary Sacrifice for Superannuation Policy & Procedures
Sick Leave Policy
Short term absences for Family & Community Responsibilities Policy
Smoke Free Workplace Policy
Study Leave Guide
Sun Protection Policy
Temporary Transfer Secondment Policy
Transferred Officers Self-Removal
Travel Policy & Procedures
Uniform Policy
Workers Compensation Claims/Injury Management System
Work Experience Policy
Work From Home Policy
Working with Children Check Commitment to Service
Workplace Health and Safety Committee Constitution
Workplace Rehabilitation Program
Workplace Safety Management Plan
Workplace Safety Policy

INDUSTRY & PARTNERSHIPS DIVISION

Community Participation Unit

Childcare Guidelines for NSW Sport, Recreation and Fitness Organisations
Disability Action Plan
Ethnic Affairs Priorities Statement
Kids in Gyms – Guidelines for running physical activity programs for young people in fitness and leisure centres in NSW
NSW State Plan for Women in Sport and Recreation 1999-2002
Sexual Harassment Policy and Guidelines for NSW Sporting Organisations, Athletes and Officials

Industry Development Unit

Boxing Authority of NSW Instructions
Boxing and Wrestling Control Act 1986
DSR Regional Academy Policies/Procedures
Motor Vehicle Sports (Public Safety) Act 1985
Mount Panorama Motor Racing Act 1989
NSW Water Safety Framework
Serology Testing Policy for Professional Boxers (HIV, Hep B & Hep C)

Operations Division

Assistant Instructor Training Manual
Drugs in Sport Policy (Sydney Academy of Sport, Narrabeen)
Duke of Edinburgh Award Scheme Handbook (National)
Duke of Edinburgh Award Scheme Operations Manual (National)
Guidelines for the Talented Athlete Program Camps
Hazardous Substances Policy (draft)
Outdoor Education Resources Manual
Policies and Guidelines for SwimSafe and Aquatic programs
Policy and Procedures for the Administration of Medication at NSW Sport and Recreation Centres and Academies of Sport and Recreation
Program Procedures for Programs conducted at Centres and Academies
Scholarship Scheme for High Performance Athletes with a Disability

Staff Training Manual – Operating Procedures and Badge Accreditation Scheme

Business Development Unit

Sponsorship Policy (under review)

PROPERTIES AND GRANTS DIVISION

Grants Administration And Facility Development

Capital Assistance Program – Information Pack and Application Form

Regional Sports Facility Program – Information Pack and Application Form

Low Interest Loans and Guaranteed Loans – Compliance Manual and Application Form

SECTION 3 – CONTACT FOR FOI REQUESTS:

Arrangements can be made to obtain copies of any of these documents, or to inspect them at any of the agencies offices by contacting:

Tourism

FOI Coordinator
Tourism New South Wales
Level 2, Tourism House
55 Harrington Street
The Rocks
SYDNEY NSW 2000
Telephone: (61) (2) 9931 1111
8:30 am – 6:00 pm Monday – Friday

Sport and Recreation

The Manager
FOI
Sport and Recreation
6 Figtree Drive
HOMEBUSH BAY NSW 2127
Telephone (61) (2) 9006 3700
8:30 am – 6:00 pm Monday – Friday

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****Summary Of Affairs
of
TRANSGRID**

TransGrid is a Statutory State Owned Corporation and has two Shareholding Ministers, The Hon. Michael Egan MLC and the Hon. John Della Bosca MLC. TransGrid was established as a Statutory Authority on 1 February 1995, under the Electricity Transmission Authority Act 1995, and corporatised on 14 December 1998, under the Energy Services Corporations Amendment (TransGrid Corporatisation) Act 1998. TransGrid is subject to the direction of the Minister for Energy and Utilities, the Hon. Frank Sartor MP.

TransGrid is the owner, operator and manager of the New South Wales high voltage electricity transmission network.

SECTION 1 – POLICY DOCUMENTS

Strategic Policies are developed and reviewed by various business units throughout TransGrid. They are as follows:

- Asset Management
- Compliance Programs
- Contract Liability Management
- Corporate Protective Security
- Corporate Sponsorships
- Customer Complaint Handling
- Customer Relations
- Dispute Management System
- Electric and Magnetic Fields and Electromagnetic Fields
- Employment Conditions
- Environment
- External Correspondence
- Health and Safety Policy
- High Voltage Equipment Protection Policy
- Injury Management
- NEM Compliance Management
- Purchasing
- Records
- Rehabilitation
- Reliability and Quality of Supply
- Research and Development
- Risk Management
- Telecommunication Network
- Unregulated Work
- Workforce Diversity

SECTION 2 – STATEMENT OF AFFAIRS

The most recent information relating to TransGrid's Statement of Affairs was included in the 2003 TransGrid Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Location:

- TransGrid
- Levels 9 – 12
- 201 Elizabeth Street
- SYDNEY

Postal Address:

TransGrid
PO Box A1000
SYDNEY SOUTH NSW 1235
DX 1122 SYDNEY

Telephone: (02) 9284 3000
Facsimile: (02) 9284 3456

Enquires:

Enquires regarding access to TransGrid's policy documents, Statement of Affairs and/or Summary of Affairs; should be directed to the Freedom of Information Officer, by contacting:

Ms J Taggart.
Email: janice.taggart@transgrid.com.au
Telephone: (02) 9284 3521 – Facsimile: (02) 9284 3522
Monday to Friday (8.30am – 4.30pm)

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****Summary Of Affairs
Of The
UNIVERSITY OF NEW ENGLAND****SECTION 1 – UNE POLICY DOCUMENTS**

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

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

UNE Handbook

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

Section 1 – General Information

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

Rules:

Admission
Courses, Assessment and Awards
Election of Chancellor and Deputy Chancellor
Fees and Charges
Firearms
Functions of the Vice-Chancellor
General
Higher Education Contribution Scheme (HECS) General Information
Plagiarism and Improper Conduct
Staff Conduct
Student Conduct
Student Organisations
Traffic and Parking
University Ombudsmen
Uses of University Card
Uses of University of New England Computing and Communication Facilities

Scholarships Prizes and Other Awards**Services and Facilities:**

Academic Skills Office
Access Centres
Accommodation
Admissions Unit
Animal House Complex
Army Reserve (part-time Army)
Chaplaincy Service
Child Care (Yarm Gwanga)
Clinical Experience
Counselling and Careers Service
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Equity Office
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Internal Audit Unit
International Office
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 Centre for Efficiency and Productivity Analysis
 Centre for Health Research and Development
 Centre for Higher Education Management and Policy
 Centre for Local Government
 Centre for Research in Aboriginal and Multicultural Studies (CRAMS)
 Cooperative Research Centre for Cattle and Beef Quality
 Institute for Rural Futures
 UNESCO Centre for Bioregional Resource Management
 Institute of Ecology
 University of New England ASIA Centre

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 Language Training Centre
 The Heritage Futures Research Centre
 The University of New England Heritage Centre

University Companies

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 International Livestock Resource and Information Centre
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 NCW Beadle Herbarium
 The Howard Hinton Collection
 The University of New England Museum of Antiquities
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 Australian Federation of University Women – NSW Armidale Branch
 Community and Public Sector Service Association of NSW
 The National Tertiary Education Industry Union
 Sport UNE
 UNE Union
 The University of New England Postgraduate Students' Association
 University of New England Students' Association

Section 9 – Governance of the University

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 Main UNE Policies and Related Documents Page: <http://www.une.edu.au/rmo/policies/>

This leads to an Alphabetical Index: <http://www.une.edu.au/rmo/policies/polALPHAindex.html>
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Governance at <http://www.une.edu.au/rmo/policies/polGOV.html>
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Policy Development & Management Framework
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Equity at <http://www.une.edu.au/rmo/policies/polEQU.html>
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Anti-Racism Policy & Guidance Materials
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- Qantas Club Corporate Membership
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Information Technology and Communications at <http://www.une.edu.au/rmo/policies/polITC.html>

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- Charging For Internet Services
- Charging For Modems
- Computing and Communication Facilities – rules for use
- Conditions of use (all UNE computing systems)
- Departmental Server Requirements
- Disk Space
- Electronic Communications at UNE
- Email Usage
- IT Security
- Internet Data Privacy Protection
- Rules for the Use of University of New England Computing and Communication Facilities
- Student Laboratories
- Training Computer Laboratory
- Mobile Phones
- UNE Web

Records Management and Copyright at <http://www.une.edu.au/rmo/policies/polRM.html>

Records Management and Copyright

- Copyright
- Corporate Records
- Privacy Statement
- Privacy Management Plan
- Professional Confidential Records
- Records Policy
- Records Retention & Disposal

Research at <http://www.une.edu.au/rmo/policies/polRES.html>

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- Animal Research Ethics
- Code of Conduct for Research
- Code of Conduct for Research Higher Degrees
- Human Research Ethics
- Intellectual Property
- PhD Rules
- Quality and Standards in Research Higher Degree
- Research Involving Children
- Research Involving Humans

Staff Employment and Workplace at <http://www.une.edu.au/rmo/policies/polHR.html>

Staff, employment and workplace related

Most of the policies and other documents linked from this page are administered by Human Resource Services – please refer to the home page for that group for further information and administrative assistance including forms. The numbers indicate locations in the Human Resource Management Handbook.

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- Academic Staff Enterprise Agreement 2001-2003 5.01
- Alcohol and Other Drugs – UNE Staff
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SECTION 2 – MOST RECENT STATEMENT OF AFFAIRS

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

SECTION 3 – INQUIRIES

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

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

D – Address and Times for Enquiries

Manager
Records Management Office
University of New England
Armidale NSW 2351
Telephone (02) 6773 2140

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

FREEDOM OF INFORMATION ACT, 1989**Section 14(1)(b) and (3)****Summary Of Affairs
of
THE UNIVERSITY OF NEW SOUTH WALES
(FOI Agency No 97)****SECTION 1 - POLICY DOCUMENTS*****Publications containing Policies and Procedures***

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

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

Codes of Conduct

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

Resolutions

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

Other Documents**Governance Matters**

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

Facilities Matters

- Environment Policy
- Occupational Health and Safety Guidelines

Equity and Diversity Matters

- Anti-Racism Policy Statement
- Equity and Diversity Policy Statement
- Equal Opportunity in Education Policy Statement
- Family Friendly Policy
- HIV and other Blood Borne Infections Policy
- Students with Disabilities
- Code of Practice: Students with Disabilities

- Discrimination and Harassment Grievance procedures for Students
- UNSW's Reconciliation Statement
- Making UNSW an Harassment Free Zone for Staff
- Making UNSW an Harassment Free Zone for Students
- Non-Discriminatory Presentation and Practice
- Workplace Rehabilitation Program (NSW Campuses) Policy
- Reasonable Adjustment Guidelines for Management of Staff and Potential Staff with Disabilities

Student and Academic Matters

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

Staffing Matters

- Named Academic Positions Policy
- Policy on Paid Outside Work by Academic Staff
- Employment or Engagement of Services Involving Personal or Other Significant Relationship Policy
- Recruitment Advertising Policy
- Recruitment Procedures for Fixed Term Positions including the Use of Nominations to Fill Short-term Positions
- Staff Development Policy
- Emeritus Professors - Conferring of Title
- UNSW Child Protection Policy
- Workplace Bullying Policy

Information Technology Matters

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

SECTION 2 - STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs is that dated June 2003. Copies may be obtained without charge by contacting the FOI Officer. It is also available on the University website at: <http://www.unsw.edu.au>

SECTION 3 - CONTACT ARRANGEMENTS

In general, the University will meet reasonable requests for access to information without the need for formal applications under the FOI Act. The University's Summary of Affairs, Statement of Affairs and policy documents are available on the University website <http://www.unsw.edu.au/>. Publications which are for sale have their prices shown after them. Some documents are available free. In other cases, a charge of 5 cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the FOI Officer between 9.00am and 5.00pm on weekdays.

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

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

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

SECTION 1 - POLICY DOCUMENTS

Policy Library

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

Policy Library - Contents

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

- Admissions
 - Admission and Enrolment - Rules
 - Approved Admissions Test (STAT)
 - Criminal Records Check
 - Deferment Policy
 - English Proficiency Policy
 - Entry Provisions for Aboriginal and or Torres Strait Islander Applicants
 - Prohibited Employment Declaration
 - Recognition of Prior Learning Policy
 - Regional and Rural Preference Scheme
- Appeals and Grievances
 - Appeals Procedure – Research Thesis Examination
 - Grievance Procedure for Students
 - University Grievance Officer Role
 - Mediators Role
 - Grievance Enquiry Team Role
 - Policy on Extensions of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items and Formal Written Examinations in Assessment
 - Policy on Harassment
 - Procedure for Review of Grades
 - University Counselling Service – Policy in Relation to Special Consideration
 - Your Rights to Review and Appeal under the FOI Act 1989 (NSW)
- Awards, Programs and Courses
 - Program Rules and Schedules
 - Higher Research (Doctoral) Degrees
 - Master Degrees by Research
 - Postgraduate Coursework Programs
 - Undergraduate Awards
 - Assessing for Learning – Underlying Principles
 - Combined Degree Programs
 - Fourth Year Honours Programs – AVCC Guidelines
 - Internal Program Transfer Policy
 - Posthumous Awards
- Conduct and Discipline
 - Code of Conduct for Residents
 - Code of Practice for Teaching and Learning - The University and Its Students: Responsibilities and Expectations
 - Copyright Law
 - Library Use Policy
 - Policy on Harassment
 - Provision of Education for International Students – AVCC Guidelines

- Receipt of Gifts by Members of the University
- Residential Licence Conditions
- Student Discipline Rules
- Use of Computing and Communication Facilities
- Work, Study and Family Responsibilities Policy
- Enrolment and Graduation
 - Academic Dress Rules
 - Admission and Enrolment - Rules
 - Changing - Enrolment
 - Cross-Institutional Enrolment
 - Leave of Absence (Enrolment)
- Environment
 - Awareness and Promotion Plan (Environment)
 - Energy Management Plan
 - Hanging Pictures, Framed Posters or Photographs
 - Natural and Built Environment Plan
 - Paper Usage Action Plan
 - Policy on Naming Rights – Buildings, Facilities, Academic Positions, Medals, Scholarships and Prizes
 - Poster and Banner Policy
 - Resource Use/Waste Management Plan
 - Transport Management Plan
 - Water Management Plan
- Equity and Diversity
 - Cultural Sensitivity Book
 - Ethnic Affairs Priority Statement
 - Gender Inclusiveness
 - Policy on Harassment
 - Policy on Inclusive Language
 - Policy on Prejudicial Relationships
 - Policy on Racism
 - Policy on Students with a Disability
 - Student Equity Plan 2002 - 2004
 - Work, Study and Family Responsibilities Policy
- Examinations and Other Assessment
 - Appeals Procedure – Research Thesis Examination
 - Assessing for Learning – Underlying Principles
 - Copyright Law
 - Examination Rules
 - Formal Examinations
 - Missing an Examination
 - Policy on Extensions of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items and Formal Written Examinations in Assessment
 - Policy on Plagiarism
 - Procedure for Review of Grades
 - Procedures for Addressing Unsatisfactory Progress
 - Publication of Student's Results in Assessment
 - University Counselling Service – Policy in Relation to Special Consideration
 - Use of Calculators and Other Devices in Formal Examinations
 - Use of English Dictionaries in Formal Examinations
- Fees and Charges
 - Refunds
 - Refund Policy for Full Fee Paying International Students in Australia
 - Student Indebtedness
- Health and Safety
 - Critical Incidents Handbook
 - Emergency Procedures - Callaghan Campus
 - Emergency Procedures - Central Coast Campuses

- Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
 Failure of Essential Services - Callaghan Campus and Newcastle CBD
 Failure of Essential Services – Ourimbah Campus
 First Aid Officer Procedures
 Guidelines and Regulations for Implementation of the Alcohol and Other Drugs Policy
 Guidelines for Infection Prevention and Control for Blood Borne Pathogens
 Guidelines for Safe Working with Electricity
 Halls of Residence Infection Control
 Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research Activities
 Occupational Health and Safety Act 1983 – Summary of the Main Provisions
 Occupational Health and Safety Policy
 Occupational Noise Policy
 Policy on Alcohol and Other Drugs
 Policy on First Aid
 Policy on Laser Safety Eye Examinations for Laser Workers
 Protective Clothing and Footwear in Laboratories Policy
 Radiation Safety Manual
 Smoke-free Environment Policy
 Sports Medicine Australia Policy on Infectious Diseases
- International Applicants/Students
 - English Proficiency Policy
 - Education Provision For International Students – AVCC Guidelines
 - Refund Policy for Full Fee Paying International Students in Australia
 - Library and Information Services
 - Checklist for Website Preparedness
 - Checklist for Website Preparedness - Exceptions
 - Copyright Law
 - Equipment Lending Policy
 - Guidelines for Acceptable Use of the Internet
 - IESD Computing Laboratories - Bookings Policies
 - Information Access Policy
 - IT Security Policy
 - Library Use Policy
 - Privacy Management Plan
 - Scholarly Information Resources and Access Policy
 - Use of Computing and Communications Facilities
 - Web Publishing Policy
 - Parking and Vehicles
 - Damage to Vehicles
 - Motor Vehicle Entry Fee Policy
 - Traffic and Parking Rules
 - Postgraduate Students
 - Postgraduate Coursework Programs
 - Higher Research (Doctoral) Degrees
 - Research Higher Degrees
 - Admission and Enrolment Procedures (Research Higher Degree Candidates)
 - Appeals Procedure – Research Thesis Examination
 - Audio and Video Taping (Human Research Ethics)
 - Code of Practice for Research Higher Degree Candidature
 - Collaborative Research and Ethics Approval (Human Research Ethics)
 - Copyright (Research Higher Degree Candidates)
 - Deception (Human Research Ethics)
 - Effective Surveillance and Monitoring of Projects (Animal Ethics)
 - Entry of Animals into Approved Protocols (Animal Care & Ethics)
 - Extension of Approval to Cover Funding Applications (Human Research Ethics)
 - Guidelines for Confidentiality (Animal Care & Ethics)

- Guidelines on Research Practice
- Higher Research (Doctoral) Degree Rules
- Intellectual Property Policy (Research)
- Joint NHMRC/AV-CC Statement and Guidelines on Research Practice (AV-CC Website)
- Letterhead for Information Documents (Human Research Ethics)
- Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research Activities
- Minimisation of Animal Number used in Research and Teaching - Part A (Animal Care & Ethics)
- Minimisation of Animal Number used in Research and Teaching - Part B (Animal Care & Ethics)
- Monitoring of animals used for research or teaching purposes (Animal Care & Ethics)
- Overheads Policy (Research)
- Policy on Plagiarism
- Preparation and Submission of Research Higher Degree Theses
- Publication of Teaching Evaluation Outcomes (Human Research Ethics)
- Publication (Research)
- Research and Research Training Strategic Plan (1999-2003)
- Research in Schools (Human Research Ethics)
- Responsibilities of Chief Investigators (Animal Care & Ethics)
- Rules Governing Postgraduate Research Scholarships
- Students as Subjects - Research Activities
- Telephone Interviewing (Human Research Ethics)
- The Use of Native Animals in Research (Animal Care & Ethics)
- The Use of S4 and S8 Drugs (Animal Care & Ethics)
- Training and professional development of ACEC members (Animal Care & Ethics)
- Witness to Participant's Signature (Human Research Ethics)
- Scholarships and Prizes
 - Postgraduate Research Scholarships - Rules
 - University Undergraduate Scholarships - Rules
- Security
 - Emergency Procedures – Callaghan Campus
 - Emergency Procedures – Central Coast Campuses
 - Failure of Essential Services - Callaghan Campus and Newcastle CBD
 - Failure of Essential Services - Ourimbah Campus
 - Security Patrol
- University Bodies and Committees
 - Acts and By-Laws:
 - Higher Education (Amalgamation) Act 1989
 - University of Newcastle Act 1989
 - University of Newcastle By-law
 - Institutional Strategic Plan 2003-2006
 - Miscellaneous
 - Council Meeting Protocols
 - Meetings Protocols
 - University Bodies and Officers:
 - Audit Committee Charter
 - Boards of Studies Rules and Schedules
 - Constitution of the Academic Senate
 - Council Election Rules
 - Establishment of Faculties and Other Bodies (Excluding Schools)
 - Rules Governing Faculties (including Faculty Boards)
 - Rules Governing Schools and use of the title "Dean"
 - Rules Governing the Operation of the Standing Committee of Convocation
 - Officers of the University
 - Making of Rules by the Vice-Chancellor
 - Role of Chancellor and Deputy Chancellor
 - Rules Concerning Pro Vice-Chancellors, Assistant Deans and other Faculty Officers

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

- Awards, Programs and Courses

- Academic Dress Rules
- Annual Reports on Programs
- Boards of Studies Rules and Schedules
- Combined Degree Programs
- Fourth Year Honours Programs – AVCC Guidelines
- Internal Program Transfer Policy
- Program Rules and Schedules
 - Higher Research (Doctoral) Degrees
 - Master Degrees by Research
 - Postgraduate Coursework Programs
 - Undergraduate Awards
- Procedures for Undertaking a Program Review
- Posthumous Awards
- Procedures for Planning and Approval of New Programs
- Protocol for the Administration of Summer School Dec 2003 – Feb 2004
- Protocol for the Conduct of Summer Schools - 2000
- Computing, Library and Records
 - Checklist for Management of Electronic Records
 - Checklist for Website Preparedness
 - Checklist for Website Preparedness - Exceptions
 - Copyright
 - Copyright Law
 - Copyright Warning Notices
 - Electronic Copying - a Short Guide
 - How the Copyright Act Applies - Flowcharts
 - Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only)
 - Part VA - Audio-Visual Copying and Communication Guidelines (local access only)
 - Part VB - Electronic Copying and Communication Guidelines (local access only)
 - Equipment Lending Policy
 - File Notes
 - Guidelines for Acceptable Use of the Internet
 - Guidelines for Managing Your Electronic Mail
 - Guidelines for the Approval of and Variation to Academic Subject Codes on NUSTAR.
 - IESD Computing Laboratories - Bookings Policies
 - Information Access Policy
 - IT Security Policy
 - Library Use Policy
 - Privacy Management Plan
 - Protected Disclosures Internal Reporting Policy
 - Records and Their Disposal
 - Records Management Policy
 - Scholarly Information Resources and Access Policy
 - Selection and Ordering Library Resources
 - Staff Use of University Libraries
 - Supply of Windows Based Desktop Computers
 - Use of Computing and Communications Facilities
 - Web Publishing Policy
- Equity and Diversity
 - Bullying and Workplace Violence
 - Code of Conduct
 - Cultural Sensitivity Book
 - Equity and EEO Matters – Academic Staff
 - Equity and EEO Matters – General Staff
 - Ethnic Affairs Priority Statement
 - Gender Inclusiveness – Academic Staff
 - Gender Inclusiveness – General Staff
 - Grievance Procedures for Staff
 - University Grievance Officer Role
 - Grievance Advisors Role

- Mediators Role
- Grievance Enquiry Team Role
- Policy on Avoiding Conflicts of Interest
- Policy on Harassment
- Policy on Inclusive Language
- Policy on Prejudicial Relationships
- Policy on Racism
- Policy Statement on Affirmative Action and Equal Employment Opportunity
- Student Equity Plan 2002 – 2004
- Student With a Disability Policy
- Work, Study and Family Responsibilities Policy
- Your Rights to Review and Appeal under the FOI Act 1989 (NSW)
- Financial Services and Policies
 - Aircraft Hire/Charter
 - Assets and Attractive Items
 - Authority to Incur Hospitality Expenditure
 - Bookshop Advice Form Procedures (Course Notes)
 - Capital Works and Major Contracts - Policy and Procedures
 - Code of Practice for Australian University Philanthropy - AVCC Guidelines
 - Controlled Substances (Radioactive Materials) - Policy and Procedures
 - Damage to Vehicles
 - Diners Travel Card - Policy and Procedures
 - Disposal of Surplus and Obsolete/Unserviceable Equipment
 - Donations to the University
 - Engagement of Employees/Sub-Contractor Individuals/Companies
 - Field Excursions
 - Fringe Benefits Tax
 - Fuel Cards
 - Furniture, Building Alterations and Air Conditioning - Purchasing
 - General Debtors - Billing
 - Guidelines for Strategic Initiative Funding 2004
 - Incurring Hospitality Expenditure
 - Mobile Phones - Purchasing and Use
 - Ordering Animals (Research)
 - Overheads Charges on University Contracts
 - Petty Cash
 - Policy on Approval of Lotteries (including Raffles)
 - Policy on Delegation of Authority
 - Policy on Naming Rights – Buildings, Facilities, Academic Positions, Medals Scholarships and Prizes
 - Policy on Solicitation – Donations and Contributions that Support Research and Other Activities
 - Pool/Fleet Vehicle Policy
 - Postgraduate Students - Travel Allowance
 - Purchase Requisitions and Purchase Orders
 - Purchasing Office Supplies
 - Purchasing of Computers
 - Purchase of Vehicles
 - Quotations and Tenders - Policy and Procedures
 - Refunds
 - Reimbursement of Fees and Charges for Staff Development Training
 - Subsistence Allowance - International Travel
 - Tobacco Funding
 - University Donor Recognition Policy
 - Use of Faculty/School/Division Vehicles
 - Use of Private Vehicles
 - Visa Purchasing Card - Policy and Procedures
- Health and Safety
 - Critical Incidents Management Guidelines
 - Electricity – Guidelines for Safe Working with Electricity
 - Emergency Procedures - Callaghan Campus

- Emergency Procedures - Central Coast Campuses
- Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
- Failure of Essential Services - Callaghan Campus and Newcastle CBD
- Failure of Essential Services - Ourimbah Campus
- First Aid Officer Procedures
- Guidelines and Regulations for Implementation of the Alcohol and Other Drugs Policy
- Guidelines for Infection Prevention and Control for Blood Borne Pathogens
- Halls of Residence Infection Control
- Minimum Standards for Blood Collection from Students, Staff and Others During Teaching and Research Activities
- Occupational Health and Safety Act 1983 – Summary of the Main Provisions
- Occupational Health and Safety Committees – extract from OH&S Act 1983
- Occupational Health and Safety Policy
- Occupational Noise Policy
- Policy on Alcohol and Other Drugs
- Policy on First Aid
- Policy on Laser Safety Eye Examinations for Laser Workers
- Protective Clothing and Footwear in Laboratories Policy
- Radiation Safety Manual
- Security Patrol
- Smoke-free Environment Policy
- Sports Medicine Australia Policy of Infectious Diseases
- Summary of Workers Compensation Act 1987
- Human Resource Management Matters
 - Academic Staff
 - Awards and Enterprise Agreements
 - Academic Staff Enterprise Agreement 2000
 - Australian Universities Academic and Related Staff (Salaries) Award 1987
 - ELICOS, Foundation Studies and Conservatorium Non-Tertiary Music Teachers Agreement 2002
 - Higher Education Contract of Employment Award 1998
 - Tertiary Education Superannuation Scheme – Superannuation Award 1988 (Tess Award)
 - Balancing Work and Personal Responsibilities
 - Annual Leave
 - Annual Leave Loading
 - Bereavement Leave
 - Childcare Support
 - Guideline on University Employment of Independent Contractors
 - Indigenous Australian Leave
 - Long Service Leave - entry in 2000 Enterprise Agreement
 - Maternity / Parental Leave
 - Policy on Consultancy
 - Sick/Carer Leave
 - Special Leave
 - Work, Study and Family Responsibilities Policy
 - Cessation of Employment
 - Action for Unsatisfactory Performance During Probation Employment
 - Misconduct Investigation Committee
 - Misconduct/Serious Misconduct
 - Redeployment
 - Redundancy
 - Separation from Employment - Overview
 - Termination and Discipline
 - Termination of Employment on the Grounds of Ill Health
 - Unsatisfactory Performance
 - Unsatisfactory Performance Review Committee
 - Voluntary Early Retirement
 - Voluntary Separation
 - Classification and Structure

- Position Classification Standards
- Professional Responsibility
 - Code of Conduct
 - Code of Practice for Australian University Philanthropy – AVCC Guidelines
 - Code of Practice for Teaching and Learning - The University and Its Students: Responsibilities and Expectations
 - Conflict of Interest – Policy (For members of the Council and Senior Staff)
 - Disclosure of Potential Conflict of Interest – Explanatory Notes
 - Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
 - Fraud and Corruption Prevention
 - Minimum Standards for Blood Collection from Students, Staff or Others During Teaching and Research Activities
 - Picket Line Protocols
 - Policy on Avoiding Conflicts of Interest
 - Policy on Plagiarism
- Remuneration Arrangements
 - Academic Salary Rates
 - Academic Related Classification and Salary Rates
 - Annual Leave Loading
 - Flexible Salary Packaging
 - Flexible Salary Packaging - entry in Enterprise Agreement
 - Loadings
 - Minimum Salaries for Casual Staff
 - Salary Increases - entry in 2000 Enterprise Agreement
 - Salary Package Vehicles – Approved Senior Positions
 - Superannuation
- Staff Recognition
 - Awards for Excellence in Teaching
 - Long Service Leave
 - Long Service Medals
 - Procedures for Making Nominations for Honorary Degrees and Exceptional Service Medals
 - Promotion - entry in 2000 Enterprise Agreement
 - Promotion of Academic Staff - Policy, Procedures and Guidelines 2003
 - Rule Governing Honorary Awards and Exceptional Service Medals
 - Staff Recruitment, Selection and Appointment
 - Adjunct Appointments
 - Appointment of Research Academic Staff
 - Casual Employment
 - Conjoint Appointments
 - Contracting Out
 - Employment of Level A Staff
 - Fixed Term Employment - entry in 2000 Enterprise Agreement
 - Fixed Term Employment - Higher Education Contract of Employment Award 1998
 - Honorary Associates - Visiting Appointments
 - Indigenous Australian Employment
 - Indigenous Australian Language Allowance
 - Personal Chairs
 - Probation – Fixed Term
 - Probation – Full Time and Part Time
 - Staff Supervision
 - Visiting Appointments
- Strategic Staff Management
 - Managing for Performance
 - Managing Change in the Workplace
 - Secondment - Academic Staff
 - Workload Profile - Policy and Procedure
- Working Environment
 - Equity and EEO Matters
 - Gender Inclusiveness

Intellectual Property Rights - entry in 2000 Enterprise Agreement
 Working Together
 Academic Staff Consultative Committee - entry in 2000 Enterprise Agreement
 Academic Staff Consultative Committee - Committee Home Page
 Code of Conduct
 Disagreements - Mediation and Facilitation in the Event of a Disagreement
 Dispute Settling Procedure
 Grievance Procedures for Staff
 Recognition of the Union
 Union Membership - Freedom of Association and Payroll Deduction of Union Dues

General Staff

Awards and Enterprise Agreements
 General Staff Enterprise Agreement 2000
 Allowances
 Clothing and Safety Equipment
 First Aid Allowance
 Higher Duties Allowance
 Indigenous Australian Language Allowance
 Meal Allowances
 Other Allowances
 Relieving Allowance
 Balancing Work and Personal Responsibilities
 Annual Leave
 Bereavement Leave
 Extra Dependant Care Arrangements and Support
 Emergency Services Leave
 Guideline on University Employment of Independent Contractors
 Indigenous Australian Leave
 Leave Without Pay
 Long Service Leave - entry in 2000 Enterprise Agreement
 Leave to Attend Trade Union Courses
 Maternity/Parental Leave
 Policy on Consultancy
 Public Holidays
 Purchased Leave Scheme - entry in 2000 Enterprise Agreement
 Purchased Leave Scheme - Policy
 Sick Leave and Family/Carer Leave
 Special Leave
 Staff Members Called as Witnesses
 Staff Members Summoned as Jurors
 University Holidays
 Work, Study and Family Responsibilities Policy
 Cessation of Employment
 Misconduct/Serious Misconduct
 Misconduct Investigation Committee and Subsequent Action by the Vice-Chancellor
 Redeployment
 Redundancy
 Termination of Employment
 Termination of Employment on the Grounds of Ill Health
 Unsatisfactory Performance
 Unsatisfactory Performance Review Committee and Subsequent Action by the Vice-Chancellor
 Classification and Structure
 Classification and Structure - entry in the 2000 Enterprise Agreement
 Classification Description for General Staff: Higher Education Worker Levels - Secondary Descriptors
 Flexible Working Arrangements
 Flexible Working Arrangements
 Flextime

- Job Sharing
- Part Time Work
- Hours of Work and Work Arrangements
 - Absence from Duty
 - Hours of Duty - Ordinary Working Hours
 - Meal Breaks
 - Overtime
 - Rostered Staff - Work Rosters
 - Shift Penalties
 - Tea Breaks
 - Time Off in Lieu of Overtime
 - Washing Time
 - Work on a Public Holiday
 - Work Performed Away from the Normal Place of Work
- Professional Responsibility
 - Code of Conduct
 - Code of Conduct for Australian University Philanthropy – AVCC Guidelines
 - Conflict of Interest – Policy (For Members of the Council and Senior Staff)
 - Disclosure of Potential Areas of Conflict of Interest – Explanatory Notes
 - Fraud and Corruption Prevention
 - Misconduct/Serious Misconduct
 - Picket Line Protocols
 - Policy on Avoiding Conflicts of Interest
- Remuneration Arrangements
 - Annualised Salary Scheme
 - Compensation for Loss of Personal Property
 - Examination Supervision Rates
 - Flexible Salary Packaging
 - Flexible Salary Packaging - entry in Enterprise Agreement
 - Rates of Pay - Juniors/Apprentices/Traineeships
 - Salary Package Vehicles – Approved Senior Positions
 - Salary Rates
 - Superannuation
- Staff Recognition
 - Long Service Leave
 - Long Service Medals
 - Procedures for Making Nominations for Honorary Degrees and Exceptional Service Medals
 - Rule Governing Honorary Awards and Exceptional Service Medals
 - Vice-Chancellor’s Award for General Staff Excellence
- Staff Recruitment, Selection and Appointment
 - Advertising Policy and Practice – General Staff Positions
 - General Staff Recruitment Appeal Process
 - Indigenous Australian Employment
 - Induction and Orientation
 - Probation
 - Staff Recruitment and Selection
 - Use of Contractors or Consultants
- Strategic Staff Management
 - Classification Review
 - Incremental Progression
 - Job Redesign
 - Managing Change in the Workplace
 - Managing for Performance
 - Staff Reports
- Working Environment
 - Equity and EEO Matters
 - Gender Inclusiveness
- Working Together
 - Code of Conduct
 - Disagreements - Mediation and Facilitation in the Event of a Disagreement

- Dispute Settling Procedure
- General Staff Consultative Committee - entry in 2000 Enterprise Agreement
- General Staff Consultative Committee - Committee Home Page
- Grievance Procedures for Staff
- Union Membership - Freedom of Association and Payroll Deduction of Union Dues
- Union Officials
- Institutional Image
 - Corporate Identity Manual Download Page
 - The University of Newcastle Corporate Identity Manual
- Physical Facilities and Infrastructure
 - Air Conditioning Policy
 - Awareness and Promotion Plan (Environment)
 - Capital Works and Major Contracts - Policy and Procedures
 - Construction of Buildings by External Parties on University Land
 - Emergency Procedures - Callaghan Campus
 - Emergency Procedures - Central Coast Campuses
 - Energy Management Plan
 - Environmental Purchasing Plan
 - Failure of Essential Services - Callaghan Campus and Newcastle CBD
 - Failure of Essential Services - Ourimbah Campus
 - Furniture, Building Alterations and Air Conditioning - Purchasing
 - Guidelines for Use of University Space for Functions other than Regular Lectures/Seminars to Enrolled Students
 - Hanging Pictures, Framed Posters or Photographs
 - Hire and Use of University Facilities - Policies and Procedures
 - Natural and Built Environment Plan
 - Paper Usage Action Plan
 - Policy on Naming Rights – Buildings, Facilities, Academic Positions, Medals Scholarships and Prizes
 - Poster and Banner Policy
 - Resource Use/Waste Management Plan
 - Space Management Plan
 - Transport Management Plan
 - Water Management Plan
- Research and Development
 - Administrative Matters Relating to Research Grants
 - Admission and Enrolment Procedures (Research Higher Degree Candidates)
 - Appeals Procedure (Research Thesis Examination)
 - Audio and Video Taping (Human Research Ethics)
 - Code of Practice for Research Higher Degree Candidature
 - Collaborative Research and Ethics Approval (Human Research Ethics)
 - Copyright (Research Higher Degree Candidates)
 - Deception (Human Research Ethics)
 - Effective Surveillance and Monitoring of Projects (Animal Ethics)
 - Entry of Animals into Approved Protocols (Animal Care & Ethics)
 - Extension of Approval to Cover Funding Applications (Human Research Ethics)
 - Guidelines for Confidentiality (Animal Care & Ethics)
 - Guidelines on Research Practice
 - Higher Research (Doctoral) Degree Rules
 - Intellectual Property Policy (Research)
 - Joint NHMRC/AV-CC Statement and Guidelines on Research Practice (AV-CC Website)
 - Letterhead for Information Documents (Human Research Ethics)
 - Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research Activities
 - Minimisation of Animal Number used in Research and Teaching - Part A (Animal Care & Ethics)
 - Minimisation of Animal Number used in Research and Teaching - Part B (Animal Care & Ethics)
 - Monitoring of animals used for research or teaching purposes (Animal Care & Ethics)
 - Ordering Animals (Research)
 - Overheads Charges on University Contracts

- Overheads Policy (Research)
- Policy on Plagiarism
- Policy on Solicitation – Donations and Contributions that Support Research and Other Activities
- Preparation and Submission of Research Higher Degree Theses
- Procedures for the Allocation and Selection of Research Scholarships
- Publication of Teaching Evaluation Outcomes (Human Research Ethics)
- Publication (Research)
- Research and Research Training Strategic Plan (1999-2003)
- Research in Schools (Human Research Ethics)
- Responsibilities of Chief Investigators (Animal Care & Ethics)
- Rules Governing Postgraduate Research Scholarships
- Rules Governing Professional Doctorates
- Students as Subjects - Research Activities
- Telephone Interviewing (Human Research Ethics)
- The Use of Native Animals in Research (Animal Care & Ethics)
- The Use of S4 and S8 Drugs (Animal Care & Ethics)
- Training and professional development of ACEC members (Animal Care & Ethics)
- Witness to Participant's Signature (Human Research Ethics)
- Staff Development, Education and Training
 - Academic Staff
 - Awards for Excellence in Teaching
 - Long Service Medals
 - Outside Study and Professional Experience Programs - Transferability of Service - entry in 2000 Enterprise Agreement
 - Outside Study Programs (OSPRO) Policy
 - Procedures for Making Nominations for Honorary Degrees and Exceptional Service Medals
 - Promotion of Academic Staff - Policy, Procedures and Guidelines 2003
 - Reimbursement of Fees and Charges for Staff Development Training – Guidelines for staff and supervisors
 - Rule Governing Honorary Awards and Exceptional Service Medals
 - Staff Training
 - Supervisor Training
 - General Staff
 - Examination Leave
 - Long Service Medals
 - Procedures for Making Nominations for Honorary Degrees and Exceptional Service Medals
 - Reimbursement of Fees and Charges for Staff Development and Training - Guidelines for staff and supervisors
 - Rule Governing Honorary Awards and Exceptional Service Medals
 - Secondment - entry in 2000 Enterprise Agreement
 - Secondment - policy document
 - Staff Development
 - Study Time
 - Supervisor Training
 - Transfer
 - Vice-Chancellor's Award for General Staff Excellence
- Strategic Planning and Quality Assurance
 - Institutional Strategic Plan 2003 – 2006
 - Risk Management Implementation Plan
- Structure and Governance
 - Acts and By-Laws
 - Higher Education (Amalgamation) Act 1989
 - University of Newcastle Act 1989
 - University of Newcastle By-law
 - Institutional Strategic Plan 2003 - 2006
 - Miscellaneous
 - Council Meeting Protocols

- Guidelines on Commercial Activities
- Meetings Protocols
- Policy on University Agreements
- Receipt of Gifts by Members of the University
- The Gladys M Brawn Memorial Gift Committee
- University Bodies and Officers
 - Audit Committee Charter
 - Boards of Studies Rules and Schedules
 - Constitution of the Academic Senate
 - Council Election Rules
 - Establishment of Faculties and Other Bodies (Excluding Schools)
 - Rules Governing Faculties (including Faculty Boards)
 - Rules Governing Schools and Use of the Title "Dean"
 - Rules Governing the Operation of the Standing Committee of Convocation
 - Officers of the University
 - Making of Rules by the Vice-Chancellor
 - Role of Chancellor and Deputy Chancellor
 - Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers
- Student Related Matters
 - Admissions, Enrolment and Graduation
 - Admission and Enrolment - Rules
 - Approved Admissions Test (STAT)
 - Changing - Enrolment
 - Criminal Records Check
 - Cross-Institutional Enrolment
 - Deferment Policy
 - English Proficiency Policy
 - Entry Provisions for Aboriginal and or Torres Strait Islander Applicants
 - Leave of Absence (Enrolment)
 - Prohibited Employment Declaration
 - Protocol for the Administration of Summer School Dec 2003 - Feb 2004
 - Recognition of Prior Learning Policy
 - Regional and Rural Preference Scheme
 - Appeals and Grievances
 - Appeals Procedure - Research Thesis Examination
 - Grievance Procedure for Students
- University Grievance Officer Role
- Mediators Role
- Grievance Equity Team Role
 - Procedure for Review of Grades
 - Conduct and Discipline
 - Code of Conduct for Residents
 - Code of Practice for Teaching and Learning - The University and Its Students: Responsibilities and Expectations
 - Education Provision for International Students - AVCC Guidelines
 - Procedures for Addressing Unsatisfactory Progress
 - Residential Licence Conditions
 - Student Discipline Rules
 - Use of Computing and Communications Facilities
 - Equity and Diversity
 - Policy on Students with a Disability
 - Student Equity Plan 2002 - 2004
 - Examinations and Other Assessment
 - Assessing for Learning - Underlying Principles
 - Examination Rules
 - Formal Examinations
 - Missing an Examination
 - Policy on Extensions of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items and Formal Written Examinations

- Policy on Plagiarism
- Procedure for Review of Grades
- Publication of Student's Results in Assessment
- Submission of Examination Papers
- University Counselling Service - Policy in Relation to Special Consideration
- Use of Calculators and other Devices in Formal Exams
- Use of English Dictionaries in Formal Examinations
- Fees and Charges
 - Refund Policy for Full Fee Paying International Students in Australia
 - Refunds
 - Student Indebtedness
- Scholarships and Prizes
 - Postgraduate Research Scholarships - Rules
 - University Undergraduate Scholarships - Rules
- Teaching and Learning
 - Annual Reports on Programs
 - Assessing for Learning – Underlying Principles
 - AVCC's Guidelines for Effective University Teaching
 - Awards for Excellence in Teaching
 - Bookshop Advice Form Procedures (Course Notes)
 - Code of Practice for Teaching and Learning - The University and Its Students: Responsibilities and Expectations
 - Copyright Law
 - Core Skills for Graduates
 - Course Assessment Return
 - Course Coordinator Role
 - Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
 - Field of Education Classification Codes
 - Generic Terms of Reference for Program Reviews
 - Guidelines for the Approval of and Variation to Academic Subject Codes on NUSTAR
 - Policy on Plagiarism
 - Principles for Undergraduate Program Schedules
 - Procedures for Planning and Approval of New Programs
 - Procedures for Undertaking a Program Review
 - Program Convenor Role
 - Program Documentation for New, Revised and Existing Programs
 - Protocol for the Administration of Summer School Dec 2003 – Feb 2004
 - Recognition of Prior Learning Policy
- Travel and Transport
 - Aircraft Hire/Charter
 - Damage to Vehicles
 - Diners Travel Card - Policy and Procedures
 - Field Excursions
 - Fuel Cards
 - Motor Vehicle Entry Fee Policy
 - Passports and Visas
 - Pool/Fleet Vehicle Policy
 - Postgraduate Students - Travel Allowance
 - Subsistence Allowance - International Travel
 - Traffic and Parking Rules
 - Use of Faculty/School/Division Vehicles
 - Use of Private Vehicles

Policies in the A-Z Library, to be added to Categories in Staff Library:

- Guidelines on Commercial Activities
- Procedures for Handling Subpoenas

Recently Approved Policies – to be added to the library

- Late Appeals Against the Recording of Grades
- Non-award Applications

Policy on Course Outlines

Other University Policies

Research and Research Training

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

Central Coast Campuses Web Publishing Policy

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

Faculty Policies affecting students are located at:

Faculty of Business and Law

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

Faculty of Education and Arts

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

Student Placement Policy

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

Faculty of Engineering and Built Environment

<http://www.eng.newcastle.edu.au/current/student-guide/undergrad.html>

<http://www.eng.newcastle.edu.au/current/student-guide/postgrad.html>

<http://www.eng.newcastle.edu.au/current/student-guide/rhd.html#phd>

Faculty of Health

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

Faculty of Science and Information Technology

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

SECTION 2 - STATEMENT OF AFFAIRS

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

SECTION 3 - CONTACT ARRANGEMENTS

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

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

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

The University's policy documents and Statement of Affairs may be inspected by prior arrangement at the Office of the Deputy Vice-Chancellor. Inspections may be arranged between the hours of 9.00am and 5.00pm Monday to Friday.

FREEDOM OF INFORMATION ACT, 1989**Section 14(1)(b) and (3)****Summary Of Affairs
of
THE UNIVERSITY OF SYDNEY****SECTION 1 – THE UNIVERSITY’S POLICY DOCUMENTS**

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

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

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

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

Statutes and Regulations

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

University of Sydney By-law, 1999 (as amended) (further amended see University of Sydney Amendment (Academic Board) By-law 2003*Chapter*

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

University of Sydney (Senate) Rule 2002**University of Sydney (Intellectual Property) Rule 2002**

- Division 1 – Dictionary
- Division 2 – Ownership of intellectual property created by staff members
- Division 3 – Ownership of intellectual property created by students
- Division 4 – Ownership of intellectual property created by visitors
- Division 5 – Reporting and developing intellectual property
- Division 6 – Dispute resolutions
- Division 7 – Miscellaneous

University of Sydney (Coursework) Rule 2000 (as amended)

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

University of Sydney (Amendment Act) Rule 1999 (as amended)

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

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

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

Resolutions of the Senate and the Academic Board

Academic dress
 Admissions and enrolment
 Appointment of the Vice-Chancellor: Procedures for consultation between the Senate and the Academic Board
 Centre for Continuing Education
 Dean, Director or College Principal: Appointment
 Degree of Doctor of Philosophy
 Discontinuation of enrolment and readmission after discontinuation – postgraduate
 Endowment of academic positions
 Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees - Academic Governance
 Honorary awards
 Law Extension Committee
 Prizes and scholarships
 Semesters and vacation dates
 Senate committees
 Senate: Election of Principal Officers of the Senate and Committees of the Senate of the Fellow Referred to in Section 9(6) of the Act
 Sports unions, SRC and faculty societies, SUPRA, Union, Cumberland Student Guild and SASCA
 Student appeals against academic decisions
 Student Proctorial Board and Student Proctorial Panel (Repealed – see University of Sydney (Student Proctorial Panel) Rule 2003)
 Traffic: control of traffic within the University
 University Governance
 University of Sydney Library

Resolutions relating to faculties, colleges and boards of studies

Faculty of Agriculture, Food and Natural Resources
 Faculty of Architecture
 Faculty of Arts

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

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

Documents to which the Seal of the University has been affixed

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

Handbooks

Details of courses of study offered by the faculties, boards of studies, the Australian Graduate School of Management Ltd, the Sydney Conservatorium of Music and the Sydney College of the Arts are set out in their respective handbooks and prospectuses. The details include the requirements to be fulfilled by students in order to complete satisfactorily each course, including syllabuses and assessment information. In addition, a range of separate documents set out the University's procedures for international students. Many of these documents may be accessed through the University's web site: <http://www.usyd.edu.au>

Other general publications

University policy may also be found in the following publications:

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

Other policy documents

University policy is also set out in the following documents.
Academic Honesty (Plagiarism) in Coursework
Admission to Undergraduate Courses
Advanced Standing, Credit and Exemption

Alcohol: Policy and Guidelines on Consumption
Alumni and Donor Information: Guidelines for Confidentiality and Privacy
Assessment and Examination of Coursework
Attendance Postgraduate Courses
Australian Postgraduate Awards and University of Sydney Postgraduate Awards: Method of Award
Australian Postgraduate Awards: Transfer Guidelines
AVCC Guidelines for Effective University Teaching
AVCC Guidelines for Responsible Practice in Research
Award of Honours
Bequest Policy
Campus Nomenclature
Centres, Establishment Management and Review of
Co-funded University of Sydney Postgraduate Awards (UPAs): Method of Award (Second Semester 2003)
Code of Conduct - The University of Sydney
Code of Conduct for Content Providers on the Internet
Code of Conduct for Responsible Research Practice and Guidelines for Dealing With Allegations of Research Misconduct
Code of Practice for Supervision of Postgraduate Research Students
Communication Skills of Students
Conjoint Ventures in Postgraduate Courses
Consultation with Students and Student Representation
Corruption - Corruption Prevention Strategy
 Reporting corruption, maladministration or serious and substantial waste of public money
Cotutelle Scheme
Creation, Variation and Deletion of Award Courses and Units of Study
Delegations of Authority - Academic Functions
Delegations of Authority- Administrative Functions
Degrees Conferred Ad Eundem Gradum
Disability Action Plan
Discontinuation of Enrolment and Readmission after Discontinuation
Discrimination Prevention Policy
Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses
Employment of full-time Masters and Doctoral Candidates as Postgraduate Fellows
Enrolment Policies 2002
Equal Opportunity in Education
Establishment and Award of Scholarships and Prizes
Facilities Policies and Procedures including
 Advertising Boards: Banners, Notices, Posters, Graffiti and the Use of Portable Advertising Boards
 Advertising Boards
 Air Conditioning Policy
 Environmental Policy
 Filming on Campus Policy
 Heritage Management Policy
 Memorabilia Policy
 Museums and Collections Policy
 Naming of Buildings and Other Physical Assets
 Policy on Naming of Positions and Events
 Security Strategy
 Telecommunication Carriers: Policy on their Use of University Land and Buildings
 Traffic and Parking and Policy on Free Parking
 Visitors: Protocol to be Observed for Important Visitors
Faculty Review Visits: Academic Board Guidelines
 Phase Two Guidelines
 Phase Two SER Guidelines
Fieldwork Administrative Guidelines
Financial Services Accounting Policies Manual including
 Purchasing Policy
 Use and Management of University-owned Motor Vehicles Policy
First Year Orientation and Transition Principles
Flexible, Student-Centred Learning in the University of Sydney

Freedom of Information Policy
Generic Attributes of Graduates
Glossary
Graduations: Arrangements for Ceremonies
Guidelines for Good Practice in Teaching and Learning
Guidelines for Inter-institutional Agreements
Guidelines on usage of the terms thesis, treatise, dissertation, essay and long essay as units of study within postgraduate coursework programs
Harassment and Discrimination Concerns, Problems and Complaints: Guidelines for Resolution
Harassment and Discrimination Resolution Procedure
Harassment Prevention Policy
Higher Degree Theses
Honorary Awards: Procedures for Submitting Names of Proposed Recipients for Honorary Awards
Honorary Degrees and Honorary Fellows: Guidelines for the Selection of Candidates
Indigenous Education Strategy 2002-2004
Intellectual Property Rule 2002: Guidelines
Length of candidature and minimum credit point requirements for coursework master's degrees, graduate diplomas and graduate certificates
Levels of award and nomenclature for Master's degrees and grading systems for postgraduate award programs
Management and Evaluation of Teaching
Non-discriminatory language: Guidelines on Use
Occupational Health and Safety Policies, including:
 Accident Reporting and Investigation
 Adjustable Furniture
 AIDS and the University
 Animal House Health and Safety Guidelines
 Asbestos Safety and Asbestos disposal
 Acquisition, Use and Disposal of Carcinogenic Substances
 Children on University Premises
 Confined Spaces
 Dangerous Goods
 Fire & Other Emergencies in University Buildings
 First Aid
 Injury Management Policy
 Policy on Safe Storage, Handling And Use of Compressed Gases in Cylinders
 Manual Handling
 Occupational Health and Safety Policy Staff
 Policy on Smoking in the Workplace
 Workplace injury management policy
Personnel Policies and Procedures
 Academic Titles, Conferring of all
 Admission Ad Eundem Gradum
 Advertising (recruitment for staff vacancies)
 Appointment of a Dean, Director or College Principal, Policy Document
 Appointment of all Categories of Academic Staff, Policy Document on the
 Appointment of Senior Administrative Staff, VC, DVC, PVC
 Appointment on Nomination, General Staff, Fixed Term Staff, Without advertisement
 Appointments, Academic: Related Issues, Policy Document on
 Awards and Agreements, Industrial:
 The Higher Education Contract of Employment (HECE) Award 1998
 HECE Memorandum of Agreement
 Tertiary Education Superannuation Scheme (TESS) Superannuation Award 1988
 Australian Universities Academic Staff (Contract of Employment and other matters) Interim Award 1988
 University of Sydney (Academic and Teaching Staff) Enterprise Agreement 1999-2002
 Universities and Post Compulsory Academic Conditions Award 1995
 Australian Universities Academic Staff (Contract of Employment and other matters) Interim Award 1988
 The University of Sydney General Staff Enterprise Agreement 1999-2002

The University of Sydney (Farms Hours of Work) Industrial Agreement 1996
New South Wales Universities (General Staff Conditions of Employment) (State) Award
as incorporated into the HEGSS (Interim) Award 1989
Appeals procedure for General Staff Agreement
Recruitment and Selection Procedures Agreement
Teachers (English Language Centre of Australian Universities) Conditions of Employment
Award 1998
Casual Academic Staff, Employment of
Chair appointments, University Chairs
Delegations of Authority
Determining Employee / Contractor Employment Status
Development Policy, General Staff
Development Policy, Academic Staff
Employment of full-time Masters and Doctoral Candidates as Postgraduate Fellows
Endowment of Academic Positions
Exchange Policy and Procedures, General Staff
Heads of Departments/Schools, Roles of Heads of Departments and Schools and their
Authorities and Delegations
Higher Duties Allowance Policy Statement
Probation and Confirmation for Academic Staff
Probation Policy, General Staff
Promotions Appeals, Academic, Policy Document on
Recruitment and Selection Policy for General Staff
Responsibilities of Deans, Faculty Academic Managers and Heads of Department, Policy on the
Allocation and Remuneration of Administrative / Managerial responsibilities
Selection Committees for Academic Staff Positions, Policy Document on
Special Studies Program, Policy
Study Time Policy - General Staff
PhD: Appointment of Additional Examiner as Assessor for Doctor of Philosophy
PhD: Guidelines for Examiners of Doctor of Philosophy Theses
PhD: Length of candidature
PhD: Nature of the PhD
PhD: Oral Examination of PhD Theses - Policy and Procedures
PhD: Submission of Doctor of Philosophy Theses Containing Published Work
Postgraduate courses: use of parallel teaching of postgraduate and undergraduate students in
postgraduate courses
Postgraduate Research Higher Degree Training Supervision
Postgraduate Supervision
Privacy Policy
Probationary Candidature and English Expression
Protocol for Review and Execution of Documents
Quality Assurance and On-line learning
Recordkeeping Policy
Research Fellows: Conditions
Resolution of Complaints Policy
Responsibility for Coursework
Review of Existing Masters Degrees, Diplomas and Graduate Certificates: Guidelines
Review of Progress: Postgraduate Research Students
Semester and Vacation Dates
Stu-Vac
Student Feedback on Courses and Teaching
Students with HIV or Hepatitis B
Submission of Treatise Containing Published Work
Summer School Policy
Tobacco Company Funding
Timeframe for the completion of emendations
Titles of Bosch, Challis, Kellion, McCaughey and Peter Nicol Russell Chairs
University Chairs
University of Sydney Amendment (Academic Board) By-law 2003
University of Sydney (Academic Governance) Rule 2003
University of Sydney (Authority Within Academic Units) Rule 2003

University of Sydney (Student Proctorial Panel) Rule 2003
 University of Sydney: Royal Charter
 Variable Hours of Work (RDOs)

Policy Documents available through the World Wide Web

In addition to the hard copy forms of the above documents, a public index to policies in electronic format is available via the University's intranet: http://db.auth.usyd.edu.au/policy/policy_index.stm

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989, was issued in June 2003. It is also available through the World Wide Web at: <http://www.usyd.edu.au/arms/foi>

SECTION 3 – ACCESS TO THE UNIVERSITY'S POLICY DOCUMENTS

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

- at the Camperdown Campus

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

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

- at the Faculty of Health Sciences

Mr Brett Andrews
 Faculty Manager
 Faculty of Health Sciences
 East Street
 Lidcombe NSW 2141
 Telephone: (02) 9351 9535

- at the Sydney Conservatorium of Music

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

- at the Sydney College of the Arts

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

- at the Faculty of Rural Management

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

FREEDOM OF INFORMATION ACT, 1989

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

Summary Of Affairs of UNIVERSITY OF WESTERN SYDNEY (Agency 2280)

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

SECTION 1 – POLICY DOCUMENTS

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

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

1.1 University of Western Sydney By-Law 2002/1998

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

The By-Law is divided into Parts as follows:

- Part 1: Preliminary
- Part 2: Chancellor, Vice-Chancellor and other Office Holders
- Part 3: Election of Chancellor and other Officer Holders
- Part 4: Staff, Student and Graduate Members of the Board of Trustees
- Part 5: Rules Council's of the University Members
- Part 6: Miscellaneous Rules
- Part 7: Miscellaneous

1.2 General Rules

Current UWS Rules, 2000 made under the By-Law, are:

- Service of Documents
- Meetings of the Board of Trustees
- Officers of the University – Vice-Chancellor
- The Academic Senate
- College Boards of Studies
- Admissions and Awards
- Academic Dress
- Emblem – University
- Community Engagement
- Affiliation
- Fees
- Sydney Graduate School of Management (SGSM) Service of Documents

1.3 Policies of the Board of Trustees University

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

Board and Senate Secretariat

Course External Advisory Committee
End-On Honours Degree Policy
Plagiarism (included in Student Academic Misconduct)
School Assessment Committees - Terms of Reference and Membership Policy

Marketing and Communications

External Relations Protocols
Gift and Benefit Acceptance and Management
Media
Naming of Physical Property
Web Publishing

Capital Works and Facilities

After Hours Access and Safety
Dogs on Campus
Firearms and Explosives
Non-Smoking in University Premises and Facilities
Official Noticeboards
Parking

Division of Corporate Services

Code of Conduct
Emeritus Professor
Fees for Summer and Winter Subjects
Guidelines Regarding Fees for Certain Undergraduate Level Courses
Honorary Awards Policy
Policy Generation and Amendment
Privacy Policy and Guideline
Protected Disclosure
Records and Archives Management
Student Misconduct - Non-Academic
UWS Delegations
UWS Legislation
UWS Rules

Finance

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

Human Resources

Academic Staff Enterprise Agreement - 2001 - 2003
Academic Staff in Educational Development and Learning Development
Course Coordination Responsibilities and Allowances
Employee Assistance Program
Flexible Hours of Work Agreement
General Staff Enterprise Agreement - 2001 - 2003
Payment of Employees for Additional Work

Personal Professional Association Membership Fees
Professional Development Program
Promotion to Professor
Promotion to Lecturer / Senior Lecturer / Associate Professor
Recruitment and Retention Loadings
Staff Development
Staff Recruitment and Appointment Approvals 2001
Visiting and Adjunct Appointments
Working with Children (UWS Employees)

International

Initiation, Development and Renewal of International Partnerships for Academic Cooperation

Information Technology

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

Library

Copyright
Library Collection Development and Access
Library Loans

Office of the Academic Registrar

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

Office of the Academic Registrar and Board and Senate Secretariat

Admissions
Assessment and Examinations
Enrolment
Postgraduate Coursework Policy
Progression and Graduation Rules and Procedures

Office of the Academic Registrar and Division of Corporate Services

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

Office of the Dean of Students

Alcohol and Drug Control Policy

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

Course Approvals

Operational Health and Safety

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

Office of the Vice Chancellor

Vice-Chancellor's Excellence Awards

Research Office

Appeals and Procedures Under Higher Degree Rules

Ethics in Research

Intellectual Property

Research Office and Board and Senate Secretariat

Doctor of Letters and Doctor of Science

Doctor of Philosophy Rule

Social Justice Unit

Carers' Responsibilities in the Workplace

Children on Campus

Disability

Employment Experience Evaluation

Equal Opportunity

Flexible Work Practices

Grievance Resolution

Guidelines on Conflict of Interest in Close Personal Relationships

Inclusive Curriculum

Inclusive Language

Infectious Diseases

Prevention of Harrassment, Villification and Bullying

Prevention of Sexual Harrassment

Reasonable Adjustment in the Workplace for People with Disabilities

Women's Representation on University Committees

1.5 University Scholarships

Details of University scholarships awarded on a University-wide basis for undergraduate study are contained in the University's "Calendar" (see section 1.7, below) and at the following webpage address;

http://www.uws.edu.au/about/adminorg/devint/ors/degrees/current/scholarships_2003-07-31_2003-08-27

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

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

1.7 Calendar and Handbooks

The University of Western Sydney Calendar for 20031 is set out in three volumes. Volume 1 – Calendar - Contains UWS rules and other general information about the University

Volume 2 – Undergraduate Handbook – describes undergraduate courses and units

Volume 3 – Postgraduate Handbook – describes postgraduate courses and units.

1.8 Other General Publications

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

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

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

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

Mrs Kate Miranda
FOI Co-ordinator
Werrington North Campus
University of Western Sydney
Locked Bag 1797
SOUTH PENRITH DISTRIBUTION CENTRE NSW 1797
Telephone: 02 9678 7815

e-mail: k.miranda@uws.edu.au

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

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